

: Course Registration : IIUM/TNL/AMAD/ 05

Ref. No. : IIU Version No. : 03 Revision No. : 00

Revision No. : 00 Effective Date : 05/2025

COURSE REGISTRATION

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Date : 1 st May 2025	Date : 1st May 2025	



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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



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7.0 PROCESS FLOW

Remarks Responsibility Flow Chart **Before the Registration Period** Start Office of Academic To assign study plan for new intake / COP Affairs, COS students. To schedule the date for course registration **AMAD** exercise for upcoming semester in week 11 and according to the level of study of each regular (Academic Unit) semester. To submit to ITD the updated **AMAD** policy/procedures on the system and schedule (Academic Unit) for technical preparation. To send notification to the respective COS on **AMAD** the schedule of the exercise. (Academic Unit) **During Registration Period** To monitor and report to DD (AA) and the departments on the followings: Office of Academic Number of registered students particular courses and status of the courses. Affairs, COS List of students on reserved status (if applicable). c. List of petitioned courses.

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Responsibility

Office of Academic

Affairs, COS

Flow Chart

Remarks

To coordinate discussion or liaise with all departments to decide on the followings (if applicable):

- Students on reserved list to be registered.
- Petitioned Courses to be opened and students to be registered.
- Maintaining c. the relevant courses/sections closing the courses/sections.
- d. Merging certain sections.
- Updating of lecturer's assignment e.
- Changing the venues. f.
- Reschedule the existing course offering as requested by the Departments.

Office of Academic Affairs, COS

Office of Academic Affairs, COS

To update the changes of the course offering based on the discussions.

To notify to students if courses /sections have to be closed.

Cont.



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



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Responsibility

Flow Chart

Remarks

Office of Academic

Affairs, COS

Office of Academic Affairs, COS

Office of Academic Affairs, COS

To generate the following reports:

- a. Students with minimum workload/credit hours.
- b. Students who registered for more than the maximum workload/credit hours.
- c. Students who are not registered for any courses for the semester.

5th -13th Week of Regular Semester

To monitor students with NR status.

To process application of Withdraw a Course (within /after) deadline.

End



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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 2nd week until the 4th 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 (5th) 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 5th week up to the 10th 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 11th week up to 13th week.

A fee of RM500 per course will be charged to students. unless with the approval from the Dean of COS.

- No withdrawal a course(s) application shall be entertained after the thirteenth (13th) week of a regular semester and the sixth (6th) 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.

