Assalamualaikum Warahmatullahi Wabarakatuh dan Salam Sejahtera,

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

PENDAFTARAN KURSUS SECARA ATAS TALIAN PELAJAR IJAZAH UniMAP
SEMESTER KEDUA SIDANG AKADEMIK 2014/2015
THE ONLINE COURSE REGISTRATION OF UNIMAP DEGREE UNDERGRADUATES FOR
SEMESTER 2 ACADEMIC SESSION 2014/ 2015


Attached is the schedule on the important dates for the course registration of UniMAP undergraduate students of Semester 2, Academic session 2014/2015. The Online course registration will begin from 16th of February, 2015. 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).


If students were to encounter any issues registering online, please contact the numbers included in the attachment. The schedule on the important dates for the online course registration has also been uploaded into the student/staff portal. We seek the cooperation from both students and staff to follow closely the registration dates set.

3. Pelajar yang tidak mendaftar semasa pra-pendaftaran boleh mendaftar kursus secara atas talian dalam tempoh yang ditetapkan iaitu pada 26 Februari - 1 Mac 2015, dan tertakluk kepada kekosongan kuota. Students who did not pre-registered their courses, may register online from 26 February – 1 March 2015 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.

Academic Management Division,
Universiti Malaysia Perlis
Tel: 04-979 7940/7941/8701/8706
Fax: 04-979 8703
<table>
<thead>
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<th>ACTIVITIES</th>
<th>DATE</th>
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<th>NOTES</th>
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| OFFICIAL COURSE REGISTRATION (COMPULSORY)                                 | 16 FEBRUARY – 1 MARCH 2015 | 2 Weeks  | - During the OFFICIAL REGISTRATION, students can register courses that they have preregistered earlier and FULFILL the requirements/ prerequisites of the preregistered courses.  
  - 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 MUST register within the duration set.  
  - Students MUST clear all the outstanding fees (if any) before being granted the permission to register.  
  - Students can drop any of the pre-registered courses via online. |
| The official course registration system is only open to students who had performed the course pre-registration. [Via online/ registration form] | 26 FEBRUARY – 1 MARCH 2015 | 4 days   |                                                                                                                                       |
| ACADEMIC SEMESTER TO BEGIN ON 23 FEBRUARY 2015                            |                           |          |                                                                                                                                         |
| FIRST SESSION WITH RPS/ ACADEMIC ADVISORS (COMPULSORY)                    | 23 – 27 FEBRUARY 2015     | 1 Week   | - Students MUST print their registration slips and 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.) |
| CORRECTIONS TO THE COURSE REGISTRATION SLIP [Via online] Students with issue during pre-registration can register courses online during this period [ONLY for exceptional cases] | 2 – 4 MARCH 2015          | 3 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 courses is made. |
| DROP COURSES & LATE REGISTRATIONS (Via online/ registration form)          | 5 – 15 MARCH 2015         | 2 Weeks  | - During this period, students can drop their courses via online.  
  - However, for late registration, students MUST submit the HEA-09b form to their schools.  
  - The approval for new/ late registration is subject to the school/ centre offering the courses and also the approval from the university. |
- Late registrations and new course registrations without valid reasons within this period will be fined RM50.00.
- Students MUST clear all outstanding fees (if any) before being granted the permission to register. Student MUST enclose the payment receipt when submitting the registration form.
- Students are advised to print out the registration slip after their registration is complete.

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
<th>Duration</th>
<th>Details</th>
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<tbody>
<tr>
<td>SECOND SESSION WITH RPS/ ACADEMIC ADVISORS (COMPULSORY)</td>
<td>9–13 MARCH 2015 (Week 3)</td>
<td>1 Week</td>
<td>Students MUST print the updated registered courses for the second verification by their RPS/ Academic Advisors.</td>
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<tr>
<td>DROP COURSE (Using the HEA-10 form)</td>
<td>16 MARCH – 12 APRIL 2015 (Week 4 – Week 7)</td>
<td>4 Weeks</td>
<td>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.</td>
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<tr>
<td>COURSE WITHDRAWAL (Using Forms)</td>
<td>13 APRIL – 25 MAY 2015 (Week 8 – Week 13)</td>
<td>6 Weeks</td>
<td>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. After this period, withdrawal applications will not be accepted.</td>
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FINAL EXAMINATION OF SEMESTER 2, 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 - 9797704
- 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 - 9456203 / 04-9456055