



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 : _____