



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE ASSISTANT VICE PRESIDENT
FOR UNDERGRADUATE EDUCATION

11 July 2023

TO	Department Chairs/Program Directors Department/Program Secretaries All Undergraduate Students
FROM	Josefina D. Hofleña, PhD <i>Assistant Vice President for Undergraduate Education</i>
SUBJECT	Undergraduate Students' Overload Requests for the First Semester, SY 2023-2024

Section I.5.1 of the Undergraduate Academic Regulations states that, "Students are expected to enroll for the maximum load as prescribed in their official curriculum. However, in certain cases, enrollment beyond one's maximum load is allowed."

The privilege to overload during a regular semester is extended to the following:

1. Honor students/Dean's Listers – Students who made it to the Dean's List in the Second Semester SY 2022-2023 are allowed an overload in the First Semester of SY 2023-2024 of up to three (3) units beyond their maximum semestral load. However, the additional units may only be added by processing a load revision form during the load revision period.
2. Seniors and Fifth Year students may overload up to six (6) units beyond their maximum load, provided that the total load for the semester (counting both the regular load and the overload) does not exceed 24 units. The student's home department/program adds the overload to the student's IPS and enlistment may be done during the regular registration period. The processing of a load revision form is not necessary.

In both cases, students do not need to submit a request to overload.

Exceptions to the above guidelines require the endorsement of a student's home department chair/program director and the approval of the Assistant Vice President Undergraduate Education (AVP-UED). Students who wish to overload in the First Semester SY 2023-2024, but do not fall under the two categories specified above, may submit the [Overload Request Form](#) from **21 July 2023 to 4 August 2023 only, provided they do not have any INC/NE grades issued in the Second Semester SY 2022-2023 or Intersession Term SY 2023-2024.**



ATENEODUMANIILA UNIVERSITY

OFFICE OF THE ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE EDUCATION

Department Chairs/Program Directors should indicate their endorsement/ non-endorsement on the GSheet to be provided by the Office of the AVP-UEd. Once approved, readvisement/IPS updating to add the overload will then be done by Office of the University Registrar (for 1st and 2nd year students) or the students' home department/program (for incoming Juniors, Seniors, and 5th year students).

Because of additional challenges that an overload may present, home department chairs/ program directors are requested to carefully evaluate the reason for, and the student's ability to handle, the additional load.

If the overload request is approved, the additional course may only be added by processing a load revision form during the **load revision period on 9-16 August 2023.** Please note that even with an approved overload, enlistment is subject to the availability of slots.

Please find below the summary of the Overload Request Process.

1. Students review their Second Semester SY 2022-2023 final grades and semestral QPI on AISIS.
2. Students accomplish the Overload Request form using their OBF email account.
3. Upon submission of the form, students receive an automatic response receipt of their request.
4. The Office of the Asst. VP for Undergraduate Education (OAVP-UEd) makes an initial review of all requests to check for accuracy and completeness.
5. Department Chairs/Program Directors are provided with a GSheet of the requests of their majors and indicate their endorsement/non-endorsement of the request to overload.
6. The AVP-UEd evaluates the requests and indicates the approval/disapproval of the request.
7. The OAVP-UEd informs the students of the decision on their overload request via email. The Home Department Chair/Program Director is copied to the email.
8. The OAVP-UEd forwards a list of students approved for overload to the Office of the Vice President for Digital Information and Technology Services (OVP-DITS) so that the student's maximum load on AISIS can be adjusted to accommodate the additional units.
9. Students with approved overload requests coordinate with the appropriate office for readvisement/IPS updating to add the approved overload:
 - a. First and Second Year students - Office of the Registrar; please email registrar2.ls@ateneo.edu
 - b. Juniors, Seniors, and 5th Year students - home department/program



ATENEIO DE MANILA UNIVERSITY

OFFICE OF THE ASSISTANT VICE PRESIDENT FOR UNDERGRADUATE EDUCATION

10. Students with approved overloads submit a load revision request at loadrev.ateneo.edu during the load revision period to add the overload.

For more information, please see the [FAQs on Overload](http://www.ateneo.edu/ls/adaa) at the OAVP-UEd webpage (www.ateneo.edu/ls/adaa).

Thank you very much.

cc: Office of the Vice President for Higher Education
 Office of the Vice President for Digital Information and Technology Services
 Deans of the Schools Offering Undergraduate Programs
 Gokongwei Brothers School of Education and Learning Design
 School of Humanities
 John Gokongwei School of Management
 School of Science and Engineering
 School of Social Sciences
 Office of the University Registrar
 Associate Dean for the Core Curriculum
 Associate Dean for Student Affairs
 Office of Admission and Aid
 Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila (Sanggunian)