COURSE REGISTRATION

Prepared By :-	Approved By :-
Signature :	Signature :
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Position : Administrative Officer	Position : Dean
Date : 27/05/2019	Date : 27/05/2019

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1. OBJECTIVE

The purpose of this procedure is to ensure that the course registration exercise of every student in every semester is effectively implemented by the relevant staff of CPS and the CoS required by the University policy.

2. SCOPE

The procedure covers the course registration activities of new entering, current registered students and returning students.

3. DEFINITION/ABBREVIATION

3.1 Contact Hour – refers to the actual instructional interactions between the academic staff and the student measured in terms of hours.

3.2 Credit Hour – refers to the academic load measured in units per semester. Usually one contact hour of lecture is equivalent to one credit hour.

3.3 Pre-Registration – A continuing student must pre-register for course that he/she intends to take in the following semester during the Pre-Registration or Adjustment Period. The Centre of Postgraduate Studies (CPS) will announce the date of this exercise.

3.4 New Student Registration – Course Registration for new students held during the Taaruf Week.

3.5 Late Registration – This is meant for currently enrolled students who were not pre-registered in the previous semester and for students who are resuming classes after returning from their approved leave of absence. It is held in the first week of classes during regular semester and the first three days in the short semester.

3.6 Add/Drop – The add/drop exercise is meant for students who need to adjust their course registration conducted during the pre-registration exercise. Eligibility to add or drop courses is given to all students after the release of the examination results. The Add/Drop exercise is conducted one week prior to the commencement of a new semester.

3.7 Adjustment – The exercise is carried out in the 1st week of a new semester. Students who have registration problem and could not settle by themselves have the privilege to do add/drop during this period.

3.8 Drop Only Period – The period starts from the 2nd week until the 4th week of a regular semester. Students who wish to drop courses must ensure that the Total Credit Hours do not fall below the minimum workload required.

3.9 <u>Withdrawal</u> – Dropping a course in the 5th week up to the 11th week. Students may withdraw from a course if they are unable to cope with the demands of the course, provided the academic load after withdrawal does not fall below the minimum workload. A fee of RM300 per course will be charged.

3.10 <u>Withdrawal After Deadline</u> – Dropping a course in the 12th week up to 14th week of a regular semester_subject to recommendation and approval by HOD/DDPG. A fee of RM500 per course will be charged.

3.11	DDPG	Deputy Dean (Postgraduate)
3.12	HOD	Head of Department
3.13	DD	Deputy Director
3.14	SAD	Senior Assistant Director
3.15	AD	Assistant Director
3.16	SAAO	Senior Assistant Administrative Officer
3.17	AAO	Assistant Administrative Officer
3.18	PA	Personal Assistant
3.19	AA	Administrative Assistant
3.20	CPS	Centre for Postgraduate Studies
3.21	CoS	Centre of Studies (Kulliyyahs/Centres/Institutes - excluding Centre of Foundation Studies)
3.22	DDAA	Deputy Dean (Academic Affairs)
3.23	HOP	Head of Program (SBU)
3.24	DDS	Deputy Director of SBU
3.25	SAA	Senior Administrative Assistant
3.26	SDD	Senior Deputy Director
3.27	DBSB	Daya Bersih Sdn Bhd

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
SAD of CPS	**5.1**	**PRE REGISTRATION EXERCISE (if applicable)**
		Before Pre-registration
	5.1.1	To set the date for the pre-registration exercise in week 10 – 11 of each regular semester when preparing the important dates and deadlines for the respective academic activities of the new semester.
	5.1.2	To ensure the duration of the exercise shall be two weeks or as deemed appropriate.
	5.1.3	To send memo to the ISO of ITD on system and technical preparation and to liaise with the person-in-charge of networking so as to ensure that there would be no network interruption during the exercise.
	5.1.4	To send notification to the respective DDPG of the K/C/I on the schedule of the exercise.
	5.1.5	To send letter to DBSB to ensure no interruption of power supply during the exercise and to request for standby technicians if power failure occurs (if applicable)
SAD of CPS	5.1.6	To update footnotes on the confirmation slips (if applicable)
AD/AAO of CoS	5.1.7	To update the approved study plan
AD/ AAO / AA of CoS		*After Pre-Registration*
	5.1.8	To print reports on the following:
		a) Number of registered students for particular courses and status of the courses.

	5.1.9	To send notification letter to the departments/HOD and attach the relevant statistics/reports.

	5.1.10	To coordinate discussion or liaise with all departments/HOD to decide on the following (if applicable):
		  a) Maintaining the relevant courses/sections or closing the courses/sections according to the decision of K/C/I.
		  b) Updating of assigned lecturers.
		  c) Changing the venues.
		  d) Reschedule the existing course offering as requested by the Departments/HOD.

	5.1.11	To update the changes of the course offering based on the discussions.
	5.2	**COURSE REGISTRATION FOR NEW INTAKE STUDENTS** *Before Registration*
SAD of CPS	5.2.1	To issue letter to ITD on system and technical preparation and notify the CoS on the date of course registration exercises for new intake students
DDPG/AD/AAO of CoS	5.2.3	To check the study plan to ensure that the data are in accordance with the new program structure for the new batch of students.
AD/ SAAO /AAO/AA of CoS	5.2.4	To update and assign study plan to new students.
	5.2.5	To distribute program structure during CoS briefing.
AD/ SAAO /AAO/AA of CoS	*During Registration*	
	5.2.6	To facilitate the students on their course registration.
	5.3	**WEB-BASED ADD/ DROP EXERCISE** *Before Add/Drop*

SAD of CPS	5.3.1	To schedule the Web-Based Add/Drop exercise to be held about one week prior to the commencement of the following semester when preparing the important dates and deadlines for a new semester.
	5.3.2	To set the Add/Drop exercise after the release of the final examination results.
	5.3.3	To notify DDPG of the CoS on the date, day, time and procedures.
	5.3.4	To send letter to ITD regarding (where applicable): a) System enhancement based on latest senate policies (if applicable). b) Updating of student's level after generation of results. c) Release/uplift blocking of access during pre-registration from each student except on financial blocking. d) Incorporate forced registration triggered message (if applicable).
AD/ /AAO/AA of CoS	5.3.5	To assign study plan to ex-PAIDE students.
ITD	5.3.6	To update footnotes on the confirmation slips. To note: a) The date of add/drop according to specific levels. b) The adjustment period c) The Drop only period. d) Last day of withdrawal. e) Commencement of the new semester. f) Those under minimum workload to do adjustment. g) Reminder on expiring of visa. h) Reminder on settlement of tuition fee.
	5.4	**COURSE ADJUSTMENT PERIOD** *During Adjustment (1st week of a new semester)*
AD/ SAAO /AAO/AA of CoS	5.4.1	To facilitate students who failed to register through the Web-Based Registration System during the Pre-Registration period or Add/Drop period.

Finance Representative at CPS/CoS	5.4.2	To collect RM50 from late registration students.
AD/ SAAO /AAO/AA of CoS	5.4.3	To facilitate students in registering their courses or Add/Drop courses pre-registered.
	5.4.4	To facilitate students who apply for Independent Study.
AD/ SAAO /AAO/AA of CoS		*After Adjustment Period (second week of a new semester)*
	5.4.5	To generate report of registered students.
	5.4.6	To notify lecturers to print the latest class list after the Adjustment Period.
AAO/ SAA/AA of CoS	5.5	**DROP ONLY PERIOD** *(2nd week to 4th week of a new semester)*
	5.5.1	To check that all the following particulars are complete after receiving form from students. - Student's name - Matric number - Kulliyyah/Programme - Course code - Total courses taken must not less than 3 - Lecturer's recommendation & DDPG's approval - Student's signature
AAO/ SAA/AA of CoS	5.5.2	To process the Drop Form after ensuring the necessary requirements are met through the Postgraduate System.
	5.6	**WITHDRAWAL PERIOD** *(done in the 5th to 10th week of a regular semester)*

AAO/ SAA/AA of CoS	5.6.1	Check that all the following particulars are complete after receiving form from students. - Student's name - Matric number - Kulliyyah/Programme - Year of study - Current courses registered - Student's signature - Lecturer's recommendation & DDPG's approval
SAAO/AAO/ AA of CoS	5.6.2	To ensure the following condition(s) are fulfilled: a) To ensure that the number of courses registered (for coursework and mix mode only) is not less than 3 (or 9ch /15ch (AIKOL) credit hr) for fulltime student and 1 course (3 ch/5 ch)for part time student b) To ensure that the withdrawal if due to medical or psychological may be processed with exemption of the fee based on recommendation from the IIUM Health and Wellness Centre.
Finance Representative at CPS/CoS	5.6.3	To charge RM300 per course to the student.
	5.7	**WITHDRAWAL AFTER DEADLINE** *(11th to 13th week)*
AAO/ SAA/AA of CoS	5.7.1	Check that all the following particulars are complete after receiving form from students. - Student's name - Matric number - Kulliyyah/Programme - Year of study - Current courses registered - Student's signature - Lecturer's recommendation & DDPG / DDAA / DDS's approval

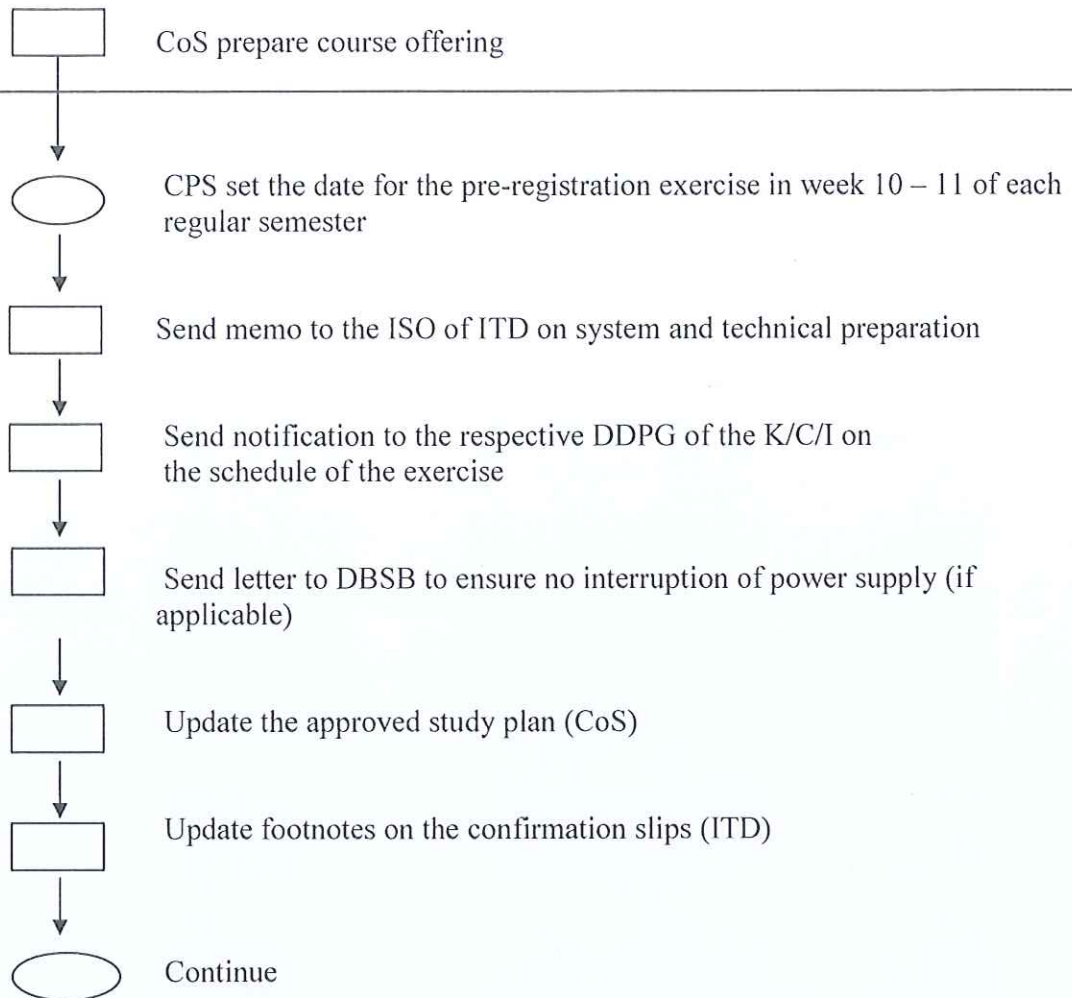| SAAO/AAO of CoS | 5.7.2 | To ensure the following condition(s) are fulfilled:

a) To ensure that the number of courses registered (for coursework and mix mode only) is not less than 3 (or 9ch /15(AIKOL) credit hr) for fulltime student and 1 (3 ch/5 ch)for part time student

b) To ensure that the withdrawal if due to medical or psychological may be processed with exemption of the fee based on recommendation from the IIUM Health and Wellness Centre. |
| Finance Representative at CPS/CoS | 5.7.3 | To table in the UCPS meeting for approval and charge RM500 per course to the student. |

6. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Letter to ITD regarding system procedure and updates	1 year	CPS	SAA/AA
2	Notification Letter to the Dean of the K/C/I on Pre-Registration Exercise	1 year	CPS & Respective CoS (PG/Academic Office)	SAA/AA
3	Letter to DBSB regarding technical preparation	1 year	CPS	SAA/AA

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
4	Notice of Procedure on Web-Based Pre-Registration Exercise to all students and staff	1 year	CPS & Respective CoS (PG/Academic Office)	SAA/AA
5	Drop Form	1 year	Respective K/C/I (PG/Academic Office)	SAA/AA
6	Withdrawal Form	1 year	Respective CoS (PG/Academic Office)	SAA/AA
7	Withdrawal After Deadline Form	1 year	Respective CoS (PG/Academic Office)	SAA/AA

7.   FLOWCHART

COURSE REGISTRATION – BEFORE PRE-REGISTRATION

CoS prepare course offering

CPS set the date for the pre-registration exercise in week 10 – 11 of each regular semester

Send memo to the ISO of ITD on system and technical preparation

Send notification to the respective DDPG of the K/C/I on the schedule of the exercise

Send letter to DBSB to ensure no interruption of power supply (if applicable)

Update the approved study plan (CoS)

Update footnotes on the confirmation slips (ITD)

Continue

COURSE REGISTRATION – AFTER PRE-REGISTRATION (CoS)

○   Print reports of the number of registered students for particular courses and status of the courses (CoS)

▢   Send notification letter to the departments/HOD and attach the relevant statistics/reports (CoS)

▢   Coordinate discussion or liaise with all departments/HOD as in 5.1.10

▢   Update the changes of the course offering based on the discussions

○   Continue
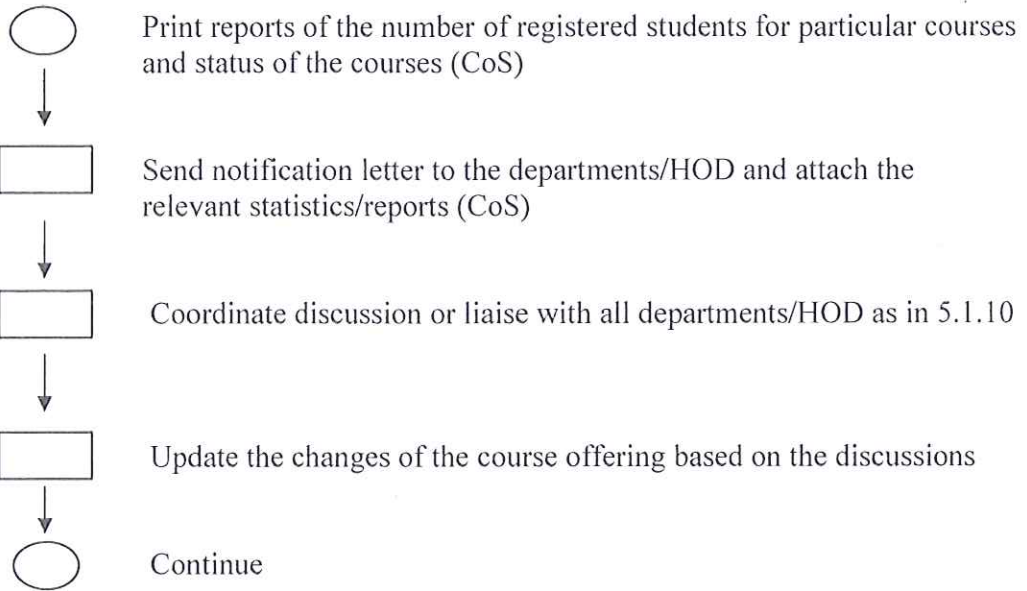
COURSE REGISTRATION – BEFORE REGISTRATION

Notify the CoS on the date of course registration exercises for new intake students (CPS)

Issue letter to ITD on system and technical preparation (CPS)

Check the study plan accordingly (CoS)

Update and assign study plan to new students (CoS)

Distribute program structure during CoS briefing (CoS)
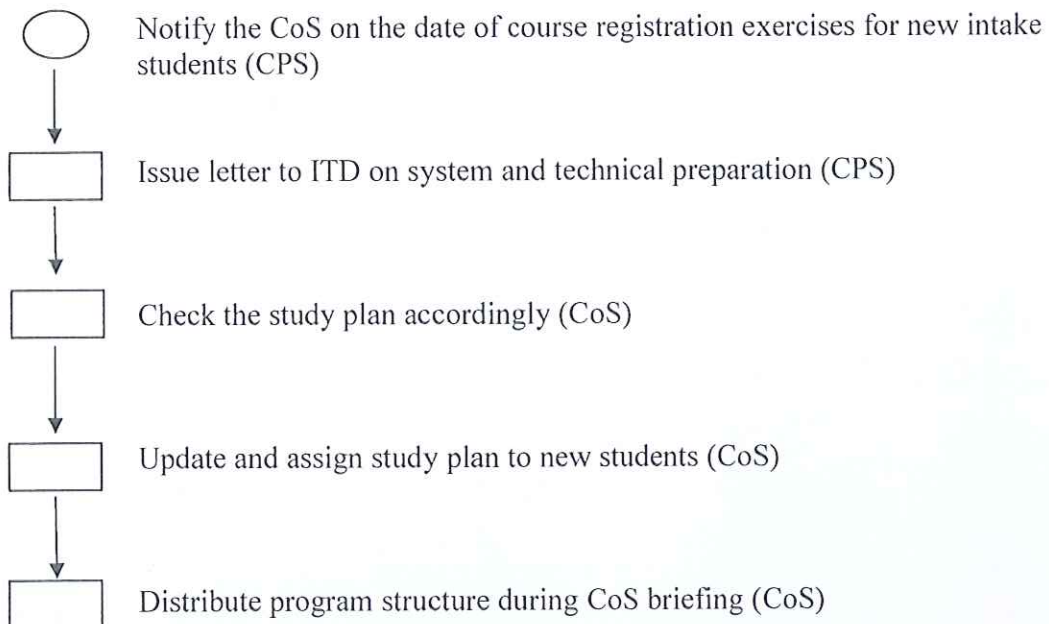
COURSE REGISTRATION – DURING REGISTRATION

Facilitate the students on their course registration (CPS /CoS)

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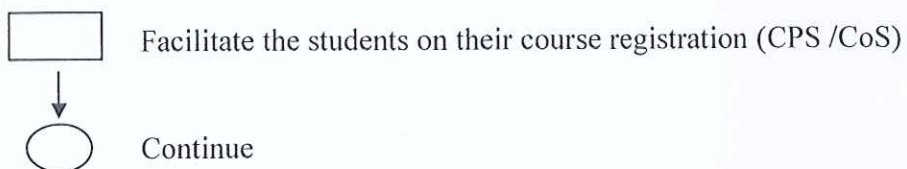
WEB-BASED ADD/ DROP EXERCISE – BEFORE ADD/DROP (CPS/CoS/ITD)

Schedule the Web-Based Add/Drop exercise as detailed in 5.3.1 and 5.3.2

Notify the CoS on the date, day, time and procedures (CPS)

Send letter to ITD as stated in 5.3.4 (CPS)

Assign study plan to ex-PAIDE students (CoS)

Update footnotes on the confirmation slips as stated in 5.3.6 (ITD)

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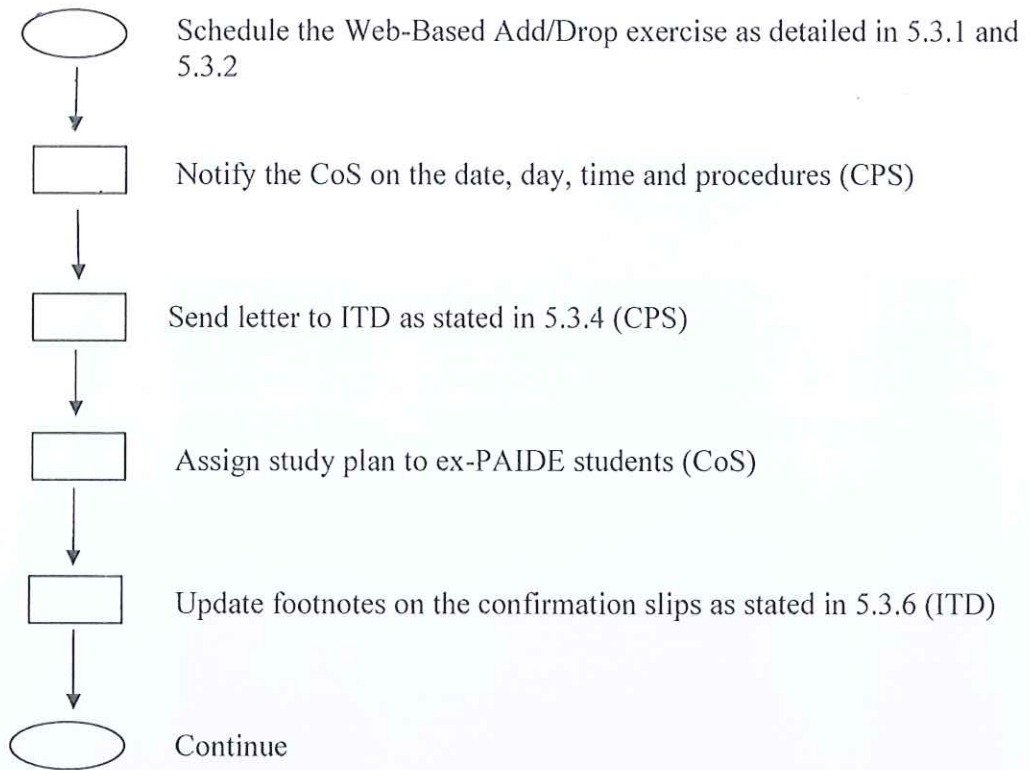
COURSE ADJUSTMENT PERIOD - DURING ADJUSTMENT (CPS/CoS)

(1ˢᵗ week of a new semester)

○ Facilitate students for Web-Based Registration System

▢ Collect RM50 from late registration students

▢ Facilitate students in registering their courses or Add/Drop courses pre-registered.

▢ Facilitate students who apply for Independent Study

(second week of a new semester)(CoS)

▢ generate report of registered students

▢ Notify lecturers to print the latest class list

DROP ONLY PERIOD (CoS)

▢ Check the completeness of the Drop Form as per listed in 5.5.1

▢ Process the Drop Form as per Postgraduate System requirements.

○ Continue
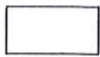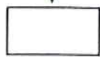
WITHDRAWAL PERIOD (CoS)

○ Check the completeness of the Withdrawal Form (within period) as per listed in 5.6.1

☐ Ensure the condition(s) as per listed in 5.6.2 are fulfilled.

☐ Charge RM300 per course to the student.

WITHDRAWAL AFTER DEADLINE (CPS/CoS)

☐ Check the completeness of the Withdrawal Form (after deadline) as per listed in 5.7.1

☐ Ensure the condition(s) as per listed in 5.7.2 are fulfilled.

☐ Charge RM500 per course to the student.

○ End of Activity