

### C. POST REGISTRATION

Post registration commences after the last day of registration for the semester. This means that students are no longer allowed to enlist in courses.

#### ***Change of Matriculation (Change of Subjects/Sections)***

*Change of matriculation is the addition or cancellation of a subject/course or change of section after a student has been officially registered. Within the allowed period, a change of matriculation may be considered if:*

- *student was ill-advised;*
- *student lacks prerequisite for the subject;*
- *student's class schedules are in conflict; or*
- *class was dissolved.*

*Changes in matriculation shall be effected by filling out Form 26A and must be recommended by the adviser and approved by the Dean. No change of matriculation to add a new subject shall be allowed after one (1) week of regular class meetings. Form 26A, after being duly accomplished, shall be submitted to the University Registrar for assessment, payment, and notation.*

*With the introduction of the Computerized Registration System, the entire process of Change of Matriculation is now done online.*

#### **Processing of Change of Matriculation**



