



CHANGING, ADDING, WITHDRAWAL & DROPPING OF SUBJECTS

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

Student Number

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Date Filed

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

Course:	Year:	Section:	Major/Specialization:
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Check the Corresponding Action Applied:

Changing of Course/Major/Specialization

From: _____

To: _____

Change of Subject/s

Dropping of Subject/s

Addition of Subject/s

Withdrawal of Subject/s

Unit-Load Before Filing

Adding Form: _____ Units

SUBJECT/S TO BE CHANGED, DROPPED OR WITHDRAWN

Schedule ID	Subject Title & No.	Subject Description:	Unit	Time & Day	Name of Faculty	Signature

SUBJECT/S CHANGED OR ADDED

Schedule ID	Subject Title & No.	Subject Description:	Unit	Time & Day	Name of Faculty	Signature

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: 24 January 2024
 Recertification due date: 24 January 2027
 For verification of the certificate please access www.gcl-uk.com (Certification check and type the registration number)

