NSTP Registration and Change of Matriculation (COM) Procedures
Effective First Semester AY 2013-2014

Start

Create integrated NSTP Common Module classes

Enlistment

Create NSTP Program Component classes

Redistribution

Print and Submit forms to proper recipients*

Change of Mat Option
No

Yes

Undergo Change of Mat**

Validation and Transaction Grouping

Assessment*

Print Form 26A

Adviser’s Signature

Dean’s Signature

Submit Change of Mat Forms to OUR

Done
NOTES:

1. **Creation of NSTP Common Module Classes and NSTP Generic Classes.** Units are required to make integrated NSTP Common Module and NSTP Generic classes (aka NSTP in Class Submission Module).

2. **Enlistment.** Enlist in an integrated NSTP Generic and NSTP Common module class through the batch run or E-prerog.

3. **Class Redistribution.** Students will be redistributed to their intended NSTP Program Component classes (ROTC/CWTS/LTS) after the 25-hour common module. This date will be announced accordingly.

4. **Change Mat Option.** Students will have a choice to change their NSTP Program Component after attending 25 hours of the CWTS/LTS/ROTC class. These dates will also be announced accordingly.

   Should the student choose to undergo the change of mat, the regular change of mat fee will be waived.

   After the change of mat process is complete, all forms must be submitted to window 4 of the ARS, OUR.

* The Class Redistribution Form (Form 26A-1) is **required** to be submitted to the College Secretary, RMAS, OUR, Instructor and the student. Please note that all the forms will require the signatures of all the affected students.

** It is strongly advised that the student must find an NSTP Component class to move to before undergoing the Change of Matriculation process.

* Students with scholarships must have their Change of Mat transactions assessed at the OUR.