UNISEL-PT01-EU-PK02-BO01
Effective Date : 1 SEPTEMBER 2021
Issue No: 004

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 One/permitted time given, get an approval from lecturer concerned before submitting this form.

*R - *Repeated course*

Add Course above Twenty Credit Hours (Long Semester) or Eleven 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 One/permitted time given, get an approval from lecturer concerned before submitting this form.

*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 and Verification<br><br>Date : | |

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

* Applicable after permited duration. (Add Course after Week One/permitted time given and Drop Course after Week 14 (Long Semester), Week 7 (Short Semester).