



## COMSATS Institute of Information Technology Lahore

## Semester Registration Card

## REGISTRATION BRANCH

Course Registration/Add/Drop form for Spring 2013

03-02-2013

Reg. No: CIIT/DDP-FA11-BBA-025/LHR

Name: Muhammad Humza Naeem

Program: BBA

Section: GPA: 2.67 CGPA: 2.57

Scholastic Status : GS

## 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	MGT232	Business Finance	3			
2	MGT231	Cost Accounting	3			
3	MGT200	Management Practices	3			
4	CSC373	Management Information System	3			
5	HUM430	French	3			
6	HUM220	Introduction to Psychology	3			

## F and D 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	MGT101	Introduction to Management	3	D	SP12

Student's signature

Signature of batch advisor  
on behalf of HODSignature of assistant  
registration branchSignature of AR  
registration branchImportant 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