

APPEAL FOR COURSE REGISTRATION - ADD/DROP

This form is for the use of students who need assistance by the Academic Affairs Division in their add/drop problem

TO BE FILLED IN BY STUDENT	
Name :	Student ID No :
Faculty :	Handphone No :
Program/Code :	Campus :
e-mail :	
Problem :	
Request :	
Signature :	Date :
ADD COURSE DETAILS OF COURSE / GROUP	
1. Course Code :	Group :
2. Course Code :	Group :
3. Course Code :	Group :
4. Course Code :	Group :
DROP COURSE : DETAILS OF COURSE	
1. Course Code :	
2. Course Code :	
TO BE FILLED IN BY OFFICE OF FACULTY/CAMPUS/CENTRE/INSTITUTE	
Comment on this request :	
Suggested action :	
Signature and Stamp :	Date :
TO BE FILLED IN BY OFFICE OF ACADEMIC AFFAIRS DIVISION	
Note/Action Taken :	
Signature and Stamp :	Date :