

# SUBJECT ADD/DROP FORM



\*please get all the required endorsement before submitting to the respective office / department

Name : \_\_\_\_\_

Matric number : \_\_\_\_\_

Mobile phone number : \_\_\_\_\_

Faculty / Center : \_\_\_\_\_

Programme and code : \_\_\_\_\_

For academic session (current) : \_\_\_\_\_

Name of academic advisor : \_\_\_\_\_

Total credit taken for this semester	Before		After
--------------------------------------	--------	--	-------

SUBJECT DROP								*R	Lecturer's signature	
NO	SUBJECT CODE							NAME OF SUBJECTS		
1										
2										
3										
4										
5										
6										
7										

\*R- Repeated Subject

SUBJECT ADD								*R	Lecturer's signature	
NO	SUBJECT CODE							NAME OF SUBJECTS		
1										
2										
3										
4										
5										
6										
7										

\*R- Repeated Subject

**Guidelines :**

1. Subject add / drop is permitted on first and second weeks of lectures
2. Subject add / drop for short semester is permitted on first week of lecture
3. Subject drop for long semester is permitted before mid-term break ( total of payment or question on payment can be made at Finance Office)
4. Student should register at least for 12 credit hours (except for last semester or practical training) for the long semester ( please ensure the subject code filled is the same as the previous subject taken or equivalent to the previous subject )
5. Student who wishes to register more than 18 credit hours should get an approval from Dean but cannot exceed 22 credit hours
6. Student who got less than 2.00 for the CGPA only permitted to register for maximum 12 credit hours
7. Student can register minimum one subject and maximum nine (9) credit hours for the short semester
8. Student can register / apply more than nine (9) credit hours for the short semester but needs be approved from Dean and can not exceed 13 credit hours
9. Tick ✓ at the \*R box to indicate as repeated subject ( please ensure the subject code filled is the same as the previous subject taken )
10. Subject add / drop can be made for those who have done the Subject Pre-Registration
11. Student must submit / brings the Subject Pre-Registration (printed from Student Portal) for add / drop proposes
12. This form must be filled with the signature of lecturer for the subject applies
13. Please refer *Subject Add / Drop Form Flow Chart* for further information
14. Minimum subject for International Student on the first semester (first year) is 3 subjects

Student signature I have read and understand the above guidelines Date : _____	Faculty's approval (Head of Programme) Name and stamp : _____ Date : _____	Finance office (paid for subject dropped after permitted weekdays) Name and stamp : _____ Date : _____
--	--	---