

NOTE:

UGS date stamp

- A penalty applies for module registration changes after the add/drop period.

## CHANGES TO MODULE REGISTRATION | FACULTY OF ENGINEERING

### 1) STUDENT INFORMATION [as appearing in the Student ID/Record Book]

<b>Surname with initials</b>		<b>Registration number</b>							
<b>Program / Specialization</b>		<b>Current registration</b>	Semester	Year	<b>Registered total credits</b>				
<b>Email</b>				<b>Contact number</b>					

### 2) MODULE REGISTRATION CHANGE REQUEST & THE DECLARATION

#S = Semester; \*Type = State whether the module is; compulsory [C], elective [E] or optional [O]

#S	Module Code	Module title	* Type			ADD / WITHDRAW	Module Coordinator's Name & Signature
			C	E	O		

<b>Student Declaration</b>	<p>1. I certify that the given information is true and accurate to the best of my knowledge.</p> <p>2. I understand that a "W" will appear on the transcript, against the modules withdrawn.</p> <p>3. I'm willing to pay the penalty fee for modules added after the add/drop period of a semester.</p> <p>4. I understand, submission of this form does not indicate the request is accepted.</p> <p>Student's signature: ..... Date: .....</p>
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### 3) RECOMMENDATIONS

Designation	Recommendation	Signature & Date	Comments
<b>Semester Coordinator</b> Name: .....	Recommended / Not Recommended		
<b>Director Industrial Training</b> [Applicable only for industrial training module registration]	Recommended / Not Recommended		<i>*place official stamp</i>
<b>Head of the Department / Dean Eng.</b> [for MPR S1 students]	Recommended / Not Recommended		<i>*place official stamp</i>
<b>FAC Representative</b>			
<b>Office use only</b> [Eng. UGS - FAC Decision]			