### MEMORANDUM

THE IMPORTANT DATES OF ONLINE COURSE REGISTRATION (DEGREE) 2ND SEMESTER 2013/2014

<table>
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<th>ACTIVITY</th>
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<th>NOTE</th>
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| **COMPULSORY REGISTRATION**                  | 10–23 February 2014   | 2 weeks  | ● Students are advised to register on the date fixed.  
● Students who have outstanding fees cannot register for the course until the fees is settled.  
● Penalty of RM50 will be given to students for late registration. |
| **SESSION WITH ACADEMIC ADVISOR /RPS - FIRST SESSION (COMPULSORY)** | 17 – 23 February 2014 | 1 week   | ● Students must print the registration slip to be brought in this session for Academic Advisor/RPS verification.  
● Registered courses without verification from Academic Advisor/RPS considered invalid and are not recorded as enrolled student of the course.  
(Students are not allowed to enter the class) |
| **ADD / DROP COURSE REGISTRATION**            | 24 February – 9 March 2014 | 2 weeks | ● Students are advised to print the registration slip after they do the add/drop courses.  
[Course Registration System Manual will be displayed in the Online Student Information Systems (OSI)]. |
| **SESSION WITH ACADEMIC ADVISOR /RPS - SECOND SESSION (COMPULSORY)** | 3 – 9 March 2014      | 1 week   | ● Students must print the registration slip to be brought into this session. |
| **DROP COURSES** (Using Form)                | 10 March – 6 April 2014 | 4 weeks  | ● Drop course form must be presented to the respective schools in order to obtain Dean’s approval.  
● Students have to submit the completed form to Assistant Registrar of the school for the purpose of updating records in Students Course Registration System. |
| **WITHDRAWAL WEEK** (Using Form)             | 7 April – 18 May 2014  | 6 weeks  | ● Withdrawal form must be presented to the respective schools in order to obtain Dean’s approval.  
● Students have to submit the completed form to Student Admission And Records Unit for the purpose of updating records in Students Course Registration System. |
*** If there is a problem, do not hesitate to call the numbers stated below.

- Student Admission And Records Unit       - 9797940 / 7941 / 8701 / 8706
- ICT                                     - 9798109/8494
- School Of Materials Engineering         - 9798193
- School Of Computer & Communication Engineering - 9885463
- School Of Microelectronic Engineering   - 9885512
- School Of Mechatronic Engineering       - 9885170
- School Of Electrical Systems Engineering - 9885603
- School Of Manufacturing Engineering     - 9885033
- School Of Environmental Engineering     - 9798629
- School Of Bioprocess Engineering        - 9798752
- PPPPT                                    - 9777704
- PTKPI                                    - 9798169
- Centre For Co-Curriculum                - 9797911
- IMK                                      - 9885705
-Fakulti Teknologi Kejuruteraan            - 9885718