



Office of the
University Registrar

MACHINE VALIDATION

Registration of Hybrid Class (Classes with on-line component)

OUR Form FA-05

This form should be submitted to the Enrollment Services Hub (2F HSSH) prior to first meeting of the course.

Course Code:	Section:
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Faculty Name	ID Number	Department	College
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Checklist to qualify as hybrid class (must satisfy all items):

	Yes:	No:
1. Faculty member must have undergone DLSU-ASIST training on blended learning (ASIST-certified).		
2. The total number of meetings for the online class sessions should not exceed half of the total number of hours for the term.		
3. No online sessions should be scheduled within the first two (2) weeks of classes.		

Dates of regular classes to be converted to online sessions

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2.
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12.
13.

	Approved:	Processed by:
FACULTY SIGNATURE / DATE	NAME & SIGNATURE (CHAIR) / DATE	(Faculty Attendance Monitoring Unit) DATE