



## COURSE ADD & DROP FORM (CITY CAMPUS)

Name: \_\_\_\_\_  
(In Capital Letters)

STD ID: \_\_\_\_\_

Cell No.: \_\_\_\_\_

| REGISTERED COURSES |          |             |              |
|--------------------|----------|-------------|--------------|
| Sr. No             | Class ID | Course Name | Faculty Name |
| 1                  |          |             |              |
| 2                  |          |             |              |
| 3                  |          |             |              |
| 4                  |          |             |              |
| 5                  |          |             |              |

| DROP COURSES |          |             |  |
|--------------|----------|-------------|--|
| Sr. No       | Class ID | Course Name | Penalty Applicable<br>(To be filled By Registration Officer) |
| 1            |          |             | Fin. / Acad. / None  |
| 2            |          |             | Fin. / Acad. / None  |
| 3            |          |             | Fin. / Acad. / None  |
| 4            |          |             | Fin. / Acad. / None  |
| 5            |          |             | Fin. / Acad. / None  |

Reason For Dropping Courses: ( Please **TICK** on appropriate reason )

- |   |   |
|---|---|
| <p>1. Failed in the pre-requisite course.</p> <p>3. The course is not interesting or relevant.</p> <p>5. Want to switch to another elective/substitute.</p> <p>7. Other _____</p> | <p>2. Reducing course load.</p> <p>4. Due to low GPA.</p> <p>6. Schedule problem.</p> |
|---|---|

| ADD COURSES |          |             |
|-------------|----------|-------------|
| Sr. No      | Class ID | Course Name |
| 1           |          |             |
| 2           |          |             |
| 3           |          |             |
| 4           |          |             |
| 5           |          |             |

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Registration Officer  
(R & E Department)

\_\_\_\_\_  
Program Manager  
(College Concered)

Date: \_\_\_\_\_

Date: \_\_\_\_\_