



# 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<sup>1</sup>  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**

\_\_\_\_\_  
**<sup>1</sup> VP of Academic Affairs or VP of Academic Affairs**  
**Technical Division's Approval**

\_\_\_\_\_  
**Bursar's Approval**

\_\_\_\_\_  
**Registrar Officer's Signature**

Date \_\_\_\_\_

<sup>1</sup> 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.