

BORANG TAMBAH/GUGUR KURSUS

ADD/DROP FORM

NO. :

TARIKH (DATE): / /



NO. MATRIK (MATRIC NO.)	
PROGRAM (PROGRAMME)	
SEMESTER SEMASA (CURRENT SEMESTER)	1 / 2 / 3 / 4 / 5 / 6 / 7 / ___
NO. TEL. BIMBIT (MOBILE PHONE NO.)	

- BBA
- BHRM
- B.MKTG
- B.ENT

NAMA PENUH
(FULL NAME)

KELAYAKAN SESI TAMBAH/GUGUR KURSUS (ELIGIBILITY FOR COURSE ADD/DROP SESSION)
Sila **TANDA (/)** kriteria yang melayakkan anda untuk sesi **TAMBAH/GUGUR** kursus:
Please **TICK (/)** the criteria which qualify you for the course ADD/DROP session:

Jangan
ganggu
bahagian ini
(Do not
tamper this
section)

KRITERIA (CRITERIA)		TANDA (/) (TICK) (/)
1	Pertindihan waktu kuliah <i>Lecture time conflicts</i>	
2	Waktu kuliah yang berterusan melebihi TIGA (3) kelas berturut-turut <i>Continuous lecture time for more than THREE (3) slots</i>	
3	Pelajar yang mendaftar kursus yang ditempatkan di Bangunan SOIS dan perlu menukar ke kumpulan kuliah lain, atau kursus lain, bagi kursus tersebut atas masalah jarak dan masa <i>Students who registered for courses conducted at SOIS Building but need to change to another group of the same course, or different course, due to time and distance problems</i>	
4	Pelajar semester akhir yang GAGAL didaftarkan dalam kursus-kursus yang diperlukan bagi tujuan pengijazahan/konvokesyen <i>Final semester students who FAILED being registered in the required courses for convocation</i>	
5	Pelajar yang mendapat status Lulus Bersyarat/Mengulang/Gagal tetapi dipanggil semula <i>Students who are under Conditional Pass/Repeat/Failed but were requested to register again</i>	
6	Lain-lain (Sila NYATAKAN dan kemukakan BUKTI YANG BERKAITAN untuk permohonan anda)*: <i>Others (Please STATE and provide RELATED EVIDENCE for your application)*:</i>	

*Bergantung kepada kelulusan Dekan/ Ketua Jabatan/ Penyelaras Program
*Subject to Dean's/ Head of Department's/ Programme Coordinator's approval

(-) GUGUR KURSUS (DROP COURSES) (-)

KOD KURSUS (COURSE CODE)	NAMA/ TAJUK KURSUS (COURSE NAME/ TITLE)	KUMP. (GROUP)	KELULUSAN (APPROVAL)

(+) TAMBAH KURSUS (ADD COURSES) (+)

KOD KURSUS (COURSE CODE)	NAMA/ TAJUK KURSUS (COURSE NAME/ TITLE)	KUMP. (GROUP)	KELULUSAN (APPROVAL)

NOTA PENTING : SILA KEMUKAKAN BERSAMA SLIP JADUAL KULIAH BERCETAK BAGI SEMESTER A192

TAKE NOTE: PLEASE BRING ALONG PRINTED CLASS TIMETABLE FOR SEMESTER A192

TANDATANGAN DAN COP: KETUA JABATAN/PENYELARAS PROGRAM
SIGNATURE AND STAMP: HEAD OF DEPARTMENT/ PROGRAMME COORDINATOR