



**CENTRE FOR GRADUATE STUDIES
UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

FORM FOR CORRECTION ON COURSE REGISTRATION

(Fill in TWO (2) copies)

PLEASE REFER TO THE GUIDELINE FOR CORRECTION ON COURSE REGISTRATION

Original course registration slip must be submitted together with this form

NRIC/Passport No :

Matriculation No :

Name :

Faculty :

Programme : Semester : Session :

Course Code	Section	Add (T) / Drop (G)	Registration Status	Lecturer's Signature
			DT/ HW/ HS/ HWUM	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

Total credits registered before except 'HS'

Total credits exemplified (new, if any)

Approved / Disapproved

Student's Signature

Academic Advisor's Signature

Name :

Staff No. :

Tel. No. :

Date :

Date :

Please obtain approval from The Dean of Faculty if the Academic Advisor disapproved this application.

APPROVED / DISAPPROVED

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Date :

Dean of Faculty's Signature

GUIDELINE FOR CORRECTION ON COURSE REGISTRATION

- 1.0 Students are responsible to make corrections on any mistakes to their records or slip of course registration based on the guideline, terms, condition and period that stipulated by the University.
- 2.0 Students are advised to carefully check their record or slip course registration. Failure to do the corrections will cause students to encounter problems as below:
 - 2.1 Continuous mistakes in student's academic record.
 - 2.2 Detain of student's examination result and possibility to be dismissed from completing study.
- 3.0 Students are required to fill in the form by referring to the Guideline for Correction on Course Registration.
- 4.0 Corrections on Course Registration are:
 - 4.1 To replace or change the course code that was registered incorrectly and the correction must be made at the same time.
 - 4.2 To cancel or drop course code from course registration list that was registered before.
 - 4.3 To add and / or drop UM, HW, HS and HWUM status.
 - 4.4 To add and / or drop section.
- 5.0 Note: Adding certain course code only is not included in the terminology of the correction on course registration.
- 6.0 Course registration slip (after Correction and / or Late Correction) is circulated by the Centre for Graduate Studies. Students are required to get the slip from the Centre.
- 7.0 Correction on course slip (including late correction) must be done accordingly to the procedure as stipulated by the University.
- 8.0 Send all completed copies of the form to the Centre (the third copy is student's copy).

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Centre for Graduate Studies
Universiti Tun Hussein Onn Malaysia