



Doc. No: **FET/PRO-01**

 Version: **1.0**

 Revision: **0**

 Effective Date: **06.06.2011**

Ref. No.	Description	Form/Report
1	Students have to write appeal letter with justification/reason and prepare study plan.	Appeal letter and study plan
2	Students have to meet academic advisor for recommendation. Complete supporting documents shall be presented. Academic advisor will put down his/her signature and provide justification based on the decision made.	i) Appeal letter and study plan ii) Printed online results (all trimesters) iii) Course structure
3	Students have to submit all the documents with signature of academic advisor to the faculty. Submission has to be done by Week 1 of the trimester prior to the actual trimester. <i>For example: a student wishes to apply for extra subject to be offered on Trimester 2 2011/2012, he/she shall submit the application latest by Week 1 of Trimester 1 2011/2012.</i>	i) Appeal letter and study plan ii) Printed online results (all trimesters) iii) Course structure
4	Students have to refer to bulletin board for the list of extra subjects to be offered in the actual trimester.	
5	If the subject is not in the list, then it will not be offered.	
6	If the subject is in the list, students have to meet Ms. Siti Nur'Ain for manual registration during the course registration week of the actual trimester (Week 1,2).	
7	An eligibility check will be performed to determine whether the student is allowed to take the subject. <i>For example: not under probation (status), not exceeding allowable credit hour unless approved by the Dean, etc</i>	
8	Student can view the subject registered to them at Course Information.	

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1	<p>The offering of repeat subjects is subject to the following conditions:</p> <ol style="list-style-type: none"> 1. At least 30 repeat students and failure rate of the subject is 30% or higher, or 2. final-year, final-semester student. 	