



Xavier University
ATENEO DE CAGAYAN

In Consortium with
ATENEO DE DAVAO UNIVERSITY and
ATENEO DE ZAMBOANGA UNIVERSITY

College of Engineering

(Download this file for your copy, fill-up and save to your Google Drive and share it with your department chair and college dean as Editors.

You should monitor the remarks indicated by your dept chair or evaluator in the last column of the table below and follow these as you self-enroll. **TOTAL UNITS LOAD SHOULD NOT EXCEED** what is set for your program year and level. Requests for overload could be allowed only for graduating students. If you have concerns, see or email your department chair (cc college dean)

Pre-enrolment Evaluation / Study Load Form

____ Sem ____ Intercession SY 20__-20__

SLMIS ID

Family Name: First Name: M. I.

Department: Year level:

Are you a shiftee? If so, indicate your previous program : _____

Important note for shiftees: Prior to submitting this tentative load form, you should have filled up the Request to Shift Academic Program link published by the University Registrar and you have been approved to shift. Contact the College Dean if you have concerns as a shiftee.

No.	CLASS NUMBER (e.g. 2842)	COURSE CODE (e.g. CE 11 B1)	UNITS	Remarks*
	Add/delete rows if needed			
TOTAL UNITS:				

*Under Remarks, you indicate some message, explanation, etc to your dept chair. Your dept chair may also put comments on it regarding the course/s you are proposing to take.

VERY IMPORTANT

WAIVER: I understand that I will only enroll in the prescribed and approved courses during self-service and in adding/dropping enrolment periods. Any deviations on my part gives the college evaluator, dept chair or the dean the right to remove/drop courses that are not in this approved study load form.

(For graduating students) Within my graduating year (2 sems + 1 intersession), it is my responsibility to do a self-evaluation to ascertain my lacking subjects for graduation and to report to my department chair for academic evaluation and advising. I will complete the online application for graduation thru SLMIS promptly, as soon as the announcement is published at XU CoE FB page. I will coordinate closely with my department chair if I have any academic concerns.

(For students requesting overload/simultaneous enrollment) It is my responsibility to apply for this, and follow-up for the results of my submitted application. Once my application is approved, it is my responsibility to enroll subjects I requested for overload/simultaneous enrollment within the allowed enrollment period. I will closely coordinate with my department chair regarding this matter.

I accept full responsibility for any problems that would result from my personal neglect regarding these guidelines.

Conforme:

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Student e- signature

Date

Guide for students:

1. Refer to the course offering list of your department. Aside from knowing the possible subjects you can take, also note the maximum units applicable to your year level. Try to reach this maximum number of units, as much as possible. Contact your department chair (cc college dean) if you have a concern regarding total units load.
2. Students are generally allowed to take “advance” subjects as long as they comply with the set requirements such as the pre- or co-requisites, year level standing and their resulting total loads will not exceed the allowed max units of their year level.
3. As much as possible, follow the schedule set for your department and your year level. You will see this in SLMIS. You may also contact your dept chair for the recommended class schedules.
4. For any concerns, consult with your dept chair through a face-to-face meeting. If F2F meeting is not possible, use call-out comments in your shared Tentative load form Google Doc. How do you make a call-out comment in the Google Doc: Open the Google Doc, right-click and select “Comment”, begin writing your comment with @+email address of dept chair and click Comment button. Your dept chair will be notified of your comment through the XU email system.
5. List of email addresses:
 - a. CE dept chair : kcagata@xu.edu.ph
 - b. CHE dept chair: eortiz@xu.edu.ph
 - c. EE dept chair: gcabaraban@xu.edu.ph
 - d. ME dept chair: edollera@xu.edu.ph
rgolez@xu.edu.ph
 - e. ECE dept chair: kflores@xu.edu.ph
 - f. IE dept chair: gpaclijan@xu.edu.ph
 - g. Asst Dean: jvallente@xu.edu.ph
 - h. Dean: csalvaloza@xu.edu.ph
 - i. Admin Asst: rdevilla@xu.edu.ph
 - j. College Secretary: ppacquiao@xu.edu.ph
6. In case you receive no responses after a reasonable wait-time, see your department chair in person. Also send email, cc the College Dean
7. For graduating students (will graduate by end of this sem, next sem or intersession), overload is allowed for a total of 6 units which may be availed in one sem or across the semesters/intersession. There is a process for this, see the enrollment guide.
8. For adding/dropping of classes/withdrawal, you must follow the official procedure and use the correct links (see university website) or else you will not recover refunds, or F grades will be reflected in your TOR. Verify your SLMIS if such dropping/adding/withdrawal is reflected. If not, follow-up with your department chair right away.