



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
 Villa de Bacolor, Pampanga

ADDING, DROPPING, CHANGING FORM

PROCEDURE:

1. Accomplish form and submit it with the COR to the Program Chair for advising and approval from the Dean.
3. Approved forms will be forwarded to the OUR by designated person.
4. Staff in the OUR will encode and print the updated COR.
5. Updated COR will be endorsed to the College Dean for distribution.

Name	Academic Year-
Student Number	Academic Term
College	_____ First Sem/Tri
Course	_____ Second Sem/Tri
	_____ Third Trimester
	_____ Summer
Student Signature	Date

SUBJECT TO BE ADDED

Subject Code	DESCRIPTIVE TITLE	Unit/s	Section

SUBJECT TO BE DROPPED

Subject Code	DESCRIPTIVE TITLE	Unit/s	Section

SUBJECT TO BE CHANGED

FROM			TO		
Subject Code	Units	Section	Subject Code and Units	Units	Section

Department Chair

Dean/Director

University Registrar

STUDENT'S COPY

Name	Student #	Date
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SUBJECT TO BE ADDED

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Department Chair

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