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 PERTAMA SIDANG AKADEMIK 2016/2017

THE ONLINE COURSE REGISTRATION OF UNIMAP DEGREE UNDERGRADUATES FOR SEMESTER 1 ACADEMIC SESSION 2016/ 2017


Sebelum melaksanakan pendaftaran kursus atas talian, para pelajar diwajibkan mendaftar semester terlebih dahulu iaitu dengan melayari laman web http://osi.unimap.edu.my/. Attached is the schedule on the important dates for the course registration of UniMAP undergraduate students of Semester 1, Academic session 2016/2017. The Online course registration will begin from 29th of August, 2016. 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 14 September 2016, dan tertakluk kepada kekosongan kuota.

Students who did not pre-registered their courses, may starts register via online starting 14th September 2016 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
**ACADEMIC MANAGEMENT DIVISION**
**REGISTRY DEPARTMENT**
**MEMORANDUM**

**IMPORTANT DATES FOR THE COURSE REGISTRATION OF THE DEGREE UNDERGRADUATES OF SEMESTER 1, ACADEMIC SESSION 2016/2017**

<table>
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<tr>
<th>ACTIVITIES</th>
<th>DATE</th>
<th>DURATION</th>
<th>NOTES</th>
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| **COURSE REGISTRATION**<br>[OFFICIAL period of the Online Registration / via registration form] (COMPULSORY) | 29 August – 11 September 2016 Semester 1, 2016/2017 | 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 with P1/P2 status are required to use the HEA-09b form.  
  • 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 5 SEPTEMBER 2016**

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<tr>
<th>ACTIVITIES</th>
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<th>NOTES</th>
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| **THE SESSION WITH RPS/ ACADEMIC ADVISORS – FIRST SESSION** (COMPULSORY) | 5 – 9 September 2016 | 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.) |
| **CORRECTIONS TO THE COURSE REGISTRATION SLIP [Via online]/ Late Registration**<br>Students with issues during pre-registration can register for courses online during this | 14– 20 September 2016 | 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 |
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<th>Period [ONLY for exceptional cases]</th>
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| the addition of new courses is made. Students are allowed to register new courses.  
  - Students will be charged an amount of RM50.00 as a fine for late registrations.  
  - Late registrations MUST use HEA-09b form. | | |

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<tr>
<th>DROP COURSES (Via online)</th>
<th>14– 27 September 2016</th>
<th>2 Weeks</th>
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| • This period is for students to drop their courses online.  
  - Students are advised to print out the registration slip after they have updated the courses registered.  
  - 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. | | |

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<tr>
<th>THE SESSION WITH RPS/ACADEMIC ADVISORS – SECOND SESSION (COMPULSORY)</th>
<th>26 – 30 September 2016</th>
<th>5 days</th>
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<td>• Students MUST print the updated registered courses for a second verification by their RPS/Academic Advisors.</td>
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<tr>
<th>DROP COURSE (Using forms)</th>
<th>28 September – 24 October 2016</th>
<th>4 Weeks</th>
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| • The Drop Courses Forms (HEA-10 Form) are available at all schools.  
  - Students MUST obtain a signature from 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. | | |

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<tr>
<th>COURSE WITHDRAWAL (Using Forms)</th>
<th>25 October – 28 November 2016</th>
<th>5 Weeks</th>
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| • The Course Withdrawal Forms (HEA-19 Form) are available at all schools.  
  - Students MUST obtain signatures from 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. | | |

FINAL EXAMINATION OF SEMESTER 1, 2016/2017
*** For 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
- Faculty Of Engineering Technology - 9456203