

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 | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed Date: | <input type="checkbox"/> Verification by Dean of IPS Date: | | |
| | <input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date: | <input type="checkbox"/> Change status in the system Date: | | |
| | <input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date: | <input type="checkbox"/> Letter to Faculty Date: | | |
| | | | IPS Staff's Name: | |
| <input type="checkbox"/> No | <input type="checkbox"/> MPSU to be informed <input type="checkbox"/> Completed Date: | <input type="checkbox"/> Verification by Dean of IPS Date: | | |
| | <input type="checkbox"/> MPSU approval <input type="checkbox"/> Yes <input type="checkbox"/> No Date: | <input type="checkbox"/> Change status in the system Date: | | |
| | <input type="checkbox"/> Senate to be informed <input type="checkbox"/> Completed Date: | <input type="checkbox"/> Letter to Faculty Date: | | |
| Reasons: | | | | |
| Verification by Dean of IPS | <input type="checkbox"/> Bring to MPSU for information | | (Signature & Stamp) | |
| | <input type="checkbox"/> Bring to MPSU for approval | | | |
| Hereby, I verify that this student matter has been solved. | | | | |
| Date: | | | | |
| IPS Staff's Signature and Stamp: | | | | |