



| Ref. No. | Description | Form/Report |
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| 1 | Students may get their latest results from https://icems.mmu.edu.my/sic/index.jsp . | |
| 2 | Get the Add & Drop subject form from the FET office, and seek for signatures from the respective subject's lecturers and the advisor. Make sure the lecturers and advisor sign on the form and put in their stamp on the form. | |
| 3 | Students are to prepare a letter to request for change of elective subject. Students are required to justify the reason why such changes is necessary. A solid justification will ensure the success in the application. | |
| 4 | Prepare a study plan of your own, which indicates how you prepare your studying of the trimester. | |
| 5 | Once item 1, 2, and 3 are prepared, submit them together to the FET office to seek for Dean's approval. | |
| 6 | Dean approve/disapprove the application. | |
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Doc. No: **FET/PRO-01**

Version: **1.0**

Revision: **0**

Effective Date: **01.01.2011**

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| 1. | NA | |
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