

**CENTRE FOR GRADUATE STUDIES**  
**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**  
**AMENDMENT OF COURSE REGISTRATION**

*(This form is to be filled in TWO (2) copies)*

**NRIC / PASSPORT NUMBER** :

**MATRICULATION NUMBER** :

**FULL NAME** : \_\_\_\_\_

**FACULTY** : \_\_\_\_\_

**ACADEMIC PROGRAMME** : \_\_\_\_\_

**SEMESTER** :    **SESSION**   /

COURSE CODE	SECTION	ADD (T)/ DROP (G)	REGISTRATION STATUS (DT/UK/HW/HS/HWUK)	LECTURER'S SIGNATURE
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	_____
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	_____
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	_____
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	_____
<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	_____

**TOTAL CREDIT REGISTERED PRIOR AMENDMENT OF COURSE REGISTRATION (EXCLUDED COURSES WITH "HS" STATUS)**

**TOTAL CREDITS EXEMPTED (IF APPLICABLE)**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Academic Advisor's Signature**

**Date** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Staff ID** : \_\_\_\_\_

**Date** : \_\_\_\_\_

<b>APPROVAL BY THE FACULTY</b>	
<b>I APPROVE / REJECT this application.</b>	
<i>Signature and official stamp of the Dean</i>	<b>Faculty's comments / remarks:</b>  <b>Date:</b>

*\* The initial course registration slip must be submitted alongside this form.*

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**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**  
**GUIDELINE FOR AMENDMENT OF COURSE REGISTRATION**

- 1.0 Students should amend any inaccuracies in their records or course registration slips in accordance with the guidelines, terms, conditions, and deadlines set by the University.
- 2.0 Students are advised to thoroughly review their academic records and course registration. Failure to make necessary amendment may result in detainment of the student's examination results and the potential for dismissal from completing the programme enrolled.
- 3.0 Amendment on the course registration covers the following:
  - 3.1 to rectify the inaccurately registered course code.
  - 3.2 to remove course(s) from the registered course list that was previously enrolled.
  - 3.3 to append a new course to the course registration list that had been previously enrolled inclusive of Daftar Kursus Kali Pertama (DT), Ulang Kursus (UK), Hadir Wajib (HW), Hadir Sahaja (HS) and Hadir Wajib Ulang Kurus (HWUK)
- 4.0 The fully filled-out form must be submitted to the faculty for their perusals, with the purpose of amending the student's academic course registration and academic audit records.

**Centre for Graduate Studies**  
**Universiti Tun Hussein Onn Malaysia**