MINHAJ UNIVERSITY LAHORE

Enrollment Form for Summer Semester

Applicant's Information		
Name:		
School/Department:	**Program:**	
Contact No.:	**Email:**	
Registration No.:	**Session:**	

Course I			
Semester:*		**Course Credit Hrs.**	
Course Name / Code:		**Semester Cr. Hrs.****	
Reason for Appearing in Summer Exam:			
Course II			
Semester:*		**Course Credit Hrs.:**	
Course Name / Code:		**Semester Cr. Hrs.:****	
Reason for Appearing in Summer Exam:			

*Semester in which in the course was offered
**Cr. Hrs. of the semester in which the course was offered

I have carefully read and understood the instructions / policy guidelines printed overleaf. In case of not complying with /violating the policy/guidelines, I shall be responsible for any consequences.

Applicant's Signature: _____   **Date:** _____

(For Official Use Only)

Recommendation by HOD:	**Remarks & Recommendations (if any):** _____ _____ **Signatures & Date** _____
Approval by Dean	_____ **Signatures & Date** _____
Remarks by Director Academics	_____ _____ **Signatures & Date** _____
Fee Calculation by Accounts Office:	**Status of previous dues:** Clear ☐ Pending ☐ _____ **Fee of 1st course:** _____ **Fee of 2nd course:** _____ **Total Fee Payable:** _____ **Signatures & Date** **Stamp**

Policy Guidelines (For Summer Enrollment):

1. Summer semester is meant for Undergraduate and M.Phil./MS students ONLY.
2. A student can enroll a maximum of TWO courses of up to 8 Cr. Hrs. The Student can only have those courses in the summer in which they are either failed or needs grade improvement ONLY.
3. The summer semester is scheduled to remove deficiencies of the students who have failed in a subject(s) and need to repeat the course(s), stop appearing in the examinations because of short attendance, or intend to improve the grades be allowed for the summer semester.
4. A student CANNOT enroll fresh course in Summer.
5. The summer semester shall spread over eight weeks of concentrated study.
6. The contact hours per week shall be doubled to ensure that the course is entirely taught in a summer session with half of the duration compared to regular (Fall/Spring) semesters.
7. A course in a summer semester shall be offered depending upon meeting the minimum requirements:
   a. Availability of the teacher/resource person
   b. Sufficient number of students.
8. Students can enroll a maximum of '2 Theory Courses' or '1 Lab Course' during the summer semester (Maximum of 8 credit hours).
9. The fee for Summer Semester shall be 1.5 times of the fee for each course enrolled (as per policy).

Applicant's signatures and date: _____

Additional Remarks (For office use ONLY)