

NOTES

The Waiver of Prerequisite Form in this folder is for use of DHum students only.
Before proceeding to the next step, wait until your form has been approved by the signatory.

STEP 1

Fill out "I. Subject to be Enrolled".

STEP 2

Send the form to the CAS - Office of the College Secretary with the email subject line:
Degree Program_Concern (ex. BACA_Waiver of Prerequisite Application)

For BACA students: ecgarcia3@up.edu.ph (Ms. Emie Garcia / Tita Emie)

For BAPHLO students: hbexconde@up.edu.ph (Mr. Harry Exconde / Kuya Harry)

STEP 3 (If necessary)

In case you have taken the prerequisite course, please ask your instructor(s) to accomplish III.

STEP 4

Send the form to the Office of the Vice Chancellor for Student Affairs.

Contact Information: ovcsa.uplb@up.edu.ph

STEP 5

Send the form to the unit offering the prerequisite course you are waiving. The contact information that you will need in the next steps will depend on the unit offering the course. Ask whoever is in charge to guide you in the next steps.

If it is a course from DHum, follow these:

- 5A. E-mail dhum.uplb@up.edu.ph and ask who the Unit Committee Head is. The Unit Committee Head is the head of the Curriculum and Instructions Committee of the department. The e-mail address of the Committee Head can be found in the folder "DHum Faculty Directory". Send your form to the Committee Head.
- 5B. After obtaining the signature of the Unit Committee Head, send your form to the chair of the Department of Humanities.
- 5C. Send your form back to the CAS - Office of the College Secretary

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