

MANUAL COURSE REGISTRATION FORM



STUDENT INFORMATION

STUDENT NAME :

STUDENT ID NUMBER :

PROGRAM NAME :

YEAR OF STUDY : SEMESTER:

PHONE NUMBER : DATE:

ACADEMIC STATUS : KC ☐ KB ☐ P1 ☐ P2 ☐

SIGNATURE :

COURSE INFORMATION

COURSE CODE	COURSE NAME	SECTION	REPAIR		GRADE
			YES	NO	

INSTRUCTOR APPROVAL

I HEREBY APPROVED THE STUDENT APPLICATION FOR REGISTERING THIS COURSE.

INSTRUCTOR SIGNATURE NAME & STAMP DATE

ACADEMIC ADVISOR APPROVAL

I HEREBY APPROVED THE STUDENT APPLICATION FOR REGISTERING THIS COURSE.

ACADEMIC ADVISOR SIGNATURE NAME & STAMP DATE

FOR OFFICE USE (FACULTY/ PBM/PSM/PSK/FIST/ CO-Q):

CENTRE STAFF NAME & COP
(FACULTY/PBM/PSM/PSK/FIST/ CO-Q)

FACULTY STAFF NAME & COP

INSTRUCTIONS: -

1. Please fill in the form completely.
2. Get the instructor and Academic Advisor approval
3. Submit the form to the faculty for the registration process
4. For service courses (PBM/PSM/PSK/FIST/ CO-Q), please submit a copy of this form to Centre Office (PBM/PSM/PSK/FSTI/ CO-Q) first, before go to the Faculty Office for registration process.