

Course Add & Drop Form

Semester		Date		
Student Name		Student ID	Study Group	
		GPA	Major	
Drop				
Course	Course Code	Semester (of the course)	Dean's Signature	
Add				
Course	Course Code	Semester (of the course)	Group to attend with	Dean's Signature

Please read the below notes carefully:

- Student who are taking extra hours will be charged extra fees for The extra hours based on LE 3000 (180 Euro) per each additional hour in addition to the semester tuition corresponding to their category level (not applicable for languages).
- In case the extra hours are repeated hours, the student will pay both extra and repeated fees (1770 + 3000 = LE 4770) or (60+180= 240 Euro).
- It is the student responsibility to inform his/her legal guardian of the added hour(s) and its financial implication on the semester tuition fees.
- Improvement of a desired course must be done within one academic year of receiving the original grade of the course.

Further Important Notes:

- 1 It is for the students benefit to take the assigned full load in order to be able obtain the BSc in the regular course of study. Therefore, it is advisable that the student dedicate all his efforts to learning and to other University activities to enjoy the full advantage of their education.
- 2 Dropping a course in one semester does not mean that the course will be available in the following semester. The student may be delayed for one whole semester to be able to take the course again.
- 3 Dropping a courses may delay students graduation.
- 4 Continuing students are not entitled to refund as a result of dropping courses
- 5 Advising/Probation students are not allowed to add courses through the Admission Office
- 6 Maximum number of courses to be dropped or added is two courses
- 7 Deadline for students who are allowed to drop/add courses will be as stated in semester's calendar
- 8 Any missing information in this form will result in canceling your request

Academic Coordinator's Signature

Student's Signature
