



ADDING/DROPPING/CHANGING OF SUBJECT/SCHEDULE

_____ Date

**The Registrar
 This University**

Sir/Madam:

I would like to request approval to add/drop/change the subjects/schedules indicated below this _____ semester of AY _____ due to the following reasons:

1. _____
2. _____

Subject/Schedule to be **Dropped** or **Changed** from:

Schedule Code (18210326)	Subject Code (ENGL 2)	Units (3)	Instructor's Name & Signature

Subject/Schedule to be **Added** or **Changed** to:

Schedule Code (18210326)	Subject Code (ENGL 2)	Units (3)	Instructor's Name & Signature

Period of Adding/Changing and Dropping of subjects is from **Jan. 29 - Feb. 12, 2020** only.

Procedures:

1. Fill out this application form.
2. Registrar's Office – assessment of adding/changing & dropping of subjects.
3. Schedule Committee – class schedule & subject teacher.
4. Subject Teacher – instructor's signature.
5. Registration Adviser & Campus Registrar – approval
6. MIS Office – ENCODING and STAMPING.

 (Signature over Printed Name of Student)
 Course, Year & Section: _____
 Student Number: _____
 Contact Number: _____

Noted:

Approved:

Registration Adviser
 (Signature over Printed Name)
 Date: _____

MARLYN A. QUINEZ
Campus Registrar
 Date: _____

(To be prepared in Triplicate. Copy 1- MIS Office; Copy 2- Registration Adviser; and Copy 3- Student)