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|  | Reference No.: SPC-FO-REG-04 | | | | Effectivity Date: January 05, 2025 | Revision No.: 01 | |
| **ADDING/CHANGING/DROPPING OF COURSES** | | | | | | | |
| **PROCEDURE:**   1. After filling out this form go to your **Dept. Chair and Dean** for checking and evaluation 2. Go the **Registrar's Office** for encoding, approval and printing of re-assessed copy. 3. In case of dropping and cancellation of all subjects, proceed to the Accounting/Assessment Section for reassessment. | | | | | | | |
| NAME(Last, First, MI): | | | | | | | |
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| **DROPPING/CHANGING SUBJECTS** | | | | | | | |
| **COURSES TO BE DROPPED/TO BE CHANGED** | | | | | | | |
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| **ADDING SUBJECTS** | | | | | | | |
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| **APPROVAL** | | | | | | | |
|  | | Dean Registrar Accountant/Assessment Section  **STUDENT'S COPY** | | | | | |
| Department Chair | |
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| NAME(Last, First, MI): | | | | | | | |
| COLLEGE: | | | | PROGRAM & YEAR: | | | |
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| **DROPPING/CHANGING COURSES** | | | | | | | |
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| **Code** | | | **Title** | | | | **Unit/s** |
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| **ADDING SUBJECTS** | | | | | | | |
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| **APPROVAL** | | | | | | | |
|  | | Dean Registrar Accountant/Assessment Section  **REGISTRAR'S COPY** | | | | | |
| Department Chair | |