

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 Batch / Section | Add/ Drop | Batch Advisor 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) 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

Report generated at 05-02-2013 6:59:10 am Report generated by ERMS