

COURSE SELECTION

Read The Following Points Carefully Before You Decide on Your Courses

1. Please be very sure of the following facts for yourself as soon as possible. This will determine the courses you need to study. Pre-university students need to be sure of the degree they plan to major in too. Anyone who is still unsure of these facts should contact Dr. Wong before the course selection date.
Program & Major University or Country of Choice
2. If you are planning for program transfer, please come and talk to Dr. Wong. This formality needs to be completed before you can register for new courses.
3. Courses to be taken must be approved by the academic advisor. *Note that final decision on the courses you take rest with the academic advisor.*
4. Students are advised to take the maximum number of courses allowed for each semester, but subject to Point 8 below. Noted that NOT all the courses are offered every semester. Taking a reduced course load, failure in, or dropping of such courses may result in a delay in the completion of the program. This is especially so when the courses are pre-requisites for other courses. Therefore, the College will not be held responsible should the student need to wait for a specific course to be offered later.
5. You must repeat the subjects that you have failed previously and is being offered in the current semester.
6. When offered, core courses must be taken. This is especially true for courses marked with an asterisk (*).
7. Courses that are being offered are subject to a minimum number of seven students registered for each course.
8. Students with a GPA or overall CGPA (whichever is applicable) of less than 60 % (grade C or below) are advised to register for not more than 4 courses. [This is NOT applicable to students who are in their first semester at the College]. Students who are under Probation I or II, may only be allowed to take a reduced load of maximum THREE courses or less.
9. DROP/ADD
 - Students can only **add** a course within the First week of the semester.
 - Students can **drop** within the Second week of the semester without penalty and the course will not be recorded in the transcript.
 - Students can **drop** within 6 weeks from the beginning of the semester without penalty. However, a WP will be recorded in the transcript although it will not affect the GPA. Students should use the drop procedure judiciously as numerous WP grades on the transcript may be construed by some to indicate an inability of the individual to persist when challenged.
 - *A drop is only finalized when the academic counsellor has been consulted and the changes make accordingly in the DROP/ADD form.*
 - Students who drop/add courses will have their fees adjusted accordingly.
10. **Students are not automatically dropped for non-attendance.** Failure to properly drop or withdraw a course will result in F grade(s).
11. Should you have any doubt, please contact your academic advisor as soon as possible.