



**MEMORANDUM**

**No: SOFIDS/001/2018**

To : FOUNDATION Students ONLY

From : Nurizzah Syamira Binti Subri  
Admin Assistant, SOFIDS

Date : 10th October 2018

Subject : Pre - Course Registration for Academic Semester II 2018/2019  
(NOVEMBER 2018 session)

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Assalamualaikum wbt & Good day,

You are required to do the Pre Course Registration for Semester II 2018/2019 (NOVEMBER 2018 session) starting **11/10/2018 until 19/10/2018**.

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 19/10/2018**.

• **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 ;
  - a) The course is does not have a pre-requisite course that is not yet taken by the student.
  - b) The course must be offered during the session.
  - c) The timetable of course is not clashing with other courses

Thank you.

Regards,

  
Admin Assistant

School of Foundation and Interdisciplinary Studies