



Ref. No.	Description	Form/Report
1	Get the Add/Drop form from FET office and fill it up with the required information.	ADD / DROP / WITHDRAWAL SUBJECT FORM
2	Meet your academic advisor (AA) and get his recommendation on the form.	
3	Meet the subject coordinator and get his recommendation on the form. Note that his recommendation may be based on your attendance to the classes conducted so far.	
4	Submit the form to FET office along with the required supporting documents as listed here. 1. Appeal letter with reason for late registration 2. Proof of attendance obtained from the subject coordinator. 3. Evidence for the payment made if financially barred. 4. Copy of reinstatement letter if terminated. 5. Original course structure. 6. Study plan.	
5	You need to wait maximum two weeks to get the FET dean's approval. The final result will be informed to you either by email or through online announcement on the website of Student Information Centre <a href="http://pulsar.mmu.edu.my/icems/stud_info/index.jsp">http://pulsar.mmu.edu.my/icems/stud_info/index.jsp</a>	
6	Dean's case to case final approval is based on the strength of the supporting documents provided.	
7	Approved: Continue attending the classes.	
8	Not Approved: Discontinue attending the classes.	

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1	All subject registration should be closed after week 3 for both long and short semester. (The online registration is closed after Week 2 and manual registration is closed after week 3).	
2	Late registration after week 3 is applicable to only those students who can not do the normal registration due to valid reasons like termination and financial issues. Such students are required to attend the classes from week 1 and must secure at least 50% attendance at the time of applying for late registration. However the final approval will be given by the FET Dean on case to case basis.	ADD / DROP / WITHDRAWAL SUBJECT FORM