

COURSE REGISTRATION

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Date : 25 th September 2026	Date : 25 th September 2026

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
 Deputy Dean (Academic Affairs)
 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
COP	Change of Programme
NR	Not Registered
AO	Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant

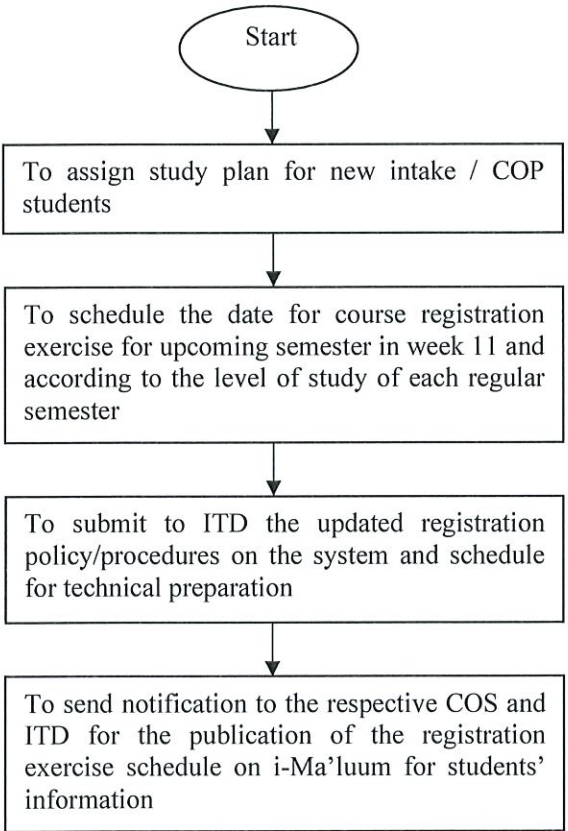
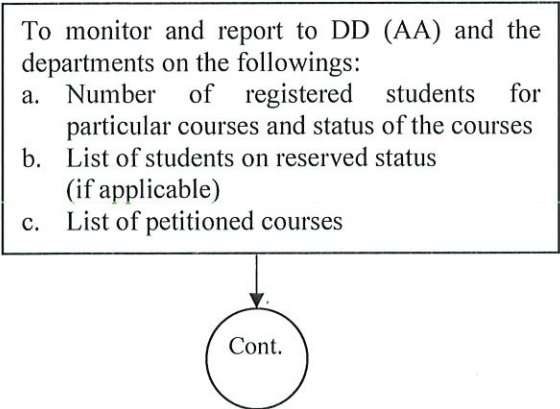
5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021
 Malaysian Anti-Corruption Commission Act 2009 (Act 694)
 Policy Waiver and Discount of IIUM Fees and Charges

6.0 RECORD RETENTION PERIOD

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

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	Before the Registration Period  <pre> graph TD Start([Start]) --> A[To assign study plan for new intake / COP students] A --> B[To schedule the date for course registration exercise for upcoming semester in week 11 and according to the level of study of each regular semester] B --> C[To submit to ITD the updated registration policy/procedures on the system and schedule for technical preparation] C --> D[To send notification to the respective COS and ITD for the publication of the registration exercise schedule on i-Ma'lum for students' information] </pre>	
AA/AAO/AO, Office of Academic Affairs, COS		
AO, AMAD		Short Semester -Week 11 in Semester 2
AO, AMAD		
AO, AMAD		
	During Registration Period  <pre> graph TD E[To monitor and report to DD (AA) and the departments on the followings: a. Number of registered students for particular courses and status of the courses b. List of students on reserved status (if applicable) c. List of petitioned courses] --> Cont([Cont.]) </pre>	
AO/AAO, Office of Academic Affairs, COS		



Responsibility	Flow Chart	Remarks
AO/AAO, Office of Academic Affairs, COS	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 the relevant courses/sections or closing the courses/sections - Merging certain sections (if applicable) - Updating of lecturer's assignment - Changing the venues - Reschedule the existing course offering as requested by the Departments	
AO/AAO/AA, Office of Academic Affairs, COS	To update the course offering based on the agreed changes with the respective departments	
AO/AAO/AA, Office of Academic Affairs, COS	To notify students if courses /sections have to be closed	
AO/AAO/AA, Office of Academic Affairs, COS	During the 1st Week of a New Regular Semester To ensure the new total semester load must not be less than 12 credit hours unless with the approval from the Dean	
AO/AAO/AA, Office of Academic Affairs, COS	To assist students who failed to register through the Online Registration System during the Registration period	
AO/AAO/AA, Office of Academic Affairs, COS	To process students' application for Independent Study (Fee RM 500 per course)	Payment: Finance Division
	Cont.	ABMS Sect. 16 (a) and (b) (Refer to annexure)



Responsibility	Flow Chart	Remarks
AO/AAO/AA, Office of Academic Affairs, COS	During the 2nd Week onwards of a New Regular Semester (Late Registration) 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 2nd week onwards of the semester	Payment: Finance Division
AO/AAO/AA, Office of Academic Affairs, COS	To charge RM5 per course per day will be imposed on student who make late adjustments during the 2nd week onwards of the semester	ABMS Sect. 16 (a) and (b) (Refer to annexure)
AO/AAO/AA, 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	
AO/AAO/AA, Office of Academic Affairs, COS	5th-13th Week of Regular Semester To monitor students with NR status	
AO/AAO/AA, Office of Academic Affairs, COS	To process application of Withdraw a Course (within /after) deadline	
	End	

8.0 ANNEXURE

8.1 Anti Bribery Management System (ABMS) Notes - MACC Act 2009 (Act 694)

- Offence of Accepting Gratification [Section 16 (a) and (b)]

8.2 Late Registration

Late registration refers to registration for courses made beyond the prescribed period determined by the Senate

- Regular Semester: Two weeks onwards of classes
- Short Semester: After three days of classes

8.3 Drop Only Period

Regular Semester

The period starts from the 2nd week until the 4th week of a regular semester.

Short Semester

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

8.4 Withdrawal a Course(s) within Deadline

Course(s) Withdrawal within Deadline refers to quitting a registered course after the Drop Only Period.

Semester	Week	Fee (RM)
Regular	5th to 10th	300.00
Short	2nd to 5th	300.00

8.5 Withdrawal a Course(s) After Deadline

Course(s) Withdrawal after Deadline refers to quitting a registered course after the Withdrawal within Deadline Period.

Semester	Week	Fee (RM)
Regular	11th to 13th	500.00
Short	5th to 6th	500.00

8.6 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.

8.7 Any waiver related to course registration penalty is subject to the Policy Waiver and Discount of IIUM Fees and Charges issued by the Finance Division, IIUM.