

Request Form to Add More Groups for Enrolment

Written at

Date (day/month/year)

Title: Request to Add More Groups for Enrolment

To: Dean of

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

Subject Code	Course Title (English)	Number of Group offered	Number of Group to Be Offered and Name of the Lecturer	Type of the Class / Terms	Day/Time /Classroom

Please take consideration and your approval will be highly appreciated.

(signature)

(.....)

Position

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