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	
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).

WHAT SHOULD YOU DO DURING ADD/DROP COURSE?

A DAY BEFORE ADD OR DROP COURSE (FIRST WEEK/ PERMITTED TIME.

Refer to - Schedule of Academic Administration Activities (Official Student Portal website).

MAKESURE YOU HAVE A STABLE INTERNET CONNECTIVITY.

SEARCH http://studentportal.unisel.edu.my AND CHECK STUDENT TIMETABLE TO MAKE SURE THERE'S NO CLASHES. IF THERE'S PLEASE REFER WITH YOUR HEAD OF PROGRAMME/COORDINATOR.

LOGIN http://estudent.unisel.edu.my

ADD OR DROP COURSE. MAKE SURE THE COURSE NAME AND CODE IS CORRECT.

ADD OR DROP COURSE (FIRST WEEK/ PERMITTED TIME.

Refer to - Schedule of Academic Administration Activities (Official Student Portal website).

BEFORE CLICK "SUBMIT", CHECK IF YOU HAVE CHOSEN THE CORRECT COURSE NAME AND CODE.

CLICK "SUBMIT".

SCREENSHOT LIST OF COURSE ADDED FOR REFERENCE PURPOSE.

PRINT COURSE REGISTARTION SLIP ACCORDING TO THE TIMELINE GIVEN.

END