

COURSE REGISTRATION PROCEDURE SEMESTER II, 2008/2009 SESSION

**Online Early Registration
Faculty Courses, External Elective Faculty and
University Courses (1 – 23 December 2008)**

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CATEGORIES OF STUDENTS WHO ARE ALLOWED TO REGISTER

- All students with an Active status
- The following students/courses will be barred from registration (any enquiries please contact Admissions & Records Section (ARS) 03-79673502/3440/3441):
 - (i) Students who have outstanding fees more than RM500 with the University at Semester I, 2008/2009 Session do not comply with the payment schedule;
 - (ii) Students who did not verify their registration during the previous semester;
 - (iii) Students who did not register the previous semester without withdrawing officially;
 - (iv) Courses passed with a C Grade;
 - (v) Students who are no longer active such as Failed Out, expired candidacy and disciplinary action (suspended) cases;
 - (vi) Students who have not fulfilled MUET requirement (except for non-Malaysian citizens);
 - (vii) Students who have yet to fulfill the Course and Teaching Evaluation for Semester I, 2008/2009 Session.

HOW TO REGISTER

- At any location with internet access
- Computer facilities are available during office hours at the library computer labs and the respective Academy/Faculty/Centre

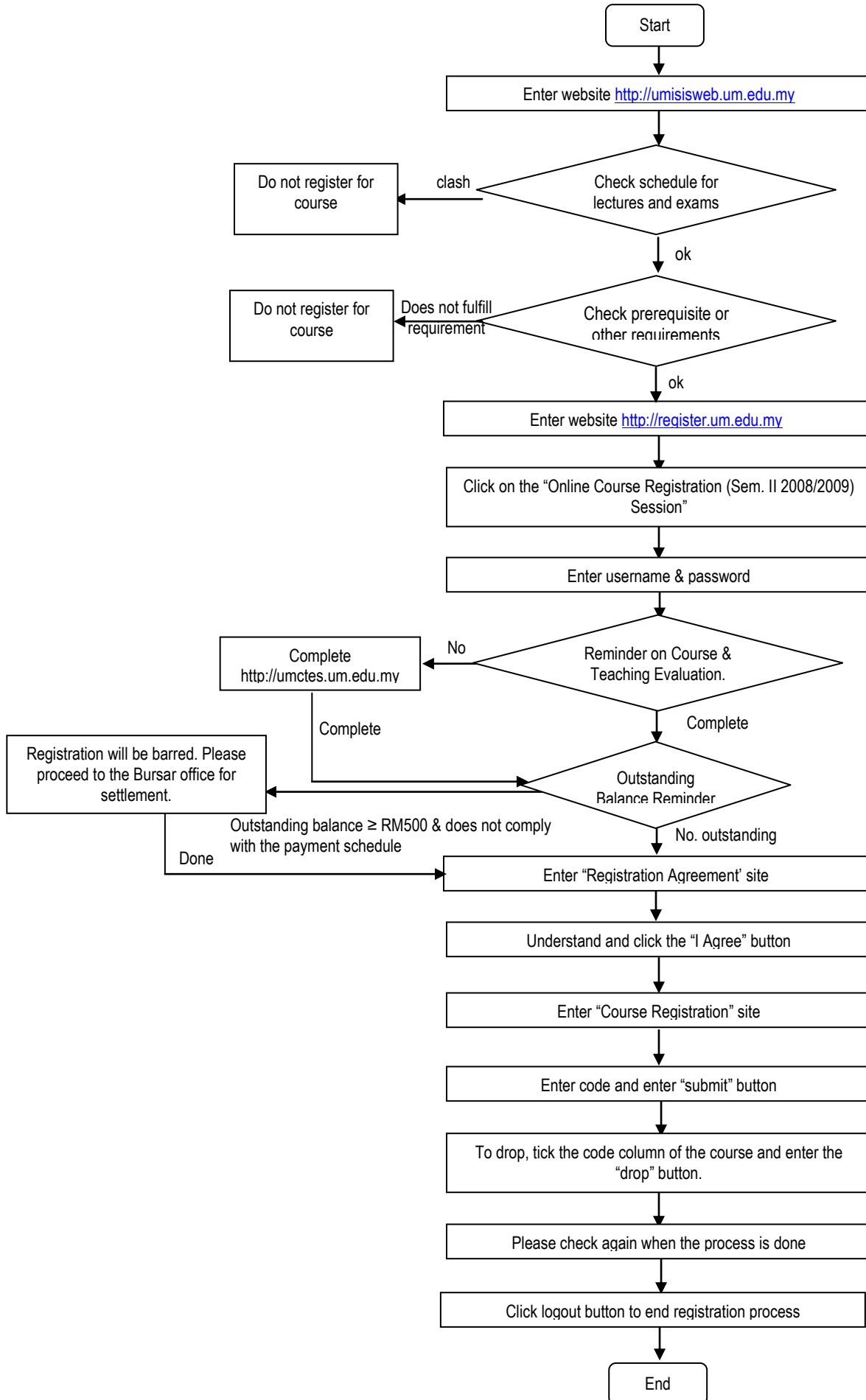
MAXIMUM CREDIT HOURS

- GPA <2.00 : 12 credit hours
- GPA ≥ 2.00 : 18 credit hours

MINIMUM CREDIT HOURS

- If less than 12 credit hours, permission from the Dean/Director of Academy/Faculty/Centre is required.
- No less than 6 credit hours (except for the final semester with permission of the Dean/Director)

PROCEDURE FOR EARLY REGISTRATION



PROCEDURE IF YOU HAVE FORGOTTEN YOUR PASSWORD

Please contact ARS Tel: 79673502/3440/3441

IMPORTANT REMINDER

- Re-registration of a compulsory course passed with a Grade C and above is **prohibited**. Verification of registration for such a course will not be successful.
- Registration of a course of which the prerequisite has not been fulfilled will not be allowed. Courses that do not fulfill prerequisites will not be successfully registered during the verification process and will result in a loss in the total credit hours. Please contact your respective Academy/Faculty/Centre if you have passed the prerequisite.
- Students who do not meet the requirements determined by a course can be dropped from the course.
- Do plan and select courses carefully and wisely to avoid any arising problems.
- Please make sure you register the right courses based on the Academic Programme Structure (APS) that has been determined for your programme of study. Please click at the button Check Completion in the Online Registration Screen to get the information on your APS. Failure to register the right courses will effect your graduation.
- Students are required to register and verify the courses themselves via online including Industrial Training, Teaching Practicum, Internship and so forth.
- Students are reminded to complete the registration of courses by verifying or dropping the courses before the seventh week of lecture. If no verification is done after the seventh week of lecture, actions will be taken as follows:
 - the courses registered will be dropped
 - given the W status
 - fees will be charged

If student fail to withdraw officially after a period of seventh week of lecture, the student's academic status can be terminated.