

## PROCEDURES FOR COURSES REGISTRATION FIRST SEMESTER, 2023/2024 SESSION (A231)

**Date: 9 July 2023 – 13 July 2023 (Core Courses)**

**16 July 2023 – 20 July 2023 (Elective Courses)**

**Method: Online (Student Portal)**

<https://register.uum.edu.my>

### IMPORTANT DATES-ACADEMIC MATTERS

No.	Duration	Activity
1	15 October 2023 – 19 October 2023	Registration for Audit Courses
2	15 October 2023 – 19 October 2023	Registration for Extra Credit Hours (For Final Semester Students Only)
3	15 October 2023 – 16 November 2023	Course Withdrawal Period (TD)
4	19 November 2023 – 14 December 2023	Course Withdrawal Period (TD) with late charges (MYR50.00/course)

#### 1.0 INFORMATION TO STUDENTS

- 1.1 Classes for this semester (A231) will be conducted entirely **face-to-face**.
- 1.2 Students need to **DECLARE YOUR STUDY STATUS** in your portal.
- 1.3 If you do not declare your study status to **ACTIVE**, you will be unable to register for classes this semester. Please see your portal for more information.
- 1.4 HEA also has registered some courses for some students based on the **STUDY PLAN** set by each programme.
- 1.5 Students are **ADVISED NOT TO DROP** classes that have been registered. HEA will not re-enroll courses that have been removed from the timetable.
- 1.6 Students can access class timetables and register for courses by visiting this web: <https://register.uum.edu.my>. Please key in your (Username) and (Password).
- 1.7 Students need to check the venue of the classes before registering.
- 1.8 If students do not meet the prerequisite courses, the courses will be drop from your timetable after the examination results are announced.
- 1.9 All classes, indicated by an asterisk (\*), offered during this semester (A231) are conducted in English.
- 1.10 During the course registration period, students are required to print out the timetable from the portal for reference.
- 1.11 The class timetable is considered final only after the add/drop week ends.
- 1.12 Students are required to follow all the procedures and regulations as stipulated.

## 2.0 RULES AND DURATIONS

- 2.1 Students who are **INACTIVE** due to deferment (A222) will not be allowed to register during the course registration week. They can only register the courses during the add / drop week.
- 2.2 Students who have **OUTSTANDING DEBTS** until the current **semester (A222) ARE NOT ALLOWED** to register for courses during this exercise. Registration is only allowed during the add/drop week if the all outstanding debt is fully settled.
- 2.3 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”**

- 2.4 Students are required to register for this semester (A231) courses in accordance with the format prescribed in the website.
- 2.5 The course registration schedule is as follows:-

**i. Dates for registration core courses**

CURRENT SEMESTER (A222)	PERIOD OF REGISTRATION VIA ON-LINE			
	DATE	START	DATE	END
7 and above	9 July 2023	12.00 PM	10 July 2023	10.00 AM
5 and 6	10 July 2023	12.00 PM	11 July 2023	10.00 AM
3 and 4	11 July 2023	12.00 PM	12 July 2023	10.00 AM
1 and 2	12 July 2023	12.00 PM	13 July 2023	10.00 AM

**ii. Dates for registration elective courses**

CURRENT SEMESTER (A222)	PERIOD OF REGISTRATION VIA ON-LINE			
	DATE	START	DATE	END
7 and above	16 July 2023	12.00 PM	17 July 2023	10.00 AM
5 and 6	17 July 2023	12.00 PM	18 July 2023	10.00 AM
3 and 4	18 July 2023	12.00 PM	19 July 2023	10.00 AM
1 and 2	19 July 2023	12.00 PM	20 July 2023	10.00 AM

- 2.6 Students can begin to access the latest lecture timetables on the portal beginning **9 July 2023 (Sunday) (subject to change)**.