Dear Prof/Assoc. Prof./Mr./Ms.,

Makluman kepada semua Pelajar dan Staf UniMAP,
Announcement To All UniMAP Staff and Students,

PENDAFTARAN KURSUS SECARA ATAS TALIAN PELAJAR IJAZAH UniMAP SEMESTER PERTAMA SIDANG AKADEMIK 2017/2018
THE ONLINE COURSE REGISTRATION OF UNIMAP DEGREE UNDERGRADUATES FOR SEMESTER 1 ACADEMIC SESSION 2017/ 2018


Attached is the schedule on the important dates for the course registration of UniMAP undergraduate students of Semester 1, Academic session 2017/2018. The Online course registration will begin from 28 August 2017. Please note that, students who have pre-registered their courses earlier, MUST re-register their courses online according to the dates and instructions set (Please refer attachment). Course registration can be done online by visiting the following link http://courseregdeg.unimap.edu.my/. Students are required to register semester in advanced, by visiting the website of http://osi.unimap.edu.my/.

2. Pelajar yang tidak mendaftar semasa pra-pendaftaran hanya dibenarkan mendaftar kursus secara atas talian dalam tempoh yang ditetapkan iaitu bermula 11 September 2017, dan tertakluk kepada kekosongan kuota.

Students who did not pre-registered their courses, may start register via online starting 11 September 2017 and the registration is subject to the availability of the existing quota.

Segala kerjasama dan perhatian semua, didahulukan dengan ucapan terima kasih.
Lastly, your cooperation and attention to this matter is very much appreciated.

Thank You.

Unit Kemasukan dan Rekod Pelajar
Bahagian Pengurusan Akademik
Jabatan Pendaftar
Tel: 04-9797941/8701/8706
Fax: 04-979 8703
## IMPORTANT DATES FOR THE COURSE REGISTRATION OF THE DEGREE UNDERGRADUATES OF SEMESTER 1

**ACADEMIC SESSION 2017/2018**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>DATE</th>
<th>DURATION</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| **COURSE REGISTRATION**  
[OFFICIAL period of the Online Registration ]  
(COMPULSORY) | 28 Ogos – 10 September 2017  
Semester 1, 2017/2018 | 2 Weeks | • During the OFFICIAL registration period, students are to ONLY register the courses they had pre-registered earlier and FULFIL the requirements of courses with prerequisites.  
• Only students with active status are allowed to register online.  
• Students can drop courses that they have pre-registered online earlier.  
• Students MUST register within the given deadline.  
• Students MUST resolve all outstanding fees (if any) before being granted the permission to register. |
| **ACADEMIC SEMESTER BEGINS 4 SEPTEMBER 2017** | | | |
| **THE SESSION WITH RPS/ ACADEMIC ADVISORS – FIRST SESSION**  
(COMPULSORY) | 4 – 8 September 2017 | 5 days | • Students MUST print their registration slips and bring them to their RPS/Academic Advisors for verification.  
• Course registration without the approval of their RPS/Academic Advisors is considered invalid. (Students will not be allowed to attend classes if they are unregistered.) |
| **PROBATION COURSE REGISTRATION**  
[Students with Probation Status can register for courses using forms] | 4 – 15 September 2017 | 2 Weeks | • Students with P1/P2 status are required to use the (HEA (B) - 02 [a] Borang Pendaftaran Kursus STATUS P.)  
• Students MUST obtain a signature from the RPS/Academic Advisor and the approval from their Dean before submitting to the Assistant Registrar of their respective school to be updated in the system.  
• Students MUST resolve all outstanding fees (if any) before being granted the permission to register. |
| **CORRECTIONS TO THE COURSE REGISTRATION SLIP [Via online]** | 11 – 17 September 2017 | 7 days | • Students are allowed to make amendments to their registered courses (including addition of new courses and correction of course code).  
• Addition of new courses is subject to quota availability. Request for additional quota will not be considered.  
• Students should check their timetable before the addition of new courses is made. Students are allowed to register new courses. |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
</table>
| DROP COURSES (Via online)                    | 11 – 24 September – 2017       | 2 Weeks  | - This period is for students to drop their course registration via online.  
- Students are advised to print out the registration slip after they have updated the courses registered. |
| Late Registration                            | 18 – 22 September 2017         | 5 days   | - Late registrations MUST use `(HEA (B) - 02 [b] Borang Pendaftaran Kursus Lewat.)`  
- Late registrations and new course registrations will not be accepted unless with reasons accepted by the university.  
- Students MUST resolve all outstanding fees (if any) before being granted the permission to register.  
- Late registrations without valid reasons within this period will be fined RM50.00. |
| THE SESSION WITH RPS/ACADEMIC ADVISORS – SECOND SESSION (COMPULSORY) | 25 – 29 September 2017        | 5 days   | - Students MUST reprint the updated registered courses for a second verification by their RPS/Academic Advisors. |
| DROP COURSE (Using forms)                    | 25 September – 20 October 2017| 4 Weeks  | - The Drop Courses Forms `(HEA (B) - 03 Borang Gugur Kursus)` are available at all schools.  
- Students MUST obtain a signature from the RPS/Academic Advisor 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)              | 23 October – 24 November 2017 | 5 Weeks  | - The Course Withdrawal Forms `(HEA (B) - 04 Borang Tarik Diri Kursus)` are available at all schools.  
- Students MUST obtain signatures from the RPS/Academic Advisor and their Dean of the 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. |

FINAL EXAMINATION OF SEMESTER 1, 2017/2018
*** For further inquiries, please contact the following:

- Admission and Student Records Unit - 9797940 / 7941 / 8701 / 8706
- ICT - 9885467 / 04-9885468 (Helpdesk)
- 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 - 9797704
- School of Human Development and Techno-Communication - 9798169
- Centre for International Languages - 9871338
- Co-curriculum Centre - 9797911
- Institute of Mathematical Engineering - 9885205
- Faculty Of Engineering Technology - 9456203