

ADDING/ DROPPING AND CHANGING SUBJECTS

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Students

Requirements: Registration form

Processing Time: 8 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Submits requirements and requests for ADC forms	Checks the total number of units enrolled by the student before issuing the ADC form	2 minutes	None	Staff	Adding/Dropping/ Changing Subjects (ADC) form
2	Accomplishes the forms and have it signed by their respective dean/ director of the college/ institute	Checks the entries on the form Signs the ADC form	2 minutes	None	Staff Registrar	ADC form
3	Receives the completion form and proceeds to the cashier for payment	Accepts payment and issues OR	2 minutes	None	Cashier	OR
END OF TRANSACTION						

NOTE: A copy of the ADC form should be furnished the Dean/ Director of the college or institute.