

UNIVERSITY OF CHAKWAL
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: (BLOCK LETTERS)
- (2) Father's Name: (BLOCK LETTERS)
- (3) Regd. No: (4) Department:
- (5) Address:
- (6) Contact No: (7) Religion:
- (8) Detail of Additional Courses to be taken: Current Semester:

S No	Course Code	Course Name	Semester	Credit Hrs	Previous Grade (F, D, D+)
1.					
2.					
3.					

- (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

- (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 to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.

(Chairperson of the Department)

Note:

Students shall deposit Fee after seeking assurance from the Chairman whether a course is being offered and that 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.

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, D+") can register themselves to improve the grade.
2. A student will be allowed to get himself registered for maximum of Two (02) courses and Maximum of 21 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. If a student registers himself for improvement of a course and completes it, the better grade obtained by him shall be considered for the computation of SGPA and 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. Incase 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. 5000/- per course will be required to be deposited by the candidates.***

Note:

*Students, who want to register themselves for additional courses during the Regular Semester are directed to contact the Chairman 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.*