

ADD/DROP SESSION

SEMESTER 2, 2019/2020

ADD DROP session is applicable only for students with the following reasons :

- 1) Failed (*repeat*) subject in Semester 1, 2019/2020
- 2) Study/medical leave in Semester 1, 2019/2020 .
- 3) Withdraw subject in Semester 1, 2019/2020.
- 4) Exit English Placement Test (EPT)/Arabic Placement Test (APT)
- 5) Clashes in Course Registration Slip (CRS)
- 6) Blank CRS

Other than the above mentioned cases kindly follow the steps below:

STEP 1

Documents Required:

- 1) CRS for Semester 2, 2019/2020
- 2) Result Slip for Semester 1, 2019/2020

STEP 2

Problem in CRS (clashes in timetable, blank CRS), please consult Person in Charge at ODDAIL Office (Registration, Scheduling & Monitoring Unit) for consultation and approval.

STEP 3

Submit the CRS with **approval/authorized signature** from AA to ODDAIL

Date :

18th & 20th November 2019

Day :

Monday - Wednesday

Time :

9.00 a.m to 4.00 p.m

Venue :

Office of Deputy Dean
Academic & Industrial
Linkages, Registration,
Scheduling & Monitoring
Unit, Ground Floor IBN SINA