





## COURSE REGISTRATION

Prepared By:	Approved By:
Signature : 	Signature: 
Name : Nuraqmar Az binti Amirudin	Name : Assoc. Prof. Dr. Haslina binti Hassan
Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 1 <sup>st</sup> May 2025	Date : 1 <sup>st</sup> May 2025

## 1.0 OBJECTIVE

The purpose of this procedure is to ensure that the course registration exercise of every student in every semester is effectively implemented according to the University policy

## 2.0 SCOPE

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

## 3.0 ACCOUNTABILITY

Dean of COS  
 Office of Academic Affairs, COS  
 AMAD  
 ITD

## 4.0 ABBREVIATION (If any)

DD (AA) Deputy Dean (Academic Affairs)  
 ITD Information Technology Division  
 COS Centre of Studies  
 AMAD Academic Management and Admission Division

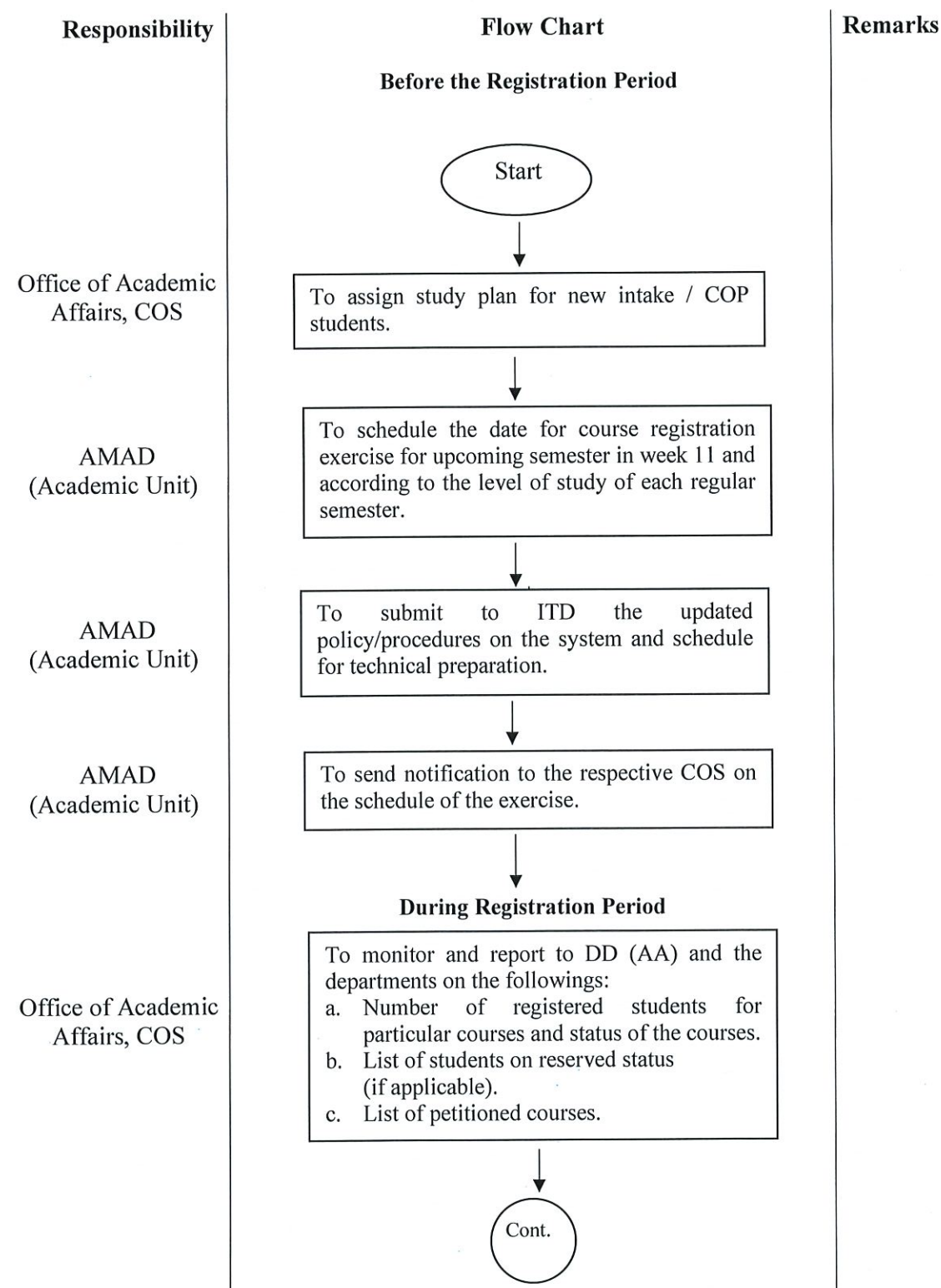
## 5.0 REFERENCE

## 6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Application of Withdraw a Course Form	5 year	COS	Office of Academic Affairs, COS
2	Application of Withdraw a Course after Deadline Form	5 year	COS	Office of Academic Affairs, COS
3	Application of Drop a Course Form	5 year	COS	Office of Academic Affairs, COS
4	Application to Add Course Form	5 year	COS	Office of Academic Affairs, COS
5	Notice to students on cancellation of sections	5 year	COS	Office of Academic Affairs, COS



## 7.0 PROCESS FLOW



Responsibility	Flow Chart	Remarks
Office of Academic Affairs, COS	<p>To coordinate discussion or liaise with all departments to decide on the followings (if applicable):</p> <ol style="list-style-type: none"> <li>Students on reserved list to be registered.</li> <li>Petitioned Courses to be opened and students to be registered.</li> <li>Maintaining the relevant courses/sections or closing the courses/sections.</li> <li>Merging certain sections.</li> <li>Updating of lecturer's assignment</li> <li>Changing the venues.</li> <li>Reschedule the existing course offering as requested by the Departments.</li> </ol>	
Office of Academic Affairs, COS	<p>To update the changes of the course offering based on the discussions.</p>	
Office of Academic Affairs, COS	<p>To notify to students if courses /sections have to be closed.</p>	
	<p>Cont.</p>	





Responsibility	Flow Chart	Remarks
	<p><b>During the 1<sup>st</sup> Week of a New Regular Semester</b></p> <p>Office of Academic Affairs, COS</p> <p>To ensure the new total semester load must not be less than 12 credit hours unless with the approval from the Dean.</p> <p>↓</p> <p>Office of Academic Affairs, COS</p> <p>To assist students who failed to register through the Online Registration System during the Registration period.</p> <p>↓</p> <p>Office of Academic Affairs, COS</p> <p>To process students' application for Independent Study (Fee RM 500 per course).</p> <p>↓</p> <p><b>During the 2<sup>nd</sup> Week onwards of a New Regular Semester</b></p> <p>Office of Academic Affairs, COS</p> <p>To charge RM100 for students who neither register nor attempt to register for courses during Course Registration exercise, but later attempt to register courses beginning in the 2<sup>nd</sup> semester onwards.</p> <p>↓</p> <p>Office of Academic Affairs, COS</p> <p>To charge RM5 per course per day will be imposed on student who make late adjustments during the 2<sup>nd</sup> week onwards of the semester.</p> <p>↓</p> <p>Cont.</p>	



Responsibility	Flow Chart	Remarks
Office of Academic Affairs, COS	<p>To generate the following reports:</p> <ol style="list-style-type: none"> <li>Students with minimum workload/credit hours.</li> <li>Students who registered for more than the maximum workload/credit hours.</li> <li>Students who are not registered for any courses for the semester.</li> </ol>	
Office of Academic Affairs, COS	<p>↓</p> <p><b>5<sup>th</sup> -13<sup>th</sup> Week of Regular Semester</b></p>	
Office of Academic Affairs, COS	<p>To monitor students with NR status.</p>	
	<p>↓</p> <p>To process application of Withdraw a Course (within /after) deadline.</p>	
	<p>↓</p> <p>End</p>	

## 8.0 ANNEXURE

### 8.1 Late Registration

Late registration refers to registration for courses made beyond the prescribed period determined by the Senate  
It is held in the two weeks onwards of classes during regular semester and the after three days of classes in the short semester.

### 8.2 Drop Only Period

#### Regular Semester

The period starts from the 2<sup>nd</sup> week until the 4<sup>th</sup> week of a regular semester.  
Students who wish to drop course(s) must ensure that the Total Credit Hours do not fall below the minimum workload required; 12CH

#### Short Semester

A student is allowed to drop a course(s) up to the fifth (5<sup>th</sup>) day of a short semester.

### 8.3 Withdrawal a Course(s) within Period

Course Withdrawal refers to quitting a registered course after the Drop Only Period.

Students who wish to withdraw a course(s) must ensure that the Total Credit Hours do not fall below the minimum workload required; 12CH

#### Regular Semester

Withdraw a course(s) in the 5<sup>th</sup> week up to the 10<sup>th</sup> week.  
A fee of RM300 per course will be charged to students unless with the approval from the Dean of COS.

### 8.4 Withdrawal a Course After Deadline

#### Regular Semester

Withdraw a course(s) in the 11<sup>th</sup> week up to 13<sup>th</sup> week.  
A fee of RM500 per course will be charged to students. unless with the approval from the Dean of COS.

### 8.5 No withdrawal a course(s) application shall be entertained after the thirteenth (13<sup>th</sup>) week of a regular semester and the sixth (6<sup>th</sup>) week of a short semester unless with the approval from the Dean of COS.

### 8.6 Any waiver related to course registration penalty is subject to Dean of COS approval.

