

Procedure No:	ACA-PROC-0010
Procedure Title:	Overload Application Procedure
Related Policy:	<ul style="list-style-type: none"> • Overload Policy (ACA-POL-0006) • Student Course Load and Pre-requisite Policy (ACA-POL-0005)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control the overload application of students in the college department.
Areas of Responsibility:	<ul style="list-style-type: none"> • Evaluator -- Office of the Registrar • Management Staff – Office of the Dean • Records Officer – Office of the Registrar • Cashier -- Finance and Resources
Procedure Details:	<p>Step 1: The student secures the payment slip from the Records Officer at the Office of the Registrar.</p> <p>Step 2: The student presents the payment slip to the cashier and pays the overload fee. The cashier in return issues the student an official receipt.</p> <p>Step 3: The student goes back to the Office of the Registrar presents the official receipt and secures the overload application form (2 copies) from the Records Officer. The student fills-out the form, attached a photocopy of his validated registration form and submit it to the Evaluator for checking.</p> <p>Step 4: The Evaluator checks the overload application and approves the same based on existing overload policy (ACA-POL-0006). The evaluator signs the "Checked by:" portion of the form. The student is advised to seek endorsement from the Dean.</p> <p>Step 5: The student submits the "Checked" overload application form to the Dean's Office for endorsement. The Dean checks the overload application and endorsed the same based on existing overload policy (ACA-POL-0006). The Dean signs the "Endorsed by:" portion of the form.</p> <p>Step 6: The student submits the endorsed overload application form with the official receipt to the Records Officer of the Registrar's Office for approval of the Registrar. The Registrar signs the "approved by:" portion of the form. The Records Officer schedules the release of the approved overload application form.</p> <p>Step 7: The Records Officer releases the approved overload application form to the student immediately or at most a day after upon receipt.</p>
Procedure Approval Authority:	Registrar
References:	<ul style="list-style-type: none"> • Student Handbook • School fees Policy (ACA-POL-0012) • Official Enrollment Policy (ACA-POL-0004) • Overload Application Form (form number here) • Payment Slip (form number here)
Definition:	Records Officer
Help Page:	Office of the Financial Affairs Office of the Registrar
Prepared by	Planning, Funding and Development Office
Approved by:	_____ Dr. Maria Victoria Rosas
Date of Approval:	