



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)

Administrative¹
 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.