



# University of Management and Technology

## Add / Drop Form

I.D. No.:           Date: \_\_\_\_\_

Last Name/Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Program: \_\_\_\_\_ Semester: Spring /Summer /Fall

Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_

### Course(s) to be Added:

Sr No	Course Code	Cr Hrs	Course Title	Section
1.				
2.				
3.				
4.				
5.				
Total:				

### Course(s) to be Dropped:

Sr No	Course Code	Cr Hrs	Course Title	Section
1.				
2.				
3.				
4.				
5.				
Total:				

Signature: \_\_\_\_\_

#### Instructions for participants:

- In case course-clashes in time-table, failure to clear pre-requisite course(s), non-declaration of result on-time and where, in the opinion of participant, he/she could not cope up with the course, course(s) could be dropped/added.
- No new course could be registered in this period in order to avoid unnecessary extension in Registration period.
- A course could be added only in lieu of a dropped course.

(For Office use only)

Advisor Name: \_\_\_\_\_

Approval:  Yes  No | Data Entry:  Yes  No | Log Serial No.: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

### University of Management and Technology Acknowledgement Receipt Add / Drop Form

Semester: Spring /Summer /Fall      Date: \_\_\_\_\_

Participant Name : \_\_\_\_\_ I.D. No. \_\_\_\_\_

Name of Advisor: \_\_\_\_\_ Log Serial No. \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_