

REPUBLIC OF THE PHILIPPINES

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES OFFICE OF THE BRANCH/CAMPUS REGISTRAR

CONTROL NO.:

APPLICATION FOR CHANGE OF ENROLLMENT **ACE FORM**

ADDING OF SUBJECT

INSTR	INSTRUCTIONS: READ AND FOLLOW THE STEPS CAREFULLY
Step 1.	Step 1. Fill-out all blank spaces provided in this form with appropriate information: Write N/A if not annlicable
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Write the details of subject to add in the ADD section Place your signature above your printed name (located at the lower-right portion of this form) Step 2. Step 3.

Step 4. Step 5.

Every filled-up row must be signed by the Academic Head This form must be signed with date by the Academic Head 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 6.

Go to the Branch/Campus Accounting Student Services for the assessment and tagging of necessary fee/s Step 7. Step 8. Step 9.

For students not covered by R.A. 10931: Pay the assessed fee at the Branch/Campus Cashier's Office
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

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