



CHANGING, ADDING, WITHDRAWAL & DROPPING OF SUBJECTS

_____ First Semester _____ Second Semester _____ Summer _____ School Year _____

Student Number

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Date Filed

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| PRINT LEGIBLY: | | | MALE |
| (Family Name) | (First Name) | (Middle Name) | FEMALE |

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|---------|-------|----------|-----------------------|
| Course: | Year: | Section: | Major/Specialization: |
|---------|-------|----------|-----------------------|

Check the Corresponding Action Applied:

Changing of Course/Major/Specialization

From: _____

To: _____

Change of Subject/s

Dropping of Subject/s

Addition of Subject/s
 Unit-Load Before Filing
 Adding Form: _____ Units

Withdrawal of Subject/s

SUBJECT/S TO BE CHANGED, DROPPED OR WITHDRAWN

| Schedule ID | Subject Title & No. | Subject Description: | Unit | Time & Day | Name of Faculty | Signature |
|-------------|---------------------|----------------------|------|------------|-----------------|-----------|
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SUBJECT/S CHANGED OR ADDED

| Schedule ID | Subject Title & No. | Subject Description: | Unit | Time & Day | Name of Faculty | Signature |
|-------------|---------------------|----------------------|------|------------|-----------------|-----------|
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Reasons for Action Applied: _____

Approved: _____

 Academic Dean

 Student's Signature

 Bookkeeper/Accounting Office

For Execution in the System:

 University Registrar

SDF-URO-105-021-01



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024
 For verification of the certificate please
 access www.gcl-intl.com (Certification
 check and type the registration number)

