



PROCEDURES FOR COURSE REGISTRATION SECOND SEMESTER 2017/2018 SESSION (A172)

Date: 12 December 2017 – 3 January 2018
Method: Online (Student Portal)
<http://portal.uum.edu.my>

IMPORTANT DATES-ACADEMIC MATTERS

Year			2018				
Month			Feb.		Mac		Apr.
Date			21	27	22	25	12
No.	Duration	Activity					
1	21 Feb. – 27 Feb. 2018	Registration for Audit Courses	Yellow	Blue			
2	21 Feb. – 27 Feb. 2018	Registration for Extra Credit Hours (For Final Semester Students Only)	Yellow	Blue			
3	21 Mar. – 22 Mar. 2018	Course Withdrawal Period (TD)	Yellow	Yellow	Blue		
4	25 Mar. – 12 Apr. 2018	Course Withdrawal Period (TD) with late charges (MYR50.00/course)				Yellow	Blue
5	12 Apr. 2018	Last Day for Credit Transfer Application					Blue

Provision of information Matters /Coordination

Last Day for Submission

1.0 INFORMATION TO STUDENTS

- 1.1 Information related to Class Timetables will be advertised starting **12 December 2017**. Students can access class timetables by visiting this web: <http://portal.uum.edu.my>. Please key-in your (User name) and (Password).
- 1.2 Students are **REQUIRED TO REGISTER THE COURSES** as stated in the programme structure which will be the courses for the coming semester. Changes in the timetable will occur if students do not fulfill the course prerequisite, determined after the announcement of the examination result.
- 1.3 Credit Hours for Practicum **are not included in the calculation of the maximum number of credit hours per semester.**
- 1.4 However, the credit hours of practicum courses offered by the Bachelor of Law (Hons) and Bachelor of Counselling (Hons) programmes are included.
- 1.5 For the General Elective courses, students may register any three (3) credit hour course offered by your Academic College but the course must not be in the list of courses from your academic programme.
- 1.6 All courses, indicated by an asterisk (*), offered during the Second Semester 2017/2018 Session (A172) are conducted in English.
- 1.7 **During the course registration period, students are required to print out the timetable from the portals for reference.**
- 1.8 **The Class Timetable is considered final only after the Add/Drop Week ends.**
- 1.9 Students are required to follow all the procedures and regulations as stipulated.

2.0 **RULES AND DURATIONS**

- 2.1 Course registration can be done on-line via the website <http://portal.uum.edu.my>.
- 2.2 Students who are inactive due to deferment of semester will not be allowed to register during the course registration week. They can only register the courses during the Add / Drop Week.
- 2.3 Students who have **OUTSTANDING DEBTS** until the current **semester (A171) ARE NOT ALLOWED** to register for courses during this exercise. Registration is only allowed during the semester A172 add/drop week if the all outstanding debt is fully settled.
- 2.4 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”

- 2.5 The university will allow the following students who have outstanding balance to register for courses during the registration exercise.
- i. Local students who have outstanding balance NOT exceeding RM1500.00**
ii. International students who have outstanding balance NOT exceeding RM100.00
- 2.6 Students are required to register for the Second Semester 2016/2017 Session courses in accordance with the format prescribed in the website.
- 2.7 Students are allowed to use any computer facilities with internet access inside and outside the UUM campus.
The course registration schedule is as follows:-

PERIOD OF REGISTRATION VIA ON-LINE			
CURRENT SEMESTER	DATE	TIME (START)	DAYS
7 and above	12 – 13 December 2017	12.00 PM	2 days
5 and 6	17 – 20 December 2017	12.00 PM	4 days
3 and 4	24 – 27 December 2017	12.00 PM	4 days
1 and 2	31 December 2017 – 3 January 2018	12.00 PM	4 days

- 2.8 Students can begin to access the latest lecture timetables on the portal beginning **12 December 2017 (Tuesday) (subject to change)**.

Office of the
Director
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