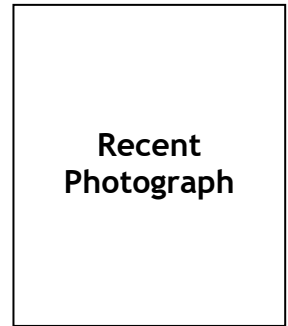


ARMY PUBLIC COLLEGE OF MANAGEMENT & SCIENCES RAWALPINDI*Affiliated***UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA****Registration of Additional Courses for Regular Students
in Spring / Fall () Semester****(Before filling in this form, read overleaf instructions carefully)**

- (1) Name of the Applicant: _____
(B L O C K L E T T E R S)
- (2) Father's Name: _____
(B L O C K L E T T E R S)
- (3) Regd. No: _____ (4) Department: _____
- (5) Address: _____
- (6) Religion: _____ (7) Nationality: _____
- (8) Detail of Additional Courses to be taken:



<u>S No</u>	<u>Course Code</u>	<u>Course Name</u>	<u>Semester</u>	<u>Credit Hrs</u>	<u>Failed/Improved</u>
1.					
2.					

- (9) I, solemnly declare that the information given above is correct and that I shall abide by the Statutes, University Ordinance, Regulations and Instructions governing the Teaching and Examination for which I am a candidate.

Dated: _____

Signature of the Candidate**HOD's Comments**

Dated: _____

Signature: _____

Dean of Faculty's Comments

Recommended and forwarded to the Principal for Approval.

- (10) Certificate – I
Certified that: (a) The applicant fulfills the conditions for eligibility laid down under the Statutes, University Ordinance, Regulations in force, in the year of Teaching and Examination.
(b) The teaching and examination schedule makes it possible for the Department to allow him/her to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.

Dated: _____

Signature: _____

**PRINCIPAL (APCOMS)
APPROVED / NOT APPROVED**

Dated: _____

(Signature with Stamp)

Forwarded to the Controller of Examinations for Notification.

(To Be Completed Only If Permitted by the concerned DEAN to Register the Additional Courses)

(11) Fee deposited: - Amount (Rs.) _____ Challan No. _____ Dated : _____

- (12) Certificate – II
Certified that: (a) The particulars of the applicant are correct.
(b) The applicant has deposited the prescribed fee in the University account.
(c) The applicant has been on the rolls of the University during the current academic year and has not been debarred from taking the above Examination.

Account Office (APCOMS)

INSTRUCTIONS FOR REGULAR STUDENTS

(Registration of Additional Courses in Regular Semesters)

1. Students having 'F' Grade in any course will be eligible for registration. Also students having a grade lower than 'C-' (i.e. "D") can register themselves to improve the grade.
2. A student will be allowed to get himself registered for maximum of Two (02) courses (irrespective of the Credit hours) during the Regular Semester.
3. An academically deficient regular student will be allowed to repeat / improve the courses during a regular (Fall or Spring) semester whenever the teaching and examination schedule makes it possible for him to register himself for the courses, attend the classes and to take the Mid and End Semester Examinations. In case of repetition/ improvement of a course the student shall have to pay course registration and examination fee as prescribed by the University.
4. ***As soon as a student is registered for a course, his previous grade for that course whether low or high shall be cancelled, and only the latest grade earned by the student shall be considered for the computation of CGPA.***
5. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade (for CGPA calculation only) however, will be reflected on his transcript. In case a student takes a new course in lieu of the course in which he failed, both the courses along with grades will be reflected on his transcript.
6. The registration, attendance, conduct of examination and result display policies etc. shall be followed as in case of regular courses of a regular semester. No restriction shall be imposed on the award of Letter grades for these additional courses as being imposed in Summer Semesters (i.e. maximum 'B' grade).
7. ***The registration fee @ Rs. 2000/- per credit hour will be required to be deposited by the candidates if their credit hours exceed from 21 credit hours.***

Note:

*Students, who want to register themselves for additional courses during the Regular Semester are directed to contact the Dean of their respective Departments for guidance **before depositing the fee** and assurance whether a course is being offered and the teaching and examination schedule makes it possible for the Department to allow them to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.*