

COURSE ENROLMENT FORM

Instructions:

1. Please fill up the form completely.
2. Student must obtain Faculty's approval; make the payment and submit the form together with proof of payment to One Stop Centre.
3. No payment required for APEL C student.
4. Student at IRC must submit the form with proof of payment to the respective Programme Coordinators.

Full Name (Capital Letter)	
Matric No.	
Programme	
Contact No.	

ADD OF COURSE (s)

(Please Tick ✓)

<input type="checkbox"/> ADD Course (s)	<input type="checkbox"/> For APEL C Student
<input type="checkbox"/> Late Enrolment (Week 3 Only)	<input type="checkbox"/> Advanced Course Enrolment

<input type="checkbox"/> Exceeded Credit Hours: CGPA: _____ Current Credit Hour Enrolled: _____ Request Credit Hour to Enroll: _____ Total Credit Hour for current semester: _____	Reasons: <input type="checkbox"/> Graduating <input type="checkbox"/> Final semester before Internship	Verified by Faculty: _____
--	---	--------------------------------------

DROP OF COURSE (s)

<input type="checkbox"/> DROP of course (s) – (Week 1 to Week 2 only)	<input type="checkbox"/> For APEL C Student
<input type="checkbox"/> DROP of course (s) – (Week 3 Onwards) – (100% Charges)	

LIST OF COURSE (s)

NO.	ADD	DROP	COURSE CODE	COURSE TITLE	SECTION	REMARKS

OFFICE USE

For Faculty / School Approval (Dean /Deputy Dean)	For One Stop Centre	For Faculty / School:
(Please Tick ✓) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature & Stamp Date: ___/___/___	(Please Tick ✓) <input type="checkbox"/> Late Enrollment (RM50.00 per Course) <input type="checkbox"/> Verify Payment Receipt No. Date: ___/___/___	Add/Drop complete keying into the system on: ___/___/___ Signature & Stamp Date: ___/___/___