

**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 processes.

<b>TO BE FILLED IN BY STUDENT</b>	
Name:	Student ID No.:
Faculty:	Handphone No.:
Program/Code:	Campus:
e-mail:	Graduating Student? Yes / No
Problem:	
Request:	
Signature:	Date:
<b><u>ADD COURSE: DETAILS OF COURSE/GROUP</u></b>	
1. Course Code:	Group:
2. Course Code:	Group:
3. Course Code:	Group:
4. Course Code:	Group:
<b><u>DROP COURSE: DETAILS OF COURSE</u></b>	
1. Course Code:	3. Course Code:
2. Course Code:	4. Course Code:

<b>TO BE FILLED IN BY OFFICE OF FACULTY/CAMPUS/CENTRE/INSTITUTE</b>	
Comment on this request:	
Suggested action:	
Signature and Stamp: <span style="float: right;">Date:</span>	
<b>TO BE FILLED IN BY OFFICE OF ACADEMIC AFFAIRS DIVISION</b>	
Note/Action Taken:	
Signature and Stamp:	Date: