



MEMORANDUM

No: SOFIDS/004/2019

To : FOUNDATION Students ONLY

From : Nurizzah Syamira Bt Subri
Admin Assitant, SOFIDS

Date : 23rd January 2019

Subject : Pre - Course Registration for Academic Semester III 2018/2019
(FEBRUARY 2019 session)

Assalamualaikum wbt & Good day,

You are required to do the Pre Course Registration for Semester III 2018/2019 (February 2018 session) starting **24/01/2019** until **01/02/2019**.

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 01/02/2019**.

• **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