



To : ALL STUDENTS CONCERNED  
From : OFFICE OF THE DEAN  
Date : July 17, 2024  
Subject : **GUIDELINES IN ACADEMIC LOAD REVISION  
(ADDING, DROPPING, and CHANGING OF SUBJECTS)**

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For the **First Semester of Academic Year 2024-2025**, students who intend to **ADD, DROP, CHANGE OF SUBJECT** shall submit an application thru google form link provided hereunder or by scanning the QR code. *Note: One google account, one submission only.*

<https://arellanolaw.edu/adding>



The guidelines in filing the academic load revision are as follows:

1. Starting **JULY 20, 2024**, office of the Registrar will start accepting applications for adding, dropping, and changing thru google form:
  - a. For **students officially enrolled** who wish to add, drop, or change subjects, shall submit an application thru google form link above and attach two (2) copies of scanned copy/picture in pdf, an “**Application for Academic Load Revision Form**” (RO3). It must also indicate the **good reasons** for the academic load revision;
  - b. Do not copy furnish or send emails to other departments, or call the registrar's office for this purpose. E-mail chasers, follow-up emails, or phone calls are strictly prohibited.
  - c. Your application will be acted upon *in the order they have been received* by the office.



2. The Registrar's office shall forward the application to the office of the Dean for evaluation and approval.
3. Applications shall be addressed and acted upon by the Registrar's office within **72 hours** from receipt or as time may allow.
4. While awaiting the approval of the application, the student shall continue to attend class that he/she is currently enrolled in.
5. The application for Academic Load Revision shall be allowed **only once**. Multiple and various filing of application for Academic Load Revision will be automatically denied.
6. Please take note of the following dates:
  - a. **Adding of Subjects** – the period of adding of subjects shall start from ***July 20, 2024 until August 2, 2024.***
  - b. **Dropping of Subjects with Retention Charge**– the period for dropping of subjects shall start from ***July 20, 2024 until August 2, 2024.***
  - c. **Dropping of Subjects with full retention charge** – the period for dropping of subjects shall start from ***August 3, 2024 until September 27, 2024.***
  - d. **Changing of Subjects** – the period for changing of subjects shall start from ***July 20, 2024 until August 2, 2024.***

For your strict compliance and guidance.

  
DOMINGO M. NAVARO  
Dean 7/12/24