



## 2. Processing of Application for Change of Enrollment (Change of Schedule/Subject)

Process request for application for change of enrollment specifically for change of schedule or subject/s. This is both for regular and irregular students of the University and is done during the adjustment period.

<b>Office or Division:</b>	Campus Academic Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Regular and Irregular Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished and printed copy of ACE Form(Change of Schedule/Subject) downloadable from <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>		To be printed from <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to the Faculty member/s assigned to the subject/s to be enrolled for release from and acceptance to the class	Accept and sign the ACE Form (Change of Schedule/Subject)	None	3 days	<i>Faculty Member/s Assigned Room/s based on Teaching Assignment or Faculty Room</i>
2. Go to the Director/ Head of Academic Program for signature and tagging	Accept, evaluate, and sign the ACE form (Change of Schedule/Subject)  Tag the subject/s indicated in the ACE Form (Change of Schedule/Subject)	None	10 minutes	<i>Director/ Head of Academic Program</i>
3. 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	10 minutes	<i>CDO Cashier/ Accounting Office</i>
4. Submit the Original Copy of ACE Form	Accept the fully accomplished ACE form	None	5 minutes	<i>Receiving Staff Director/ Head of Academic Program</i>



(Change of Schedule/ Subject) to Director/ Head of Academic Program	Submit ACE form to the Registrar's Office		5 minutes	<i>Receiving Staff</i> Registrar's Office
<b>TOTAL</b>		<b>Php 30.00</b>	<b>3 days and 30 minutes</b>	