



## Add/Drop Process

### Conditions:

- ❖ Course Clashes in time table
- ❖ Failure to clear pre-registration
- ❖ No new course shall be registered
- ❖ Applicable only at first week of Semester
- ❖ Focus on online registration & Add/Drop, only with CGPA below 1.75 move towards manual process

### Online Add/Drop Process

#### Requirements:

- ❖ Add/Drop courses at your online portal within 1<sup>st</sup> week of semester.
- ❖ Add/Drop request will be approved by advisor.

### Manual Add/Drop Process

#### Requirements:

- ❖ Fill course Add/Drop form
- ❖ Course title & course code should be right
- ❖ Get approval from advisor
- ❖ Submit duly filled form at front desk OPRM within 1<sup>st</sup> week of semester