*****UREG-QF-09*

Republic of the Philippines

**CAVITE STATE UNIVERSITY**

**Bacoor City Campus**

SHIV, Molino VI, City of Bacoor

🕾 (046) 476-5029

 [cvsubacoor@cvsu.edu.ph](http://www.cvsu.edu.ph)

### ADDING/DROPPING/CHANGING OF SUBJECT/SCHEDULE

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

Date

**The Campus Registrar**

This University

Sir/Madam:

I would like to request approval to add/drop/change the subjects/schedules indicated below this \_\_\_\_\_\_\_\_ semester of AY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to the following reasons:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject/Schedule to be Dropped or Changed from:

|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule Code** | **Subject Code** | **Units** | **Instructor’s Name & Signature** |
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Subject/Schedule to be Added or Changed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Schedule Code** | **Subject Code** | **Units** | **Instructor’s Name & Signature** |
|  |  |  |  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature over Printed Name of Student)*

Course, Year & Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Noted: Approved:***

**­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration Adviser** **Campus Registrar**

*(Signature over Printed Name)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_