

HAZARA UNIVERSITY, MANSEHRA**COURSE REGISTRATION CARD FOR FIRST SEMESTER****(To be submitted to Chairman's Office in Triplicate)*****Name of Student******Registration Number (to be issued)***

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Department: _____ **Roll No.** _____

Kindly register me in the following subjects during Semester _____ (Give year) which is my _____ semester (2nd/3rd etc). It is certified that I understand the **Policy** course(s) registration reproduced below.

| <u>Semester</u> | <u>Course/Subject</u> | | <u>Grade Earned</u> |
|------------------------|------------------------------|------------------|----------------------------|
| | <u>Number/Title</u> | <u>CH</u> | |
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Fee Rate: Challan form No. _____ dated _____ for Rs. _____ is attached.

Date: _____

Signature: _____

No. _____

Dated: _____

Approved and forwarded to the **Controller of Examinations & Provost** for further necessary action.

Dated: _____

Chairman**DEAN****Policy****11.1 Fall & Spring Semester****a. For Undergraduate Students (BS/MA/MA/MSc);**

- i. Normally a full-time regular student is required to take/carry a load of **15-20** credit hours in a semester or **5 (Five) courses** of **3 or 4 credit hours** each.
- ii. In case any student wishes to enroll for one more course beyond 18 cr. Hours he/she may be allowed by institution in either of the two cases:
 - (1). If his/her CGPA is above 3.5 and
 - (2). The student needs the course to graduate on time,
- iii. A student shall not be allowed maximum load exceeding 24 credit hours a week.
- iv. At the beginning of each semester, a student shall register in the courses being offered by the department on the prescribed registration cards.
- v. A student shall normally be required to register for course of total 15 to 20 credits in a semester. However, the chairman of the department may allow a student to register courses of 12 credits in a semester as a special case.

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vi. A student may, in the final semester register in less than 12 credit hours, if required for the completion of the degree.

vii. A student may register additional non-credit course(s) out of the prescribed courses, on successful completion of which the course(s) will be included in the transcript.

viii. The Chairman of each department shall forward within seven days from date of the commencement of the semester all the course registration cards to the controller of examinations.

ix. A student, who does not register in any course in a semester, will not pay tuition fee/hostel charges for the semester. Such a student shall not be entitled to avail University's facilities during that semester and will be required to vacate the hostel room allocated to him.

x. The University shall offer every required course at least once in an academic year.

b. For MS/MPhil; A regular student is required to take 9 – 12 credit hours per regular semester. A graduate student must take at least 9 credit hours in Fall and Spring semesters to be classified as a full-time student.

18.10. Every student of Bachelor's (Hons) and Master must successfully complete his course requirements in a maximum of Twelve* and six semesters respectively from the date of his first registration (commencement of classes). No student under any circumstances shall be allowed to continue studies beyond 6th semester in case of Master programme and beyond 12th* semesters in case of Bachelor's (Hons) with-out approval of the statutory body as mentioned 18.8 & 18.10 (a-e)

Key Note:

1. *Student shall submit (03) copies (in original) of the form duly signed by him/her to the Chairman/HoD concerned.*
2. *Duly signed the forms by the Dean/Chairman/HoD concerned as per mentioned rule (s) then one copy shall be submit (in original) to Provost and Controller of Examination for necessary action and one copy (in original) to be maintain in the Department for record.*

