



Sir Syed CASE Institute of Technology

Block A, Multi Garden, Sector B-17, Islamabad
Telephone: 051-5203471 Web: www.case.edu.pk

COURSE ADD & DROP FORM

Instructions: If all the courses are dropped in a Semester, the regular students are required to apply for Semester Leave.

CASE Roll No: _____
Name: _____

Program
 Undergraduate
 Postgraduate

Department
 E&CE
 Engg. Mgmt

Write full name of the course (s) you want to Add / Drop and **Check (√)** the appropriate column. Before dropping a Course; please consult the Academic Calendar for Financial or Academic Penalties (if any).

For Course (s) Add Only

S. No.	Course Code	Course Name	Cr. Hrs.	1 st time	Repeating	Proof of Fee Receipt, DD#
1						
2						
3						

For Course (s) Drop Only

S. No	Course Code	Course Name	Course Registered		Surplus (if any)	
			1st Time	Repeating	Refund	Carry Forward
1						
2						
3						

Date Student's Signature

For Office Use Only

Academic Department (If required)

Course (s) Add / Drop Approved Not Approved
Academic Advisor Sign _____ Date _____ Department Chair's Sign _____ Date _____

Registration Branch

Received by: _____ Date: _____
Database Updated by (Name): _____ Signature _____ Date: _____

Accounts:

Total receivable _____ Penalty (if any) _____ Amount paid _____ Balance (if any) _____
Net amount refunded _____ CHQ No. _____ Signature _____ Date _____

Receipt Course (s) Add & Drop Request Form

Roll No: _____ Name: _____ Diary No. _____ Sign _____

Course (s) Add

1. _____
2. _____
3. _____

Course (s) Drop

1. _____
2. _____
3. _____