



Office of the Registrar

APPLICATION FOR OVERLOAD

1. Prepare a letter in 2 copies addressed to: The Vice President for Academic Affairs
University of San Carlos
Cebu City
 - a. State your course and year.
 - b. State the semester/term when you intend to graduate.
 - c. State the number of units you intend to overload.
 - d. Enumerate in your letter the subjects you intend to enroll including the overload subject/s with the descriptive titles and units.
 - e. Consent of parents or duly appointed guardian
2. Attach a print copy of the final grades of all the subjects you have taken or a transcript of records.
3. Attach a photocopy of your Deficiency Form issued by the Evaluation Section.
4. Fill out the Endorsement Form which is available in your department or you can download the form thru the university's website (usc.edu.ph / downloadable forms).
5. Secure approval from the Department Chair, College/School Dean, Registrar, and the Vice President for Academic Affairs.
6. Submit 1 copy of the approved overload to the Registrar (the accomplished Endorsement Form, your letter and attachments) and proceed to the System Support Section (Office of the Registrar) for advising of the overload subject/s.
7. After advising of the overload subject/s, enroll in the subject/s through your ISMIS account.

Academic Policy on Excess Load for Graduating Students:

A graduating student may have an overload of not more than 6 units in excess of the regular load under the following conditions:

- He/She is a graduating student at the end of the term.
- He/She has not incurred more than 5 failures (a grade of 5.0) in those terms that he/she is enrolled in the University.
- His/Her grade point average (GPA) is 2.8. In computing the GPA, 5.0 is included but the grades of ReEd and NSTP (ROTC/CWTS/LTS) are excluded.
- The course/s is/are not pre-requisite/s. However, courses taken again due to failures may be taken as overload if recommended by the Department Chair, the College Dean, and approved by VPAA.