

	Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE Pinaod, San Ildefonso, Bulacan 3010	Document No.: QRDI-COP-REGR04-002
		Rev. No.:00
	ADDING, CHANGING & DROPPING OF SUBJECT(S) FORM	Effectivity Date: 07.08.2021

Subject(s) to be Enrolled						
Subject Code	Descriptive Title	Unit	Year & Section	Instructor's Name & Signature*	Number of Officially Enrolled Student	Number of Unofficially Enrolled Student

Total Units _____

*Required only for subject and section with number of officially enrolled students exceeding the allowed class size. Required approval of the assigned Instructor.

Subject(s) to be Dropped			
Subject Code	Descriptive Title	Unit	Year & Section

Total Units _____

Reason for Adding, Changing or Dropping _____

Student's Name: _____

Student No.: _____

Course: _____

Year Level & Section : _____

Semester & Academic Year: _____

Recommending Approval:

Program Adviser's Signature & Date

Approved:

Registrar's Signature & Date

Reminder:

- ✓ Adding/Changing/Dropping is allowed only within the schedule approved in the Academic Calendar.
- ✓ Dropping of subjects is allowed only until before Midterm Exam schedule.
- ✓ The maximum residency rule state that a student must finish the requirements equivalent to a maximum of one and one-half of the normal length prescribed for the course; otherwise he may not be allowed to enroll in the same course.
- ✓ No student shall graduate from the College unless he has completed at least one (1) year (two regular subsequent semester) of residence work immediately prior to graduation.

I understand

Student's Name/Signature/Date

This form should to be returned to the office of the Registrar for proper checking and recording.

Note: Will be validated and official upon payment of the required fees. Php20.00 shall be charged for each subject to be enrolled, dropped or changed in addition to the regular fee per unit.