

	Reference No.: SPC-FO-REG-04	Effectivity Date: January 05, 2025	Revision No.: 01
ADDING/CHANGING/DROPPING OF COURSES			
PROCEDURE: 1. After filling out this form go to your Dept. Chair and Dean for checking and evaluation 2. Go the Registrar's Office for encoding, approval and printing of re-assessed copy. 3. In case of dropping and cancellation of all subjects, proceed to the Accounting/Assessment Section for reassessment.			
NAME(Last, First, MI):			
COLLEGE:		PROGRAM & YEAR:	
DROPPING/CHANGING SUBJECTS			
COURSES TO BE DROPPED/TO BE CHANGED			
Code	Title	Unit/s	
ADDING SUBJECTS			
COURSES TO BE ADDED			
Code	Title	Unit/s	
APPROVAL			
Department Chair	Dean	Registrar	Accountant/Assessment Section
STUDENT'S COPY			

NAME(Last, First, MI):			
COLLEGE:		PROGRAM & YEAR:	
DROPPING/CHANGING COURSES			
COURSES TO BE DROPPED/TO BE CHANGED			
Code	Title	Unit/s	
ADDING SUBJECTS			
COURSES TO BE ADDED			
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APPROVAL			
Department Chair	Dean	Registrar	Accountant/Assessment Section
REGISTRAR'S COPY			