

# **COMSATS Institute of Information Technology Lahore**

## **Semester Registration Card**

#### **REGISTRATION BRANCH**

Course Registration/Add/Drop form for Spring 2013

05-02-2013

Reg. No: Section: GPA: CGPA: Name: Scholastic Status :

Program: Student Status :

### Proposed Registration-SP13

(student will mark add/drop against each course and use additional lines below, if required. Batch advisor will endorse the request in last column by mentioning add or drop

| Sr | Code | Course Title | CrHrs | To be Register with<br>Batch / Section | Add/<br>Drop | Batch Advisor<br>Remarks (if any) |
|----|------|--------------|-------|--|--------------|-----------------------------------|
| 1  |      |              |       |  |              |                                   |
|    |      |              |       |  |              |                                   |
|    |      |              |       |  |              |                                   |
|    |      |              |       |  |              |                                   |
|    |      |              |       |  |              |                                   |

### F, D and W Grade Course(s) of this student (please check complete result to avoid discrepancy)

| Sr | Code | Course Title | CrHrs | Course(s)<br>Status | Session of failed course(s) |
|----|------|--------------|-------|---------------------|-----------------------------|
| 1  |      |              |       |                     |                             |

Student's signature Signature of batch advisor Signature of assistant Signature of AR on behalf of HOD registration branch registration branch

#### Important Instructions:

- 1. Fill up the required add/drop of courses and make signature
- 2. Make two photocopies of this form (one for own record, 2nd for DCO office record)
- 3. Submit original copy with one photocopy at the DCO office with receiving and reference number on student copy
- 4. Keep the photocopy with receiving carefully and use the reference number for tracking your request
- 5. Minimum 12 credit hours courses are required to be registered by a student
- 6. Check the previous complete result carefully and MUST register the F grade course
- 7. Students on probation must register the D grades courses as well
- 8. Consult your batch advisor for academic advising (add/drop) as per the schedule on the notice boards

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