



Pamantasan ng Lungsod ng Maynila

(University of the City of Manila)
Intramuros, Manila

PRELIMINARY REGISTRATION FORM for Change or Cancellation of Registration (Add/Drop Form)

College of _____
____ semester/term, SY 20__ - 20__

STUDENT NUMBER: - DATE OF APPLICATION: _____
NAME : _____
(PRINT) SURNAME FIRST NAME MIDDLE NAME
COURSE : _____ MAJOR: _____
YR LEVEL : _____ BLOCK: _____

DETAILS OF CHANGE/CANCELLATION OF REGISTRATION:

Adding/Dropping or Changing of Subjects because:

- ☐ the class schedule was changed by the college. ☐ I want to change my schedule.
☐ the following subject(s) is not included in my EAF. ☐ Others: _____
☐ I was not advised properly by the college adviser. _____

SUBJECTS TO BE CHANGED OR DROPPED:

	Subjects Code	Section	Title	Unit	Day(s)	Time	Room	Faculty
1								
2								
3								
4								
5								

TOTAL NUMBER OF UNITS:

SUBJECTS TO BE CHANGED INTO OR ADDED:

	Subjects Code	Section	Title	Unit	Day(s)	Time	Room	Faculty
1								
2								
3								
4								
5								

TOTAL NUMBER OF UNITS:

TOTAL NUMBER OF UNITS ENROLLED
AFTER ADDING/DROPPING/CHANGING
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

APPROVED:

College Dean's Signature

Date

Signed:

Engr. Andrew G. Bitancor
EE Department

Charito M. Molina
IT Department