

ALPHA OMEGA INTERNATIONAL COLLEGE

**ADD/ DROP COURSES REQUEST: TERM 1/ 2/ 3 YEAR: \_\_\_\_\_**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

<b>ADD Courses:</b>		<b>Signature (if approved)</b>	
Code	Courses Title	Lecturer	AOIC Office

<b>DROP Courses:</b>		<b>Signature (if approved)</b>	
Code	Courses Title	Lecturer	AOIC Office

\_\_\_\_\_

Date

Please turn in promptly to the AOIC Office in person or by email to [enquiries@aoic.org.my](mailto:enquiries@aoic.org.my) (call to verify). If a student withdraws from a course within the first two weeks of the trimester (for block class, two days), no permanent record is kept. If a student withdraws after 2<sup>nd</sup> week and into the 6th week (for block class, 3<sup>rd</sup> to 5<sup>th</sup> day), a permanent grade of "Incomplete" will be recorded and no academic credit will be given. After the 6th week (for block class, after first week), a Fail grade will be assigned.