



## Academic Office – Subject Overload

Republic of the Philippines  
Polytechnic University of the Philippines  
Office of the Branch/Campus Registrar

Application for Change of Enrollment  
Ace Form  
Adding of Subject

### INSTRUCTIONS: READ AND FOLLOW THE STEPS CAREFULLY

- Step 1. Fill-out all blank spaces provided in this form with appropriate information; Write N/A if not applicable
- Step 2. Write the details of subject to add in the ADD section
- Step 3. Place your signature above your printed name (located at the lower-right portion of this form)
- Step 4. Every filled-up row must be signed by the Academic Head
- Step 5. This form must be signed with date by the Academic Head
- Step 6. Proceed to your Department for TAGGING of the necessary changes. (After tagging, open your SIS Account to check if the necessary changes were done and correct)
- Step 7. Go to the Branch/Campus Accounting Student Services for the assessment and tagging of necessary fee/s
- Step 8. For students not covered by R.A. 10931: Pay the assessed fee at the Branch/Campus Cashier's Office
- Step 9. Photocopy this form and official receipt (for students not covered by R.A. 10931), and submit the Original Copy to the Branch/Campus Registrar's Office, one (1) photocopy to the Academic Head, and ALWAYS keep a personal copy

[1]

BRANCH/CAMPUS:	PUP Sta. Rosa Campus		
STUDENT NUMBER:		APPLICATION DATE:	July 18, 2023
NAME OF STUDENT:			
COURSE/YR/SECT:		ACADEMIC YEAR:	SEMESTER:
REASON/S:			

[2]

ADD:							ACCEPTED BY:	
Code	Description	Course, Year, & Section	Day	Time	Room	Units	Acad. Head Signature Over Printed Name and Date	Tagged by Signature Over Printed Name and Date