



Student's Copy

CHANGE OF REGISTRATION  
(Adding / Dropping Form)

NAME: \_\_\_\_\_

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

COURSE: \_\_\_\_\_

Year / Grade Level: \_\_\_\_\_

Term:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  InterSem

Write Only Subjects to be DROPPED/CHANGED	UNITS	TIME	DAYS	ROOMS	Signature of Instructor	Write Only Subjects to be ADDED/TAKEN	UNITS	TIME	DAYS	ROOMS	Signature of Instructor

Reason for Dropping/Changing \_\_\_\_\_

Change of Load from \_\_\_\_\_ to \_\_\_\_\_ units

Approved: \_\_\_\_\_

Refunded: \_\_\_\_\_

Dean

Charged: \_\_\_\_\_

Registrar

Note:

1. This form is accomplished by students who wish to add or drop any subject/s within the allowable period in a given semester or after approval of an LOA.
2. The request for change of registration may only be approved by the Dean and the Registrar if it bears the signature of the concerned instructor/ professor.
3. Students who have dropped or withdrawn a course need to claim their revised assessment and registration form to make the change of registration official.
4. Adding and dropping of subjects is sanctioned under Section 5: Adding and Dropping of Subjects, Overloading and Refund of the Institutional Student Handbook.

TR-ESOS004 s.2022



Registrar's Copy

CHANGE OF REGISTRATION  
(Adding / Dropping Form)

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COURSE: \_\_\_\_\_

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TR-ESOS004 s.2022



Dean's Copy

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

COURSE: \_\_\_\_\_

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Dean

Charged: \_\_\_\_\_

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  - Adding and dropping of subjects is sanctioned under Section 5: Adding and Dropping of Subjects, Overloading and Refund of the Institutional Student Handbook.



Cashier's Copy

CHANGE OF REGISTRATION  
(Adding / Dropping Form)

NAME: \_\_\_\_\_

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

COURSE: \_\_\_\_\_

Year / Grade Level: \_\_\_\_\_

Term:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  InterSem

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