



MEMORANDUM

NO: AMC/2021/011

To : All Students

From : Muhd Fauzi Abdul Hamid
Dean, Academic Management Centre (AMC)

Cc : Registrar
Dean, Faculty of Engineering & Technology (FOE)
Dean, Faculty of Business & Management (FOB)

Date : 18 June 2021

Subject : ADD/DROP OF COURSES
Academic Semester 1 Session 2021/2022 (June 2021)

Assalamualaikum w.b.t & Salam Sejahtera.

Please be informed that **ADD/DROP Course Form** is currently accessible on Academic Management Centre (AMC) Microsoft Teams. The **deadlines** to add/drop courses are as follows:

Course Add : Week 2: 4 July 2021 (Sunday) as at 11.59 p.m.

Course Drop : Week 4: 18 July 2021 (Sunday) as at 11.59 p.m.

You may click on this URL to proceed: <https://rebrand.ly/Add/Drop-Form-Sem1-20212022> AFTER getting a consent from your respective Programme Coordinator (PC)/Academic Advisor (AA) to add/drop your subjects.

Please strictly observe the deadlines accordingly as **any subject dropped after the deadline stipulated will be considered failed ('F')**.

For any enquiry, feel free to contact **Ms. Safariza (FOE)** at **09-4242421/016-2051985** & **Ms. Hadijah (FOB)** at **09-4242490/011-56683614**.

Thank you.