**GUIDELINES** 

WEEK OF THE SUCCEEDING TERM.

COPY: (1) OFFICE OF THE COLLEGE REGISTRAR; (2) INSTRUCTOR

REVISION NO.:	01		
EVISION DATE:	August 25, 2010		



REVISION NO.: 01
REVISION DATE: August 25, 2010

## **REQUEST TO COMPLETE COURSE**

(1) THIS FORM IS AVAILABLE TO STUDENTS TO COMPLETE COURSES WITH A GRADE OF "INC" OR "C". THIS APPLICATION SHALL BE PROCESSED DURING THE FIRST

(2) STUDENTS FILLS OUT THE FORM AND SUBMITS TO THE INSTRUCTOR FOR AUTHORIZATION. (3) STUDENT SUBMITS DULY ACCOMPLISHED FORM TO THE OFFICE OF THE COLLEGE REGISTRAR FOR BILLING AND THEN PAYS THE COMPLETION FEE AT THE OFFICE OF THE TREASURER (4) STUDENT RETURNS COPY TO OCR FOR THE REGISTRAR'S NOTATION AND THEN PROCEEDS TO DO THE COMPLETION WORK.								
GENERAL	. INFORI	MATION	<u> </u>					
NAME				DATE				
STUDENT NO.	SURNA	ME	GIVEN NAME	PROGRAM / YEAR	-			
COURSE	INFORM	ATION	-					
COURSE / SE	CTION		_	S.Y. / TERM OBTA	AINED			
INSTRUCTOR	S'S NAME							
				STUDENT'S SIGNAT	URE	DATE		
COMPLET	ION WO	RK DONE						
TYPE OF COMP WORK TO BE D	-							
DATE TO BE CO	OMPLETED							
				INSTRUCTOR'S SIGNA	TURE	DATE		
VERIFICA	TION	-		NOTATION				
THE COLLE	GE REGISTRA	R'S STAFF	DATE	THE COLLEG	GE REGISTRAR	DATE		

## REQUEST TO COMPLETE COURSE

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GUIDELINES					
WEEK OF THE SUCCEEDING (2) STUDENTS FILLS OUT THE FI (3) STUDENT SUBMITS DULY AC OF THE TREASURER	TERM. ORM AND SUBMITS TO THE IN: COMPLISHED FORM TO THE C	STRUCTOR FOR AUTHOR	OF "INC" OR "C". THIS APPLICATION S RIZATION. REGISTRAR FOR BILLING AND THEN ROCEEDS TO DO THE COMPLETION	N PAYS THE COMPLETION	
GENERAL INF	ORMATION				
NAME				DATE	
	SURNAME	GIVEN NAME	MIDDLE INITIAL		
STUDENT NO.			PROGRAM / YEAR		
COURSE INFO	DRMATION				
COURSE / SECTIO			S.Y. / TERM OBTA	INFD	
OCCINCE / CECITIC			O.T. / TERMI OBTA		
INSTRUCTOR'S NA	AME				
			STUDENT'S SIGNATU	JRE	DATE
COMPLETION	WORK DONE				
TYPE OF COMPLETIC WORK TO BE DONE	DN				
DATE TO BE COMPLE	ETED				
			INSTRUCTOR'S SIGNA	TURE	DATE

COPY: (1) OFFICE OF THE COLLEGE REGISTRAR; (2) INSTRUCTOR

DATE

VERIFICATION

THE COLLEGE REGISTRAR'S STAFF

DATE

FORM OCR-007A

THE COLLEGE REGISTRAR

**NOTATION**