NUC UNIVERSITY
Add / Drop Form

Campus/Learning Site: _____

Paternal Last Name	Maternal Last Name	First Name
Student Number:		

Term and academic year: _____

Program/Major: _____ ☐ Diploma ☐ Associate ☐ Bachelor's ☐ Master's

Instructions: Students must visit the necessary offices to obtain the official signatures. This form must be submitted at the Registrar's Office no later than the date stipulated in the academic calendar to make the transaction official.

ADD						
Control	**Course**	**Credits**	**Days**	**Time**	**Professor**	**Classroom**
	Total Credits					

DROP						
Control	**Course**	**Credits**	**Days**	**Time**	**Professor**	**Classroom**
	Total Credits					

INSTRUCTIONS
(Indicate type of transaction)

☐ Administrative[1]   ☐ Personal   ☐ Course Canceled   ☐ Transfer Course   ☐ Repeating the Course

_____
I certify
Student Signature

_____
Department Director's approval
(only applies to Campuses)

_____
Academic Affairs Dean or Academic Director's Approval

_____
[1] VP of Academic Affairs or VP of Academic Affairs Technical Division's Approval

_____
Bursar's Approval

_____
Registrar Officer's Signature

Date _____

[1] Changes that alters the student's academic load, after the period established in the academic calendar, must be submitted for evaluation and approval to the Vice Presidency of Academic Affairs or the Vice Presidency of Academic Affairs Technical Division.

AD-ADD DROP 6-18-2020