UNISEL-PT01-EU-PK02-BO01
Effective Date : 1 SEPTEMBER 2024
Issue No: 005

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) : _____

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

ADD COURSE

NO.	CODE	NAME	GROUP	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.

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	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.

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

SIGNATURE	DATE

FACULTY APPROVAL (PROGRAMME COORDINATOR/HEAD OF DEPARTMENT)	FACULTY JUSTIFICATION. (PROGRAMME COORDINATOR/HEAD OF DEPARTMENT) **If add/drop course application after permitted duration.*
Signature and Verification	
Date :	

DEAN APPROVAL **If exceed permitted credit hours.*	STUDENT FINANCE UNIT	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).