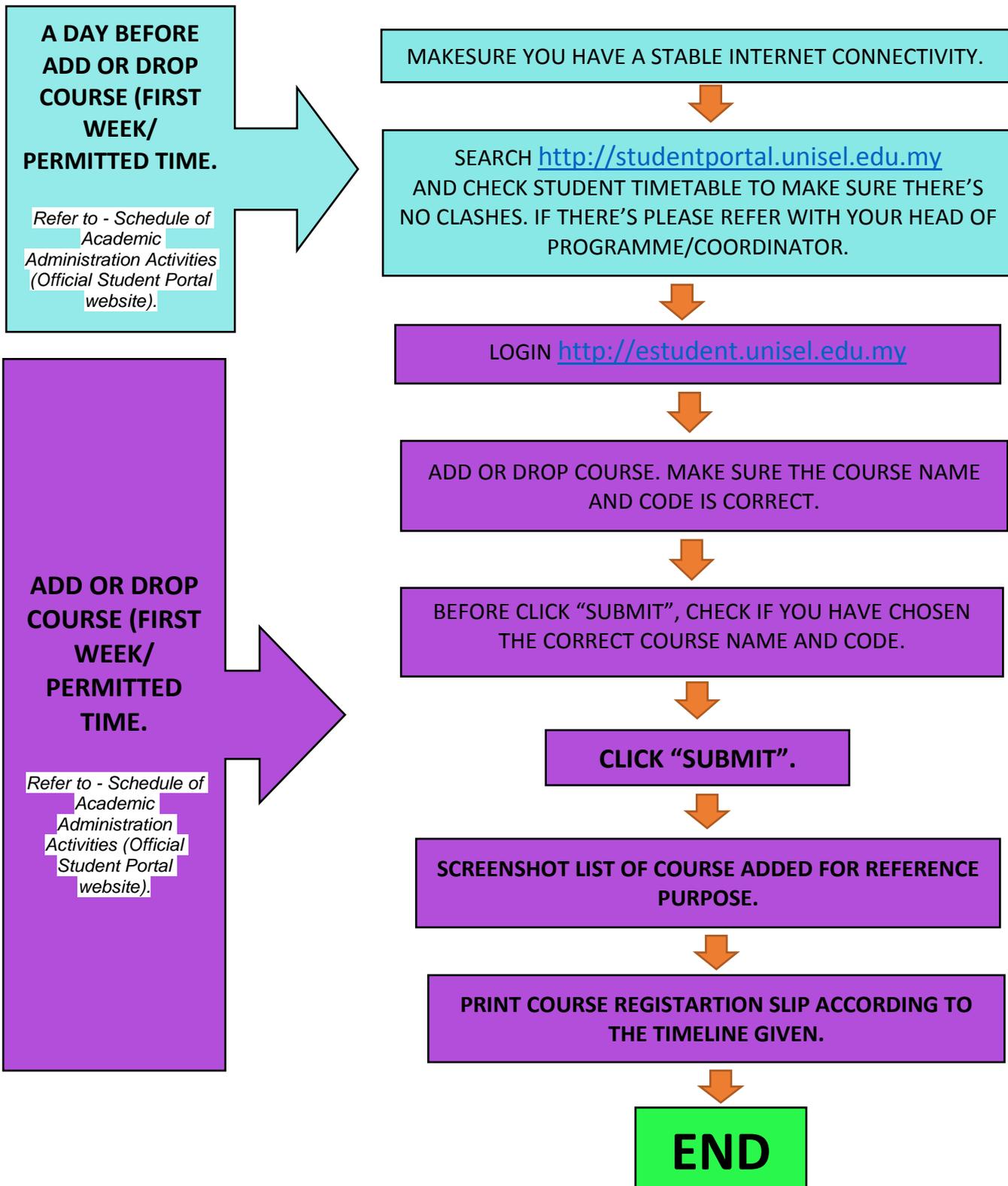


WHAT SHOULD YOU DO DURING ADD/DROP COURSE?



HOW DO YOU APPLY FOR ADD/DROP AFTER FIRST WEEK OF LECTURE?

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.

SEARCH – ACADEMIC FORMS.
*ADD/DROP COURSE FORM.

FILL IN THE FORM AND SUBMIT THE LECTURER RESPECTIVE LECTURER FOR APPROVAL OF LATE ADD/DROP COURSE.

AFTER LECTURER HAVE APPROVED FOR LATE ADD/DROP COURSE, SUBMIT FORM TO HEAD OF PROGRAMME FOR APPROVAL AND JUSTIFICATION OF LATE ADD/DROP.

AFTER HEAD OF PROGRAMME HAVE APPROVED FOR LATE ADD/DROP COURSE, SUBMIT FORM STUDENT FINANCE FOR LATE ADD/DROP TO BE PROCESSED.

FORM – PAYMENT VERIFIED BY STUDENT FINANCE.

SUBMIT FORM TO EXAMINATION AND EVALUATION COURSE UNIT (*ADD COURSE) OR DROP COURSE (*TILL WEEK 14 (LONG SEM)/WEEK 7(SHORT SEM) TO BE PROCESSED.

ADD/DROP WILL BE PROCESSED

LOGIN <http://estudent.unisel.edu.my> and check subject registered for the current semester.

END

ADD OR DROP COURSE (AFTER PERMITTED TIME.

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