

Request Form to Add More Courses for Enrolment

Written at

Date (day/month/year)

Title : Request to Add More Courses for Enrolment

To : Dean of

In order to keep teaching and learning effective and complete in the semester of the Academic Year, I am then requesting to add more courses for students to enroll. The reason for this is

.....The proposed course(s) is/are specified in the table below:

| Subject Code | Course Title (English) | Credits /hours | Type of the Class | Lecturer | Day, Time and Classroom | Final-Exam Schedule |
|--------------|------------------------|----------------|-------------------|----------|-------------------------|---------------------|
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Please take consideration and your approval will be appreciated.

(signature)

(.....)

Position

| Comments | | | |
|-------------------------------|---------------------|--------------------------------------|---------------------------------------|
| No..... 1. Department Head | No. 2. Dean | 3. Head Registrar, Pattani Campus | 4. Class and Exam Timetabling Unit |
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