

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Subject Code | Section | Title | Units | Day(s) | Time | Room | Faculty |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |

I was not advised properly by the college adviser.

College of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRELIMINARY REGISTRATION FORM**

**for Dropping of Subject/Cancellation of Registration**

**(Dropping Form)**

\_\_\_\_\_\_\_ semester/term, SY 20 \_\_\_ - 20\_\_\_

**STUDENT NUMBER:**

**DATE OF APPLICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NAME :

(PRINT)

SURNAME

FIRST NAME

MIDDLE NAME

COURSE :

MAJOR :

YR LEVEL :

BLOCK :

**DETAILS OF DROPPING OF SUBJECT/CANCELLATION OF REGISTRATION:**

Dropping of Subject because:

The class schedule was changed by the college.

The schedule is in conflict with my work schedule.

The following subject(s) is not included in my PRF.

I encountered financial difficulties preventing me from settling my tuition fees.

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBJECTS TO BE DROPPED:**

TOTAL NUMBER OF UNITS:

**APPROVED:**

**College Dean's Signature**

**Date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**TOTAL NUMBER OF UNITS ENROLLED**

**AFTER DROPPING OF SUBJECTS:**

**NOTE:**

*1. Please attach with this form the 1st EAF containing your initial assessment.*

*2. All changes must be authorized by the Faculty Adviser/ Department Chairperson/Dean. Any unauthorized change made will subject the student to disciplinary action.*