ADD/DROP COURSES

Add/drop courses can be done within the first two (2) weeks of the semester. Student is not allowed to add courses after this period. Student must clear all the outstanding tuition fees by Week 9th (within one week after the mid semester break).

SECTION 1 (To be completed by Student)

1. Student's particular

Student Name	:	
Student ID	:	IC/Passport No. :
Programme	:	
Faculty	:	

2. Courses to add

Courses Name	Course Code	Type	Lecturer's Signature & Stamps	Date

3. Courses to drop

Courses Name	Course Code	Type	Lecturer's Signature & Stamps	Date

Total number of credits registered after add/drop courses: [____] credits

3. Justifications

Justifications for add/drop courses:

Student's Signature :

Date:

SECTION II (To be completed by Head of Programme / Coordinator)

	Approved		Disapproved

Comment from Head of Programme / Coordinator:

Date:

Head of Programme / Coordinator's Signature and Stamp:

SECTION III (To be completed by Dean of Faculty)

	Approved		Disapproved

Comment from Dean:

Date:

Dean's Signature and Stamp:

SECTION IV (To be completed by IPS)

Within rules & procedures	Further actions to be taken:	
	MPSU & Senate Matters	Administration Matters
☐ Yes	☐ MPSU to be informed ☐ Completed Date: ☐ MPSU approval ☐ Yes ☐ No Date: ☐ Senate to be informed ☐ Completed Date:	☐ Verification by Dean of IPS Date: ☐ Change status in the system Date: ☐ Letter to Faculty Date: IPS Staff's Name:
☐ No	☐ MPSU to be informed ☐ Completed Date: ☐ MPSU approval ☐ Yes ☐ No Date: ☐ Senate to be informed ☐ Completed Date:	☐ Verification by Dean of IPS Date: ☐ Change status in the system Date: ☐ Letter to Faculty Date: IPS Staff's Name:
Reasons:		
Verification by Dean of IPS	☐ Bring to MPSU for information ☐ Bring to MPSU for approval	(Signature & Stamp)

Hereby, I verify that this student matter has been solved.

Date:

IPS Staff's Signature and Stamp: