
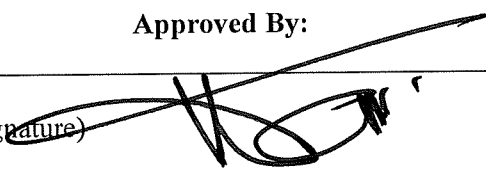


COURSE REGISTRATION

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 Academic and Internationalisation (ODDAI) Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

The purpose of this procedure is to ensure that the course registration exercise of every student every semester is effectively implemented by the relevant staff of the Office of the Deputy Dean of Academic and Internationalisation.

2.0 SCOPE

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

3.0 ACCOUNTABILITY

- 3.1 Office of Deputy Dean, Academic and Internationalisation
- 3.2 Registration, Scheduling and Monitoring Department

4.0 ABBREVIATION (If any)

- 4.3 DDAI : Deputy Dean Academic & Internationalisation
- 4.4 HOD : Head of Department
- 4.5 AO : Administrative Officer
- 4.6 AAO : Assistant Administrative Officer
- 4.7 AA : Administrative Assistant
- 4.8 ISO : Information System Officer
- 4.9 AISO : Assistant Information System Officer
- 4.10 ODDAI : Office of Deputy Dean Academic & Internationalisation
- 4.11 CRS : Course Registration Slip
- 4.12 Ac.Ad : Academic Advisor

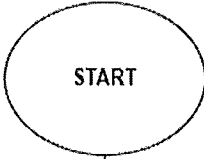
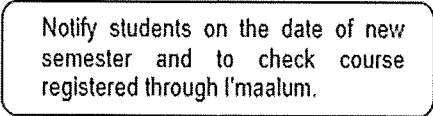
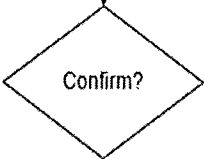
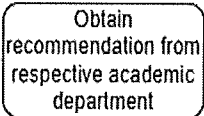
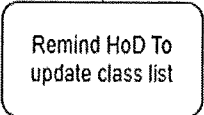
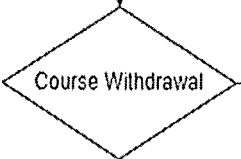
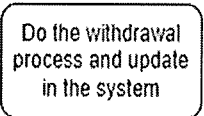
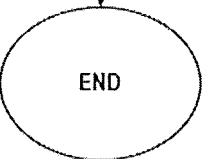
4.0 REFERENCE

- 4.1 Not Applicable

5.0 RECORD RETENTION PERIOD

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

6.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AO		
AO		Adjustment of timetable exercise
AO/AAO		
		ODDAI to make changes upon recommendation and Approval from Academic Advisor
AO		
AAO/AA		
		Refer to Annexure Item 2 : Withdrawal from Course (s)
		Note: Last date for withdrawal: 10 th week of the semester)

ANNEXURE

Item 1 – Adjustment of Timetable

Adjustment of Timetable – The adjustment of timetable exercise is meant for students who need to adjust the courses they have registered for. 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 adjustment if timetable exercise is conducted for three (3) days after the new semester begins.

Item 2 – Withdrawal from Course(s)

Withdrawal - Dropping course(s) after the Adjustment of Timetable 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 DDAI.

Withdrawal Process:

- a) Receive completed form from Students
- b) DDAI decide to approve/reject
- c) If approved, instruct students to make a payment of RM300.00 per course at the Finance Department.
- d) Update status 'W' in of the course(s) withdrawn into the database system.
- e) If approved, instruct students to make a payment of RM300.00 per course at the Finance Department.