

COURSE REGISTRATION PROCEDURE STUDENTS OF SEMESTER I, 2008/2009 SESSION

**Online Early Registration
Faculty Courses, External Elective Faculty Courses and
University Courses (9 – 28 June 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 SKRD. Tel: 79673502/3440/3441):
 - (i) Student who has outstanding fees more than RM500 with the University at Semester 2, 2007/2008 Session and has yet to fulfill 10% payment from the total balance as well as does not comply with the payment schedule;
 - (ii) Student who has registered for the Special Semester, 2007/2008 Session and has yet to minimise the outstanding amount to at least RM500;
 - (iii) Students who did not confirm their registration during the previous semester;
 - (iv) Students who did not register during the previous semester without withdrawing officially;
 - (v) Courses passed with a C Grade;
 - (vi) Students who are no longer active such as Failed Out, expired candidacy and disciplinary action (suspended) cases;
 - (vii) Students who have not sat for MUET (except for non-Malaysian citizens);
 - (viii) Student who has yet to fulfill the Course and Teaching Evaluation for Semester 2, 2007/2008 Session.

WAYS TO REGISTER

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

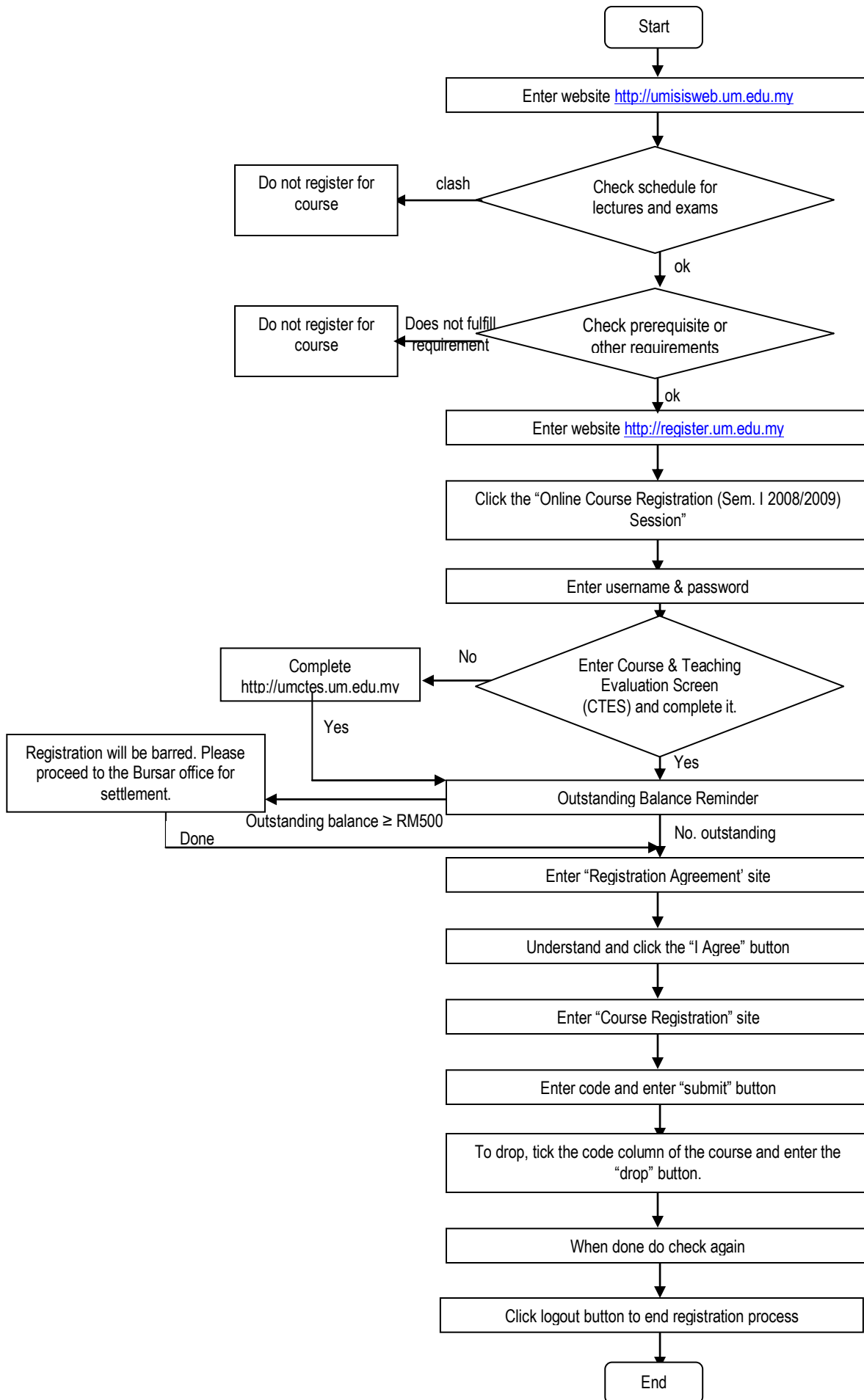
MAXIMUM CREDIT HOURS

- 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 SKRD. Tel: 79673502/3440/3441

IMPORTANT REMINDER

- Re-registration of a compulsory course passed with a Grade C and above is **prohibited**. Confirmation 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 fulfil prerequisites will not be successfully registered during the confirmation 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 set by a course can be dropped from the course.
- Do plan and select courses carefully and wisely to avoid any problems arising.
- Students are required to register and confirm the courses online including Industrial Training, Teaching Practicum, Internship and so forth.