**IMPORTANT DATES FOR THE COURSE REGISTRATION OF THE DEGREE UNDERGRADUATES OF SEMESTER 2, ACADEMIC SESSION 2016/2017**

<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 / via registration form]  
(COMPULSORY) | 7 – 20 February 2017  
Semester 2, 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. |
| **THE SESSION WITH RPS/ACADEMIC ADVISORS – FIRST SESSION**  
(COMPULSORY) | 13 – 17 February 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.) |
| **CORRECTIONS TO THE COURSE REGISTRATION SLIP [Via online] / Late Registration**  
Students with issues during pre-registration can register for courses online during this period [ONLY for exceptional cases] | 21 – 27 February 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.  
▪ Students will be charged an amount of RM50.00 as a fine for late registrations.  
▪ Late registrations MUST use HEA-09b form. |
| **DROP COURSES**  
(Via online) | 21 February – 6 March 2017 | 2 Weeks | ▪ 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.

<table>
<thead>
<tr>
<th>THE SESSION WITH RPS/Academic Advisors – SECOND SESSION (COMPULSORY)</th>
<th>6 – 10 March 2017</th>
<th>5 days</th>
<th>Students MUST print the updated registered courses for a second verification by their RPS/Academic Advisors.</th>
</tr>
</thead>
</table>

| DROP COURSE (Using forms) | 7 March – 3 April 2017 | 4 Weeks | 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. |

| COURSE WITHDRAWAL (Using Forms) | 4 April – 8 May 2017 | 5 Weeks | 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 2, 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 - 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