



## APPLICATION TO ADD A COURSE (ADJUSTMENT / LATE REGISTRATION PERIOD)

### SECTION A (STUDENT'S INFORMATION)

NAME : \_\_\_\_\_  
TELEPHONE NO. : \_\_\_\_\_ MATRIC NO. : \_\_\_\_\_ EMAIL : \_\_\_\_\_  
MAJOR / PROGRAMME : \_\_\_\_\_  
SEMESTER : \_\_\_\_\_ SESSION : \_\_\_\_\_ YEAR : \_\_\_\_\_  
CREDIT EARNED : \_\_\_\_\_ CURRENT WORKLOAD (CREDIT HOURS) : \_\_\_\_\_ CGPA : \_\_\_\_\_

\* Kindly attach your confirmation slip

### SECTION B (COURSE'S INFORMATION)

COURSE CODE	COURSE TITLE	SECTION	CREDIT HOUR

REASONS: (e.g. section closed, study plan problem, repeat course, late registration or any others)

\_\_\_\_\_  
\_\_\_\_\_

\* Kindly attach any relevant document to support your reasons

### SECTION C (DECLARATION BY THE STUDENT)

Confirmation Slip	
Result Slip	

STUDENT'S SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

### SECTION D (APPROVAL BY THE COURSE INSTRUCTOR/HEAD OF DEPARTMENT/ACADEMIC ADVISOR)

APPROVED	
NOT APPROVED	

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE  
& STAMP :

DATE : \_\_\_\_\_

### SECTION E (VERIFICATION BY ACADEMIC OFFICE)

VERIFIED BY : \_\_\_\_\_  
(SIGNATURE & STAMP)

DATE : \_\_\_\_\_