<table>
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<tr>
<th>ACTIVITIES</th>
<th>DATE</th>
<th>DURATION</th>
<th>NOTES</th>
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| PRE-REGISTRATION FOR COURSES OFFERED IN SEMESTER 1, 2014/2015. [Via online] (COMPULSORY) | 2 MAY – 3 JUNE 2014 (Week 13-14) Semester 2, 2013/2014 | 4 Weeks | ▪ It is open for ALL students (including students who are active, students with P1/ P2 status and students with outstanding fees).  
▪ Students MUST register within the deadline set.  
▪ Courses to be registered are courses to be taken in the next semester (All courses including co-curriculum courses).  
▪ Students are encouraged to meet with their Academic Advisors and to fill up the Hea-09 form prior to the pre-registration process.  
▪ Students who fail to pre-register their courses within the period set, will result in the OFFICIAL registration for the next semester to be affected (Subject to availability).  
▪ For this pre-registration, students are NOT REQUIRED to print the registration slip or to get the approval from their Academic Advisors. |
| COURSE REGISTRATION [OFFICIAL period of the Online Registration / via registration form] (COMPULSORY) | 29 AUGUST – 12 SEPTEMBER 2014 Semester 1, 2014/2015 | 2 Weeks | ▪ During the OFFICIAL registration period, students are to register ONLY the courses they had pre-registered earlier and to FULFILL the requirements of courses with prerequisites.  
▪ Only students with active status are allowed to register via online.  
▪ Students with P1/P2 status are required to use the HEA-09b form.  
▪ Students can drop courses pre-registered earlier via online.  
▪ Students are not allowed to register new courses except for reasons accepted by the university using the HEA-11 form.  
▪ Students MUST register within the deadline set.  
▪ Students MUST clear all the outstanding fees (if any) before being granted the permission to register.  
▪ Students will be charged RM50.00 as a fine for late registrations. |
<table>
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<tr>
<th>Event Description</th>
<th>Dates</th>
<th>Duration</th>
<th>Instructions</th>
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| **THE SESSION WITH RPS/ ACADEMIC ADVISORS – FIRST SESSION (COMPULSORY)** | 8 – 12 SEPTEMBER 2014          | 1 Week   | ▪ Students MUST print their registration slips to bring to their RPS/ Academic Advisors for verification.  
▪ Registration of courses without the approval from their RPS/ Academic Advisors is considered invalid. (Students will not be allowed to attend classes if not registered.) |
| **ADD/ DROP COURSES & LATE REGISTRATIONS (Via online/ registration form)** | 15 – 27 SEPTEMBER 2014         | 2 Weeks  | ▪ This is the period for students to drop their courses via online and to register new courses using the HEA-11 form.  
▪ Late registrations MUST use HEA-09b form.  
▪ Late registrations and new course registrations will not be accepted unless with reasons accepted by the university.  
▪ Late registrations and new course registrations without valid reasons within this period will be fined RM50.00.  
▪ Students are advised to print out the registration slip after they have updated the courses registered. |
| **THE SESSION WITH RPS/ ACADEMIC ADVISORS – SECOND SESSION (COMPULSORY)** | 22 – 26 SEPTEMBER 2014         | 1 Week   | ▪ Students MUST print the updated registered courses for the second verification by their RPS/ Academic Advisors.                                                                                 |
| **DROP COURSE (Using forms)**                        | 29 SEPTEMBER – 26 OCTOBER 2014 | 4 Weeks  | ▪ The form to drop the courses (HEA-10 Form) is available at all schools.  
▪ Students MUST get the signature of the Course Coordinator and the approval from their Dean before submitting to the Assistant Registrar of their respective schools to be updated in the system. |
| **COURSE WITHDRAWAL (Using Forms)**                  | 27 OCTOBER – 7 DECEMBER 2014   | 6 Weeks  | ▪ Course Withdrawal Forms (HEA-19 Form) is available at all schools.  
▪ Students MUST get the signature of the Course Coordinator, their Dean and Assistant Registrar of their respective schools. The form will then be forwarded to the Admission and Student Records Unit to be updated.  
▪ After this period, withdrawal applications will not be accepted. |
| **PRE-REGISTRATION FOR COURSES OFFERED IN SEMESTER 1, 2014/2015.** | 15 – 28 DECEMBER 2014          | 2 Weeks  | ▪ Open for ALL students (including students who are active, students with P1/ P2 status and students with outstanding fees.  
▪ Students MUST register within the deadline set.  
▪ Courses to be registered are courses to be taken in the next semester (All courses including co- |
students are encouraged to meet with their academic advisors and to fill up the hea-09 forms prior to the pre-registration process.

- students who fail to pre-register their courses within the duration set, will result in the official registration for the next semester to be affected (subject to availability).

- for this pre-registration, students are not required to print the registration slip or to get the approval from their academic advisors.

final examination of semester 1, 2014/2015

any further inquiries, please contact the following:

- admission and student records unit - 9797940 / 7941 / 8701 / 8706
  - ict - 9798109 / 8494
  - school of materials engineering - 9798193
  - school of computer and communication engineering - 9885463
  - school of microelectronic engineering - 9885512
  - school of mechatronic engineering - 9885170
  - school of electrical system engineering - 9885603
  - school of manufacturing engineering - 9885033
  - school of environmental engineering - 9798629
  - school of bioprocess engineering - 9798752
  - school of business innovation and technopreneurship - 9777704
  - school of human development and techno-communication - 9798169
  - centre for international languages - 9767391
  - co-curriculum centre - 9797911
  - institute of mathematical engineering - 9885705
  - engineering technology faculty - 9885716 / 9885718

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ukrp