

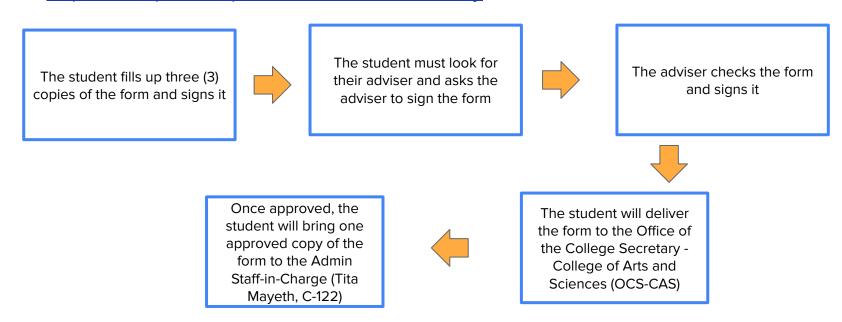
ICS Form Flowcharts





GE Plan of Study

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



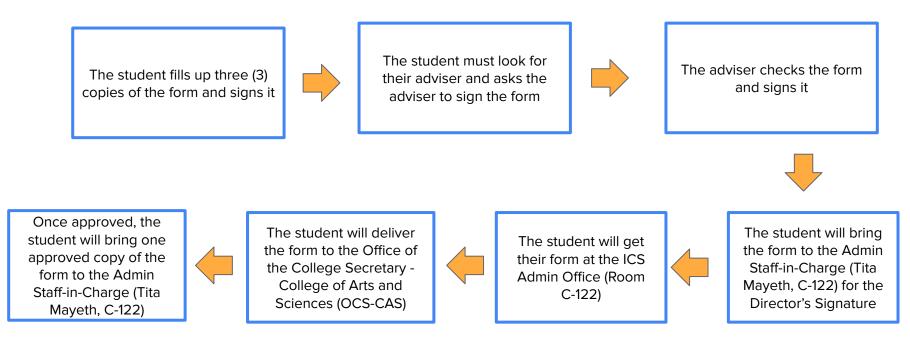
Note: All signatures are wet signatures

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



Elective Plan of Study

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



Note: All signatures are wet signatures



Request for Change in Registration/SP/Thesis Adviser

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

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



Student asks their previous adviser to sign the form. If the previous adviser is no longer affiliated with ICS, ask any ICS Registration Committee Members to sign the form



The student brings the form to their new adviser for signing



Look for the ICS
Registration Committee
Heads (Sir LK or Sir
Perico) to note the
student's change in
adviser



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



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;

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



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

The student fills up three (3) copies of the form and signs it. The student attaches the photocopy of the previously approved plan of study as well.



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



Application for Waiver of Prerequisites

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

