



A.1 REGISTRATION AND ENROLMENT SERVICES

1. Processing of Application for Change of Enrollment (Adding of Subject)

Process request for application for change of enrollment specifically for adding of subjects. This is both for regular and irregular students of the University and is done during the adjustment period.

Office or Division:	Campus Academic Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Regular and Irregular Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished and printed copy of ACE Form (Adding of Subject) downloadable from www.pup.edu.ph		To be Printed from www.pup.edu.ph		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Director/Head of Academic Program for signature and tagging of subject	1.1 Accept, evaluate, and sign the ACE form (Adding of Subjects). 1.2 Tag the subject/s indicated in the ACE Form (Adding of Subjects)	None	7 minutes	<i>Director/ Head of Academic Program</i>
2. Proceed to Cashier's Office to pay the assessed fee (for students not covered by R.A. 10931)	Accept payment and issue official receipt	Php 30.00	4minutes	<i>CDO Cashier/ Accounting Office</i>
3. Submit the Original Copy of ACE Form (Adding of Subjects) to Director/ Head of Academic Program	3.1. Accept the fully accomplished ACE form	None	4 minutes	<i>ReceivingStaff/ Director/ Head of Academic Program</i>
	3.2 Submit to Registrar's Office		4 minutes	<i>ReceivingStaff Registrar'sOffice</i>
TOTAL		Php 30.00	19 minutes	