



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)

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College of _____

	Subject Code	Section	Title	Units	Day(s)	Time	Room	Faculty
1								
2								
3								
4								
5								

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 Subject because:

- ☐ 1 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: _____
☐ 2 I was not advised properly by the college adviser.

SUBJECTS TO BE CHANGED OR DROPPED:

2								
3								
4								
5								

TOTAL NUMBER OF UNITS:

SUBJECTS TO BE CHANGED INTO OR ADDED:

TOTAL NUMBER OF UNITS:

TOTAL NUMBER OF UNITS ENROLLED
AFTER ADDING/DROPPING/CHANGING
SUBJECTS:

RECOMMENDED:

College Dean

Date

APPROVED:

NOTE:

- Please attach with this form the 1st EAF containing your initial assessment.
- All changes must be authorized by the Faculty Adviser/ Department Chairperson/Dean. Any unauthorized change made will subject the student to disciplinary action.

Registrar

Date