



## ADD / DROP FORM

<b>Student Name</b>		<b>ID</b>	
<b>Program</b>		<b>Academic Year-Semester</b>	
<b>Contact No</b>		<b>Campus</b>	

- Full time student load should not be less than 12 CRH or more than 18 CRH
- Students with probation are not allowed to register for more than 12 CRH
- Outstanding student with CGPA  $\geq 3.6$  or expected to graduate student can register for maximum of 21 CRH

**ADD ONLY**       **DROP ONLY**       **ADD/DROP**

**Total number of credit hours the student registered currently ( )**

Course (s) to be ADDED			
CRN	Course Code & No	Course Name	Credits

Course (s) to be DROPPED			
CRN	Course Code & No	Course Name	Credits

Course (s) to be Added (After ADD/DROP Period)				
CRN	Course Code & No	Course Name	Credits	Student Justification

**Total numbers of credit hours after add ( ) & drop ( )**

Advisor Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Services Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For adding course(s) after add/drop period or exceeding maximum CRH)

<b>Official Use</b>	
Remarks:	
<b>Office of the Registrar:</b>	<b>Date:</b>

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