



PROCEDURES FOR ADD / DROP COURSES FIRST SEMESTER, 2017/2018 SESSION (A171)

Date: 13 August – 13 September 2017

Method: On-line (Student Portal)

<http://portal.uum.edu.my>

1. Add /Drop of courses for the First Semester, 2017/2018 Session via Online:
<http://portal.uum.edu.my>.

2. **Add/Drop Course (s) via Online (13 August – 13 September 2017)**

All active students are allowed to make add/drop as follows:-

CURRENT SEMESTER	PERIOD OF ADD/DROP VIA ON-LINE		NO. OF DAYS
	DATE	TIME	
5 and above	13 – 16 Aug. 2017	12.00 pm	4 days
4	20 – 23 Aug. 2017	12.00 pm	4 days
3	27 – 30 Aug. 2017	12.00 pm	4 days
2	4 – 7 Sept. 2017	9.00 am	4 days
1	10 – 13 Sept. 2017	12.00 pm	4 days

3. **Add/Drop course (s) at respective Schools (10 – 13 September 2017):**

ONLY the following students **ARE ALLOWED** to Add/Drop course(s) at respective schools:

- i) Students who are Under Probation/ Repeat/ Failed but are asked to register again;
- ii) Students who deferred their studies (for previous semester)

4. Students who have **OUTSTANDING DEBTS semester (A162) ARE NOT ALLOWED** to Add/Drop courses. Add/Drop courses are only allowed if the all outstanding debt is fully settled.

5. This provision is in accordance with the provisions of Studies for the Bachelor's Programme item 8.2 and 8.3 in the Academic Handbook which stipulate:

Item 8.2:

“Students may not be allowed to register for the following semester if they do not settle any of the payments due to the University”

Item 8.3:

“The names of students who fail to register course after the second week of the semester will be deleted from the list of UUM registered students”

6. The university will allow the following students to make Add/Drop is as follows:
 - i) **Local students who have outstanding balance NOT exceeding RM1500.00**
 - ii) **International students who have outstanding balance NOT exceeding RM100.00**
7. During Add/Drop Week, Class Timetables can be viewed via student's portals.
8. Applications to register for more than 22 credit hours (subject to availability) can be done by filling in the application via the **U-Assist System** beginning **10 September 2017 (Sunday) – 14 September 2017 (Thursday)**. Applications to carry more than 22 credit hours are subject to the following conditions:
 - i) **Final semester students ONLY;**
 - ii) **Current CGPA of 2.50 and above;**
 - iii) **Only 3 extra credit hours are allowed (maximum total credit hours is 25/per semester);**
 - iv) **Availability of the course offered;**
 - v) **Fees of RM40.00 for each extra credit hour (paid after confirmation of registration).**
9. Application for an Audit paper (subject to availability) can be done by filling in the application via the **U-Assist System** beginning **10 September 2017 (Sunday) – 14 September 2017 (Thursday)**. No fee is charged.

Office of the
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