OFFICE OF THE REGISTRAR

950 P. Ocampo St., Mlaate, Manila, Philippines 1004
Phone No. (632) 230-5100 loc. 3322-3325
Email add.: registrar@benilde.edu.ph

PETITION TO OPEN A COURSE

_____Term, School Year_____

Fill in the appropriate section of the form:

Statement of Policy:

Students may petition for a course to be offered under the following conditions: (1) the course belongs to a string of requisites that will delay the student's progress if not taken; (2) course is a pre-requisite to major courses; (3) course is scheduled to be offered for the term; or (4) course is dissolved.

Implementing rules and guidelines:

1. Students enrolled in a petitioned section will not be allowed to drop or withdraw the course; A penalty fee of **Php 8,709.00** will be charged.
2. If the section is under-subscribed (i.e., number of enrollees is below 12), then the section may be declared a special class. Special class will only be offered if there is a teacher willing to handle the class;
3. Program Chairperson endorsing the petition ensures that there is a teacher assigned.
4. It is the accountability and responsibility of the petitioner/student to follow up on the status of his/her petition and to print/re-print his/her Student Enrollment Records (SER).

Procedure:

1. Petitioners sign up and secure approval of the Program Chair.
2. Petitioners submit duly approved petition to the campus Registrar's Office (RO).
3. Allow 2-3 working days for the RO to create the course offering and assign a classroom.
4. Petitioners reprint their (SER) and proceed to the Finance Department to confirm enrollment. To avoid penalty, it is advised that students make payment before the deadline, using current (SER), in the event that the petitioned course is still on process. Assessment will be adjusted upon inclusion of petitioned course, and the balance, if any, will be reflected in the reprinted (SER).

DECLARATION: We, the petitioners, affirm our enrollment to the course, concur with the implementing rules and guidelines, and will follow the procedure as stated above.

Course Code:	Course Title:	Schedule:

ID NUMBER	SURNAME, GIVEN NAME	SIGNATURE

Petition Approved and Endorsed by Program Chair:

_____
(Signature over printed name/date)

Assigned Faculty:

_____
(Signature over printed name/date)

Noted by: _____
Assistant Registrar/Date

Encoded by: _____
RO Enrollment Associate/Date