



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 00

COURSE REGISTRATION

EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/CP/04

PAGE : 01/07

COURSE REGISTRATION

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Date : 01/07/2020

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Position : Dean
Centre for Foundation Studies,
IIUM

Date : 01/07/2020

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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 the Office of the Deputy Dean of Academic and Industrial Linkages as required by the University Policy.

2.

SCOPE

The procedure covers the course registration activities of new intake and returning students, including the add/drop and withdrawal activities.

3.

ABBREVIATION/DEFINITION

3.1 Add/Drop – The Add/Drop exercise is meant for students who need to adjust the courses they have registered. Eligibility to add or drop of courses is given to certain categories of students after the release of the end of semester examination results. The Add/Drop exercise is conducted for three (3) days after the new semester begin.

3.2 Withdrawal – Dropping course(s) after the Add/Drop session up to the 10th week of the semester. Students may withdraw from a course if they are unable to cope with the demand 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. All withdrawals must be recommended by the respective teacher/lecturers and Head of Departments and approved by the DD AIL



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| 3.3 | DD AIL | Deputy Dean Academic and Industrial Linkages |
| 3.4 | HOD | Head of Department |
| 3.5 | AD | Assistant Director |
| 3.6 | AAO | Assistant Administrative Officer |
| 3.7 | SISO | Senior Information System Officer |
| 3.8 | AISO | Assistant Information System Officer |
| 3.9 | AA | Administrative Assistant |
| 3.10 | ODDAIL | Office of the Deputy Dean Academic and Industrial Linkages |
| 3.11 | CRS | Course Registration Slip |
| 3.12 | ACA | Academic Advisor |

4. REFERENCES

- 4.1 Student Academic Performance Evaluation (CFS) Regulations 2016 - SAPER (CFS)

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	5.1 <u>REGISTRATION FOR NEW SEMESTER</u>
AD	5.1.1 Notify students on the date of new semester. 5.1.2 Notify students to check course registered and print CRS through I Maalum.
	5.2 <u>ADD/ DROP EXERCISE</u>
AD/AAO	5.2.1 Schedule the Add/Drop sessions. 5.2.2 Notify the students to do Add/Drop if there is any amendments in Course Registration by : <ul style="list-style-type: none"> i) Printing the CRS ii) Obtain recommendation from respective Academic Advisor iii) Submit CRS with recommendation from Academic Advisor to ODDAIL iv) ODDAIL to make changes upon recommendation and approval from Academic Advisor



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RESPONSIBILITY	DETAILED PROCEDURE
AAO/AA	5.2.3 Update amendments in CRS into database system 5.2.4 Notify the students to print and verify the new CRS.
AD	5.2.5 Remind respective HOD to update the final class list and notify ODDAIL for any amendment in the class list.
	5.3 <u>WITHDRAWAL OF COURSE (S)</u> <u>(From 2nd to 10th week of a regular semester)</u>
AA	5.3.1 Issue Withdrawal Form upon request
AA	5.3.2 Receive completed form from students and check all information is completed.
DD AIL	5.3.3 Decide to approve / reject.
AAO/AA	5.3.4 a. If approved, instruct student to make a payment RM300.00 per course at the Finance Department. b. Update the status 'W' of the course(s) withdrawn into the database system.

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6. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Correspondence Letter: a. IIUM/501/DAIL/13/9/3 (Registration)	1 year	Filing Cabinet of ODDAIL	AA
2.	Add/Drop Forms: a. IIUM/501/DAIL/13/9/3 (Registration)	1 year	Filing Cabinet of ODDAIL	AA
3	Withdrawal Forms: a. IIUM/501/DAIL/13/9/3	1 year	Filing Cabinet of ODDAIL	AA
4	Class list: a. IIUM/501/DAIL/13/9/3	1 year	Filing Cabinet of ODDAIL	AA



7. FLOWCHART

