

 UNIVERSITI MALAYSIA KELANTAN	UMK(B01.02.04)(5-19)	Tarikh Kuatkuasa Effective date	16 Januari 2019 16 January 2019
	PINDAAN PENDAFTARAN KURSUS/ COURSE REGISTRATION AMENDMENT Semester: September / Februari 20__ / 20__		

NOTA/ NOTES

- Borang ini digunakan oleh pelajar yang ingin membuat **Pindaan Pendaftaran Kursus**. *This form is used by the students who wants to make **course registration amendments**.*
 - Tambah @ gugur kursus. *Add @ Drop Course (T/G)*
 - Baiki Gred Kursus. *Course Grade Repair (BG)*
 - Ulang Kursus. *Repeat Course (UK)*
 - Kursus Audit. *Audit Course (AU)*
- Sila rujuk Buku Peraturan Akademik UMK berkenaan Pendaftaran Kursus (4.2). *Please refer to the UMK Academic Regulation Book on Course Registration (4.2).*
- Permohonan Tambah Kursus yang dibuat selepas minggu ke-2 semester akan dikenakan denda sebanyak **RM50.00/kursus**. *Application for addition course made after the 2nd week of semester will be penalty for **RM50.00/course**.*
- Bagi tujuan Baiki Gred (BG), yuran sebanyak **RM43.00/kredit** akan dikenakan bagi setiap kursus dan tidak akan dikembalikan sekiranya pelajar menarik diri dari kursus. *For the purpose of Grade Repair (BG), a fee of **RM43.00/credit** will be charged for each course and will not be refunded if the student withdraws the course.*
- Sila dapatkan kelulusan Dekan bagi keadaan berikut: *Please obtain Dean's approval for the following circumstances:*
 - Penasihat Akademik tidak setuju dengan permohonan. *Academic Advisor does not agree with the application*
 - Pelajar ingin mendaftar melebihi 20 kredit/semester. *Student wants to enroll in more than 20 credits/semester.*
- Borang ini perlu dilengkapkan sebelum dihantar ke Pejabat Fakulti@Pusat. Pihak Fakulti@Pusat berhak menolak borang permohonan yang tidak lengkap. *This form must be completed before submitting to the Faculty's@Centre's Office. The Faculty@Centre reserves the right to reject incomplete form.*
- Pembayaran denda hendaklah dibuat selepas semakan oleh pihak Fakulti dan dikepilkan bersama resit pembayaran. *Payment of penalty must be made after checking by the Faculty and to be attached together with the payment receipt.*

A. MAKLUMAT PELAJAR/ STUDENT'S INFORMATION

Nama/ Name			
No. Kad Pengenalan/ Pasport Identity Card No./ Passport		No. Matrik/ Matric No.	
No. Telefon/ Telephone No.		Emel/ E-mail	
Fakulti/ Faculty		PNGS/ GPA	
		PNGK/ CGPA	
Program/ Programme		Semester/ Semester	
Tandatangan Pelajar/ Student's signature		Tarikh/ Date	

B. MAKLUMAT KURSUS/ COURSE'S INFORMATION

Bil/ No	Kod Kursus/ Course Code								Kumpulan/ Group	Kredit/ Credit	Status*/ Status	Kapasiti/ Capacity (Diisi Oleh Fakulti)/ (Completed By Faculty)
1												
2												
3												
4												
5												
6												
7												
8												
Jumlah kredit sebelum pindaan/ Total credits before amendment												
Jumlah kredit selepas pindaan/ Total credits after amendment												
*Tambah (T), Gugur (G), Baiki Gred (BG), Ulang Kursus (UK) dan Kursus Audit (AU) *Add (T), Drop (G), Grade Repair (BG), Repeat Course (UK) and Audit Course (AU)												

C. SOKONGAN/ RECOMMENDATIONS			
PENASIHAT AKADEMIK/ ACADEMIC ADVISORY'S		TIMBALAN DEKAN AKADEMIK/ DEPUTY DEAN OF ACADEMIC	
Ulasan/ <i>Comments</i> : <p style="text-align: center;">Sokong/ Tidak Disokong <i>Recommend/ Not Recommend</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Tandatangan/ Sign)</p> Cop Rasmi/ <i>Official Stamp</i> : Tarikh/ <i>Date</i> :		Ulasan/ <i>Comments</i> : <p style="text-align: center;">Setuju/ Tidak Setuju <i>Agree/ Disagree</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Tandatangan/ Sign)</p> Cop Rasmi/ <i>Official Stamp</i> : Tarikh/ <i>Date</i> :	
D. KELULUSAN DEKAN FAKULTI/ DEAN'S APPROVAL			
Ulasan/ <i>Comments</i> :		DILULUSKAN/ TIDAK DILULUSKAN : <i>APPROVED/ NOT APPROVED</i>	
		<p style="text-align: center;">_____</p> <p style="text-align: center;">(Tandatangan/ Sign) Cop Rasmi/ <i>Official Stamp</i>: Tarikh/ <i>Date</i> :</p>	
E. PEJABAT PENTADBIRAN FAKULTI @ PUSAT/ FACULTY @ CENTRE ADMINISTRATION'S OFFICE			
Catatan <i>Notes</i>		Tandatangan & Cop/ <i>Signature & Stamp</i>	
		Tarikh/ <i>Date</i>	

Catatan/ Notes :Salinan Pertama/ *First Copy* – Fakulti/ *Faculty*Salinan Kedua/ *Second Copy* – Pelajar/ *Students* (Pelajar bertanggungjawab untuk membuat salinan sendiri/ *Students are responsible for making own copy*)