

Adding Courses

A student may add one or more course to his/her schedule during the drop/add period. The student must settle the financial obligations due to the course(s) addition by the prescribed deadlines.

Late Registration

Students who could not register during the normal registration period may register during the drop/add period and pay a late registration fee. The fee may be waived for new students or for students who could not register earlier due to urgent circumstances.

Repeating Courses

The student must repeat all failed courses when first offered. The student may also repeat a course in which s/he passed with a grade of "70" or lower only once to improve the CGPA. While all repeats shall remain on the student's record the credits of a repeated course shall count only once and the highest grade is used in computing GPA. A course may not be repeated more than two times, including withdrawals.

Substituting Courses

A student may be allowed upon the approval of the college Dean to take a substitute for a required major course in the following cases:

- The required course is not offered or it conflicts with another required course in the semester a student is expected to graduate.
- The student had failed the course three times provided that the student is not on probation. The grades of the required and the substituted courses shall appear on the student's transcripts and used in calculating the student's CGPA.

The substitute and required course shall meet the following criteria: the number of credits and level of the substitute course must be the same or higher; the course is from the same or closely related field; and the course contents and expected competencies are equivalent.