COURSE OFFERING AND SCHEDULING

Prepared By:	Approved By:
(Signature)	(Signature)
Name: Najwa binti Mohamad Yusof Office of the Deputy Dean Academic and Internationalisation	Name: Hasanul Basri bin Abdullah
Position: Assistant Director Office of the Deputy Dean Academic and Internationalisation	Position: Dean Centre for Foundation Studies, IIUM
Date: 15th April 2025	Date: 15th April 2025

1.0 OBJECTIVE

The purpose of this document is to ensure that proper steps are taken in preparing the course scheduling for the academic year as outlined by the Centre for Foundation Studies.

2.0 SCOPE

2.1 The procedure covers the course scheduling activities at the Centre for Foundation Studies.

3.0 ACCOUNTABILITY

3.1 Office of Deputy Dean Academic & Internationalisation
3.2 Registration, Scheduling & Monitoring Department.

4.0 ABBREVIATION (If any)

4.1	DDAI	: Deputy Dean Academic and Internationalisation
4.2	HOD	: Head of Department
4.3	AO	: Administrative Officer
4.4	AAO	: Assistant Administrative Officer
4.5	AA	: Administrative Assistant
4.6	APT	: Arabic Proficiency Test
4.7	EPT	: English Proficiency Test
4.8	TPT	: Tilawah Proficiency Test
4.9	ITD	: Information Technology Department
4.10	ODDAI	: Office of Deputy Dean Academic &Internationalisation

5.0 REFERENCE

5.1 Student Academic Performance Evaluation (CFS) Regulations 2021 - SAPER (CFS)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Correspondence Letter: a. IIUM/501/13/10/3/1 (Course Scheduling) Documents related to adjustment of timetable	1 Year	Filing Cabinet/Online storage	AAO/AA
2.	List of course offering Withdrawal Forms:	1 year	Filing Cabinet/Online Storage	AAO/AA

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	START	
ITD	Provide updated student's academic history from ITD & Request projection of new intake students from AMAD (New Student)	-Academic History for returning students – from ITD (Week 7 of the semester)
DDAI	Conduct a meeting with HoDs	Projection for new students – from AMAD
AO	Distribute pattern, slotting / tagging and student's academic history to AA according to the programme	-Confirmation on study plan projection & tagging
AAO/AA	Create and assign student's group based on data given	
AAO/AA	Enter the Slotting and Course Code with specified venues into the Registration System	-Refer to Annexure Item 1: Steps to key in courses into Registration System
AAO/AA	Send the pre-liminary Class Schedule with list of subjects offered group no. to all HOD for verification and give feedback to ODDAI.	
AAO/AA	Update the changes including assignment of teachers in the class schedule based on the feedback from the HOD of the respective departments.	
AO	Send final confirmed class schedule to HoD	
	END	

ANNEXURE

Item 1: Steps to key in courses into Registration System

i) Check all credit hours and contact hours for courses to be offered.
ii) Check and create ID for new teachers (if any), see WI:CS/01/2011 (a)
iii) Check and create new venue (if any), see WI:CS/01/2011 (b)
iv) Key in the course code, section, class limit, day, time, teacher/lecturer assigned and venue.