

**MEMORANDUM**

**No: FOB/014/2018**

To : FOB Students

From : Masita Khalijah binti Johari

Academic Executive, Faculty of Business & Management

Date : 21st September 2018

Subject : Pre - Course Registration for Academic Semester II 2018/2019

 (SEPTEMBER 2018 session)

Assalamualaikum wbt & Good day,

You are required to do the Pre Course Registration for Semester II 2018/2019 (September 2018 session) starting **24/09/2018 until 05/10/2018**.

You are required to fill in the Pre Course Registration Form completely as follows:

1. Get the form from Faculty Administration Office
2. **COMPULSORY** to meet Programme Coordinator/Academic Advisor to advise on course registration
3. Get the lecturer’s signature to register for each courses
4. Get the approval Programme Coordinator or Deputy Dean
5. **COMPULSORY** to submit the complete/incomplete form to Faculty Administration Office **not later than 05/10/2018.**
* **Important** : (Exemption of Course Offering)
1. Final semester student(s) are allowed to take repeat or/and pending course(s) that is/are not offered, PC are required to get approval by Deputy Dean or Dean
2. Student(s) who get credit transfer or/and had taken the course or/and reinstatement is/are allowed to take other courses in advance as a replacement course(s), subject to the following condition ;
3. The course is does not have a pre-requisite course that is not yet taken by the student.
4. The course must be offered during the session.
5. The timetable of course is not clashing with other courses

Thank you.

Regards,

**Academic Executive**

**Faculty of Business & Management**