



# ICS Form Flowcharts

*revised August 2024*

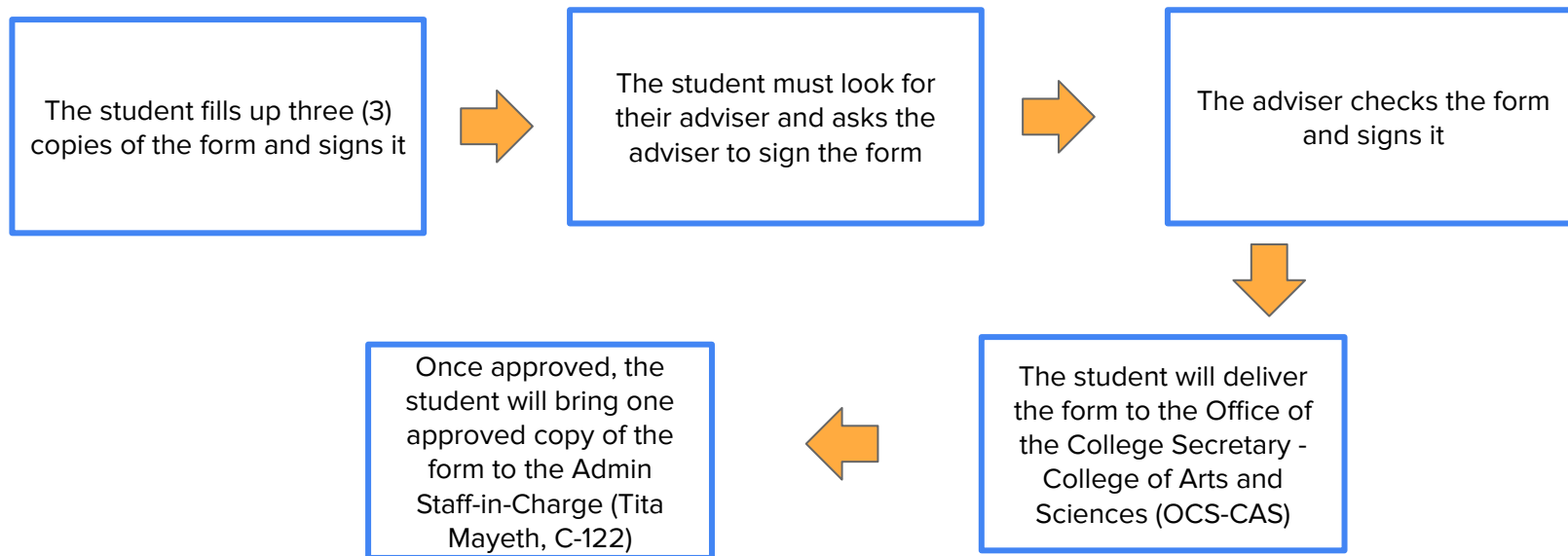


# GE Plan of Study



# GE Plan of Study

Form: <https://ics.uplb.edu.ph/forms/GE-Plan-of-Study>



**Note: All signatures are wet signatures**

**Note to Students: This is to be accomplished every first semester of new students, including shiftees and transferees)**

# Elective Plan of Study



# Elective Plan of Study

Form: <https://ics.uplb.edu.ph/forms/Elective-Plan-of-Study>

The student fills up three (3) copies of the form and signs it



The student must look for their adviser and asks the adviser to sign the form



The adviser checks the form and signs it



Once approved, the student will bring one approved copy of the form to the Admin Staff-in-Charge (Tita Mayeth, C-122)



The student will deliver the form to the Office of the College Secretary - College of Arts and Sciences (OCS-CAS)



The student will get their form at the ICS Admin Office (Room C-122)



The student will bring the form to the Admin Staff-in-Charge (Tita Mayeth, C-122) for the Director's Signature

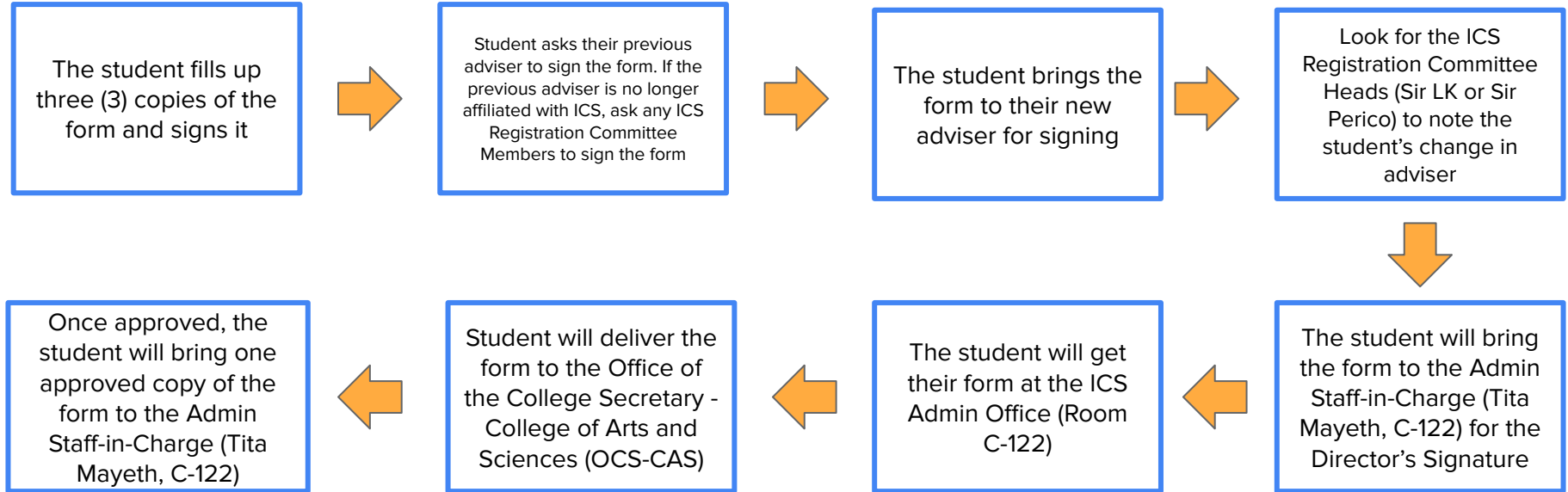
**Note: All signatures are wet signatures**



**Request for  
Change in  
Registration/SP/  
Thesis Adviser**

# Request for Change in Registration/SP/Thesis Adviser

Form: <https://ics.uplb.edu.ph/forms/Request-for-Change-of-Adviser>




**Note: All signatures are wet signatures;**

**Note to students: Talk to both advisers first before accomplishing the form**



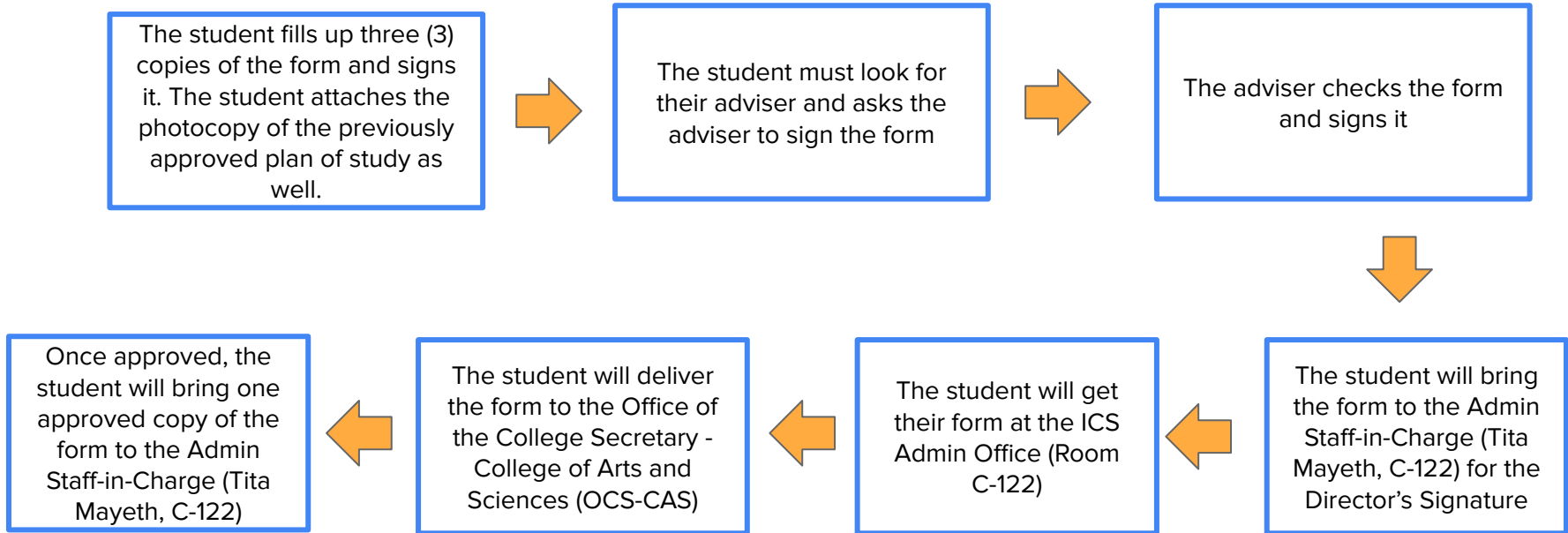
# **Request for Change in the Approved Plan of Study**





# Request for Change in the Approved Plan of Study

Form: <https://ics.uplb.edu.ph/forms/Request-For-Change-in-the-Approved-Plan-of-Study>



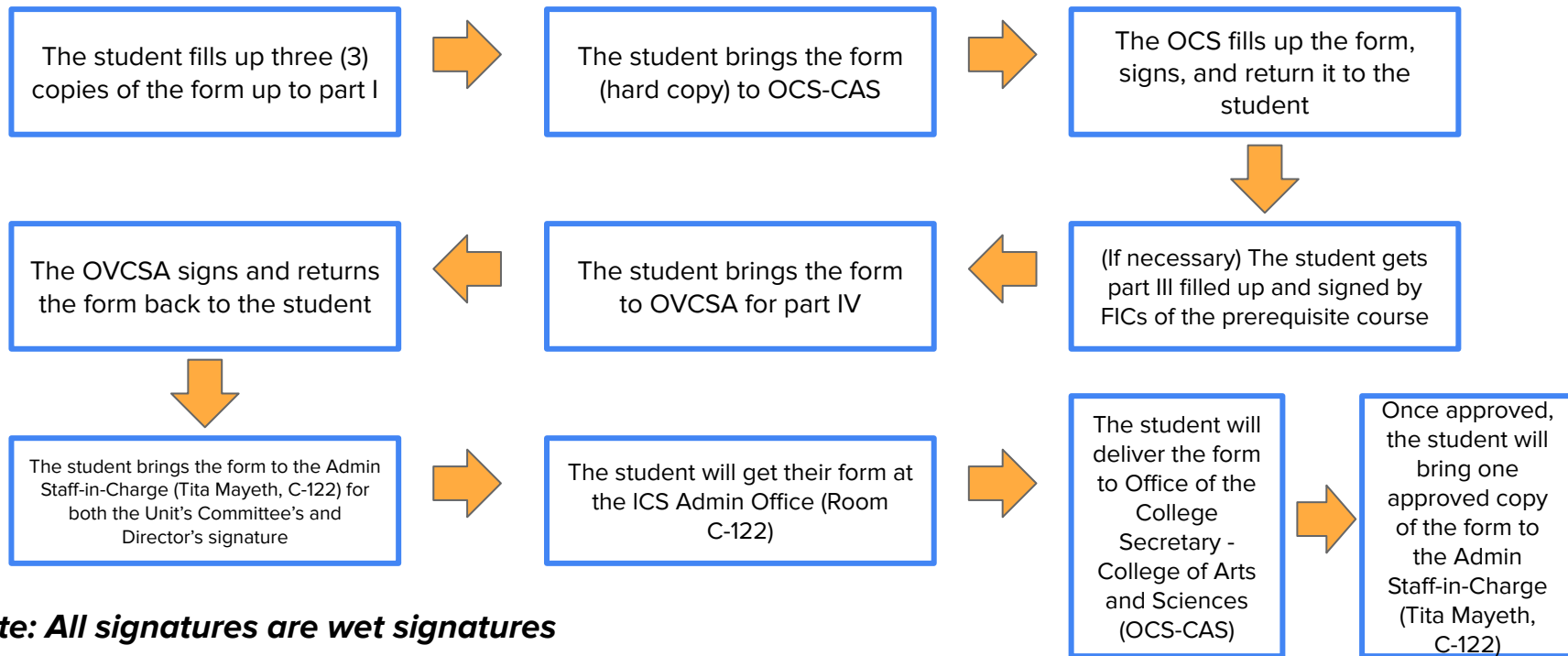
**Note: All signatures are wet signatures**

# **Application for Waiver of Prerequisites**



# Application for Waiver of Prerequisites

Form: <https://ics.uplb.edu.ph/forms/Waiver-of-Prerequisites>



**Note: All signatures are wet signatures**