



OFFICE OF THE COLLEGE SECRETARY
College of Social Sciences and Philosophy
University of the Philippines Diliman

REQUEST TO ENROLL IN COURSE(S) OUTSIDE THE CURRICULUM

For: **The COLLEGE SECRETARY**
College of Social Sciences and Philosophy
University of the Philippines Diliman

Dear Sir/Madam:

I hereby request that I be allowed to enroll this ____ Semester / Midyear Term AY ____ - ____ in the following courses which are not in my curriculum:

COURSE NUMBER	REASON

My current general weighted average is _____.

Respectfully,

Signature over printed name of the student

Student Number

Degree program

Date of filing the request

RECOMMENDING APPROVAL:

Signature over printed name of the Program Adviser

Date

ACTION:

- Approved
- Disapproved

Signature over printed name of the College Secretary

Date

RULES ON ENROLLING IN COURSES OUTSIDE THE CURRICULUM

For Enrichment Purposes

Enrollment in courses outside the curriculum for enrichment purposes may be allowed under the following conditions:

1. the student must be in good academic standing and up-to-date with the requirements of their curriculum;
2. the student may enroll in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;
3. enrollment shall be endorsed by the Program Adviser and approved by the Department Chair/Institute Director; and
4. the student must be informed by the Registration/Program Adviser of the consequences of enrolling in courses outside the curriculum, such as added burden on academic load and possible delay in graduation.

For Shifting Purposes

Enrollment in courses outside the curriculum in preparation for shifting may be allowed under the following conditions:

1. the student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;
2. the student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
3. if the student cannot shift within one (1) year for whatever reason, the student shall follow the curriculum of the original degree program; and
4. the student must be informed by the Registration/Program Adviser of the consequences of enrolling in courses outside the curriculum, such as added burden on academic load and possible delay in graduation.