	Republic of the Philippines **POLYTECHNIC COLLEGE OF BOTOLAN** *(Formerly Botolan Community College)*	Doc Ref Code PCB- RO-FORMS-06 Created/Revised: 08/12/2024	
		Version No 01	Revised No 00
		Effectively date 08/12/2024	Page **1** of **1**

CHANGE/ADD/WITHDRAW MATRICULATION FORM

REQUEST TO CHANGE/ADD/CANCEL MATRICULATION

Term Enrolled (Semester & A.Y.)_____

Name: _____ Student Number_____

Degree Program: _____ **No. of Units enrolled** _____

Type		Course Code	Units	Section	Day	Time	Room	Fees Charged
☐ CHANGE ☐ ADD ☐ WITHDRAW	**FROM:**							CM fee: Tuition: Lab fee:
	Instructor' Name & Signature:							
	TO:							
	Instructor' Name & Signature:							
							Total Amount, ₱	
							Less Scholarship/Privilege/Grant, ₱	
							Total Amount Payable, ₱	
							OR No.	
							Date of Payment	
							Certified by:	

Reason (please check):

☐ misguided ☐ conflict of schedule ☐ lacks pre-requisite
☐ section closed ☐ section dissolved ☐ others, specify: _____

_____
Name and Signature of Student
Date_____

Endorsed

_____
Name & Signature of Adviser/Program Head
Date_____

Approved

_____
Name & Signature of Dean
Date_____

Acknowledged

_____
Name & Signature of College Registrar
Date_____

Note: If a student is requesting to change/add/cancel more than one (1) course, he/she must accomplish separate forms for each.
Please furnish the Registrar's Office with a copy of the approved form.
This form will only be processed if filled-up properly and completely signed during the adjustment period-two (2) weeks after the opening of classes.