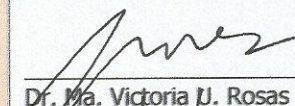


Procedure No:	ACA-PROC-REG-0011
Procedure Title:	Application for Course Description
Related Policy:	ACA-POL-REG-0011 Course Description Request Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and processing of request for Course Description. The Course Description contains an overview of the different subjects the student has taken, on the past semesters.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The requisitioner (student or graduate) fills out a Records Request Application Form (RRAF) at the Registrar's Office.</p> <p>Step 2. The requisitioner pays the processing fee to the Cashier.</p> <p>Step 3. The requisitioner presents the receipt to the Information Desk Officer of the Registrar's Office.</p> <p>Step 4. The Information Desk Officer releases a claim indicating when the requisitioner can claim his Course Description.</p> <p>Step 5. The requisitioner claims his copy of the Course Description upon presentation of school ID and claim stub. In the absence of the requisitioner, the representative can claim upon presentation of authorization letter, claim stub, and valid ID (see ACA-POL-REG-0011 Course Description Request Policy for list of accepted IDs)</p>
Procedure Approval Authority:	Registrar
References:	Records Request Application Form
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12