UNITAR

P-REG-07-F01

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 ✓)

☐ ADD Course (s)   ☐ For APEL C Student

☐ Late Enrolment (Week 3 Only)   ☐ Advanced Course Enrolment

☐ Exceeded Credit Hours:
   CGPA: _____   **Reasons:**   **Verified by Faculty:**

   Current Credit Hour Enrolled:_____   ☐ Graduating

   Request Credit Hour to Enroll:_____   ☐ Final semester before Internship   _____

   Total Credit Hour for current semester: _____

DROP OF COURSE (s)

☐ DROP of course (s) – (Week 1 to Week 2 only)   ☐ For APEL C Student

☐ 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 ✓)	(Please Tick ✓)	Add/Drop complete keying
☐ Approved	☐ Late Enrollment (RM80.00 per Course)	into the system on:
☐ Not Approved	☐ Verify Payment	_____/_____/_____
Signature & …………………………………… Stamp	Receipt No. ………………………………	Signature & …………………………………… Stamp
Date:____/____/_____	Date:____/____/ _____	Date:____/____/_____