

## SUBJECT REGISTRATION FORM ENROL/ADD/DROP

Student ID No. : <input type="text"/>	Email Address : _____
Name : _____	Correspondence : _____
Mobile No. : _____	Address : _____
Programme : _____	_____

**ENROL /ADD SUBJECT(S) \*log-in to [newmypride.help.edu.my](http://newmypride.help.edu.my) to confirm your subject(s) enrollment status**

	<u>Subject Code</u>	<u>Subject Title</u>
1.	<input type="text"/>	_____
2.	<input type="text"/>	_____
3.	<input type="text"/>	_____
4.	<input type="text"/>	_____
5.	<input type="text"/>	_____
6.	<input type="text"/>	_____

**DROP SUBJECT(S) \*log-in to [newmypride.help.edu.my](http://newmypride.help.edu.my) to confirm your subject(s) dropped status**

	<u>Subject Code</u>	<u>Subject Title</u>
1.	<input type="text"/>	_____
2.	<input type="text"/>	_____
3.	<input type="text"/>	_____
4.	<input type="text"/>	_____
5.	<input type="text"/>	_____
6.	<input type="text"/>	_____

**Student's Declaration**

I hereby declare that:

- a. Late enrollment/add/drop (with academic department's approval) is subject to late penalty charges per subject.
- b. I am responsible to ensure course fee is paid by the due date. Failure to do so will lead to the auto-drop of my subjects and I may not be able to sit for the final exam.
- c. It is my responsibility to check that my subject(s) enrolled are correct. Subject enrolled/dropped can be viewed via **[newmypride.help.edu.my](http://newmypride.help.edu.my)**.
- d. All the information given is true and correct.
- e. I will comply with the Rules and Regulations of HELP University.

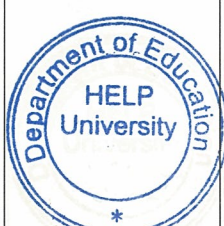
\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Processed by authorized HELP staff

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY (Student must present this form to Registry within 2 working days after approval from the Academic Department)**

<p><b>Academic Department</b> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Week No. <input type="text"/> Long/Short Sem (circle) Reason for approval (late enrollment) : _____ _____</p> <p>Action to be taken by Academic Dept (late enrolment): 1) To notify Exam Centre (by email) 2) To check student's attendance and academic records</p>	<p>HOD Signature : _____</p> <p>Name : _____</p> <p>Date : _____</p>	<p>Department Stamp</p> 
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**Student Copy**