KEPADA : SEMUA PELAJAR DAN STAF UniMAP  
TO : ALL UniMAP STUDENTS AND STAFF

PENDAFTARAN KURSUS SECARA ATAS TALIAN PELAJAR IJAZAH SARJANA MUDA UniMAP - SEMESTER KEDUA SIDANG AKADEMIK 2018/2019
ONLINE COURSE REGISTRATION FOR UniMAP UNDERGRADUATES - SEMESTER 2, ACADEMIC SESSION 2018/2019

Merujuk kepada perkara di atas. 
With regards to the above subject matter.

The schedule attached details all important dates related to course registration for Semester 2, Academic Session 2018/2019. The Online course registration will open from 1st February 2019.

Sila ambil maklum, pelajar yang telah mendaftar pada pra-pendaftaran adalah WAJIB mendaftar semula kursus secara atas talian mengikut tarikh dan arahan yang ditetapkan (Sila rujuk lampiran).
Note that students who have done pre-registration for their courses earlier MUST re-register their courses online according to the dates and instructions set (Please refer to the attachment).

Pendaftaran kursus atas talian boleh dilaksanakan dengan melayari laman web berikut - http://courseregdeg.unimap.edu.my/
Sebelum melaksanakan pendaftaran kursus atas talian, para pelajar diwajibkan mendaftar semester terlebih dahulu iaitu dengan melayari laman web berikut - http://osi.unimap.edu.my/
To register for the courses, please go to the following link - http://courseregdeg.unimap.edu.my/
Note that students are required to register for the semester before proceeding with the online course registration. To register for the semester, please go to the following link. http://osi.unimap.edu.my/

Pelajar yang tidak mendaftar semasa pra-pendaftaran hanya dibenarkan mendaftar kursus secara atas talian dalam tempoh yang ditetapkan iaitu bermula 15 February 2019, dan tertakluk kepada kekosongan kuota.
Students who have not done their course pre-registration may only register online starting from 15 February 2019. Registration is subject to the quota set.

Segala kerjasama dan perhatian semua, didahulukan dengan ucapan terima kasih.
Thank you for your attention and cooperation.
## IMPORTANT DATES FOR THE COURSE REGISTRATION OF THE DEGREE UNDERGRADUATES OF SEMESTER 2
### ACADEMIC SESSION 2018/2019

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>DATE</th>
<th>DURATION</th>
<th>NOTES</th>
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| A. COURSE REGISTRATION [Official period of the Online Registration] (COMPULSORY) | 1 – 14 February 2019 Semester 2, 2018/2019 | 2 Weeks | • During the OFFICIAL registration period, students can ONLY register for the courses that they have pre-registered for earlier. Student must have FULFILLED the prerequisite requirements of the courses.  
• Only students with active status are allowed to register online.  
• Students may drop any of the courses which they have done in online pre-registration.  
• Students MUST register within the stipulated period for registration.  
• Students MUST settle all outstanding fees (if any) before they can register. |
| B. THE SESSION WITH RPS/ ACADEMIC ADVISORS –FIRST SESSION (COMPULSORY) | 4 – 8 February 2019 | 5 days | • Students MUST print their registration slip for verification by their RPS/Academic Advisors.  
• Course registration without the approval of their RPS/Academic Advisors is considered invalid. (Students will not be allowed to attend classes if they are not registered). |
| C. PROBATION COURSE REGISTRATION [Students with Probation Status can register for courses using forms] | 11– 25 February 2019 | 2 Weeks | • Students with P1/P2 status are required to use the (HEA (B) -02 [a] Borang Pendaftaran Kursus STATUS P.)  
• Students MUST obtain the signature of their RPS/Academic Advisor and the approval of their Dean before submitting the form to the Assistant Registrar of their respective school in order for the information to be updated in the system.  
• Students MUST settle all outstanding fees (if any) before they can register. |
### D. CORRECTIONS TO THE COURSE REGISTRATION SLIP
[Via online]

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<tr>
<th>Date Range</th>
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| 15 – 22 February 2019 | 7 days      | - Students are allowed to make amendments to the courses they have registered for (including adding new courses and correcting course codes).  
- Addition of new courses is subject to quota availability.  
- Requests for additional quota will not be entertained.  
- Students should check their timetable before adding new courses even when they are able to register for these. |

### E. COURSE DROP
(Via online)

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| 15 February – 2 March 2019 | 2 Weeks     | - Students who wish to drop from any of the courses they have registered for can do so within a stipulated time period. This can be done online.  
- Once this is done and they have updated the list of courses registered, students are advised to print out the registration slip for future reference. |

### F. LATE REGISTRATION
Students with online issues [ONLY for exceptional cases] (via forms)

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| 4 – 8 March 2019    | 5 days      | - Any late registration must be done using the following form (HEA (B) -02 Borang Pendaftaran Kursus Lewat.)  
- Only late registration and new course registration (with reasons accepted by the university) will be entertained.  
- Students MUST settle all outstanding fees (if any) before they are able to register.  
- A fine of RM50.00 will be imposed on students who register late without valid reasons. |

### G. THE SESSION WITH RPS/ ACADEMIC ADVISORS – SECOND SESSION (COMPULSORY)

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<tbody>
<tr>
<td>4– 8 March 2019</td>
<td>5 days</td>
<td>- Students MUST print the updated registered courses for a second verification by their RPS/Academic Advisors.</td>
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### H. COURSE DROP
(Using forms)

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| 11 March – 5 April 2019 | 4 Weeks     | - The Course Drop Form (HEA (B) -03 Borang Gugur Kursus) is available in all schools.  
- Students MUST obtain the signature of their RPS/Academic Advisor and the approval of their Dean before submitting the form to the Assistant Registrar of their respective schools in order for the information to be updated in the system. |

### I. COURSE WITHDRAWAL (Using Forms)

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| 8 April – 10 May 2019 | 5 Weeks     | - The Course Withdrawal Form (HEA (B) -04 Borang Tarik Diri Kursus) is available in all schools.  
- Students MUST obtain the signature of their RPS/Academic Advisor and the approval of their
Dean on the forms. The forms will then be forwarded to the Admission and Student Records Unit for the system to be updated.

- After this period, any withdrawal application will not be accepted.

*** 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  - 9885705
- Faculty Of Engineering Technology  - 9456203