UNISEL-PT01-EU-PK02-BO01
Effective Date : 1 Ogos 2019
Issue No: 002

unisel UNIVERSITI SELANGOR

ADD/DROP COURSE FORM

** Please get all the required approval before submitting to the respective department/faculty.*

APPLICANT PARTICULARS

Name :

Student ID :

Telephone No. : —

Faculty : _____

Programme : _____

Academic Session (current) : _____

Name of Academic Advisor :

Total Credit taken this Semester : | Before | | After |

ADD COURSE

NO.	CODE	NAME	*R	Lecturer's Signature
1				
2				
3				
4				
5				
6				
7				

Add course after Week Two (Long Semester) or Week One (Short Semester), must get an approval from lecturer concern.

*R - *Repeated course*

Add Course above Eighteen Credit Hours (Long Semester) or Nine Credit Hours (Short Semester), should get the Dean's approval.

Penalty charges after the permitted duration, refer Academic Regulations Handbook (Student Portal).

DROP COURSE

NO.	CODE	NAME	*R	Lecturer's Signature
1				
2				
3				
4				
5				
6				
7				

Drop course after Week Two (Long Semester) or Week One (Short Semester), must get an approval from concerned lecturer.

*R - *Repeated course*

Penalty charges after the permitted duration, refer Academic Regulations Handbook (Student Portal).

SIGNATURE	DATE

FACULTY (HEAD OF PROGRAMME) APPROVAL	FACULTY (HEAD OF PROGRAMME) JUSTIFICATION. *If add course application after permitted duration.*
Signature & Verification Date :	

DEAN APPROVAL *If exceed permitted credit hours.	STUDENT FINANCE UNIT VERIFICATION	FACULTY	EXAMINATION AND COURSE EVALUATION UNIT*
Signature & Verification	Signature & Verification	Signature & Verification Application Processed	Signature & Verification Application Processed
Date :	Date :	Date :	Date :

* Applicable after permited duration. (Add Course after Week 3 (Long Semester), Week 1 (Short Semester) and Drop Course after Week 14 (Long Semester), Week 7 (Short Semester).