

PROCEDURES FOR ADD/ DROP COURSES SECOND SEMESTER, 2023/2024 SESSION (A232)

Date: 31 March 2024 – 4 April 2024

Method: On-line (Student Portal)

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

1. Classes for this semester (A232) will be conducted through online and face-to-face sessions.
2. Add /Drop of courses for the Second Semester, 2023/2024 Session (A232) via Online:
<https://register.uum.edu.my>
3. **Add/Drop Course (s) via Online (31 March 2024 – 4 April 2024):**

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

CURRENT SEMESTER (A232)	ADD/DROP DATE			
	DATE	START	DATE	END
7 and above	31 March 2024	12.00 PM	1 April 2024	10.00 AM
5 and 6	1 April 2024	12.00 PM	2 April 2024	10.00 AM
3 and 4	2 April 2024	12.00 PM	3 April 2024	10.00 AM
2	3 April 2024	12.00 PM	4 April 2024	10.00 AM

All components of the programme structure will be opened during online add/drop.

4. Students who fail to register for courses according to the specified academic structure are requested to contact their respective Schools during ADD/DROP WEEK. The following students are requested to contact their respective schools to Add/Drop course(s):
 - i. Students who are Under Probation/ Repeat/ Failed but are asked to register again;
 - ii. Students who deferred their studies (for previous semester)
5. Students who have **OUTSTANDING DEBTS semester (A231) ARE NOT ALLOWED** to Add/Drop courses. Add/Drop courses are only allowed if the all outstanding debt is fully settled.

6. 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"

7. **International Students** are required to pay **A232 semester fees, within sixty (60) days from the date of semester commencement**. If student fail to pay, status of study will automatically change to **"Deferment of Study"**. The fee of study will be waived, while other charges will still be imposed.
8. During Add/Drop Week, Class Timetables can be viewed via student's portal.
9. Applications to register for more than 22 credit hours (subject to availability) can be done by filling in the application via the **Student Portal** beginning **31 March 2024 (Sunday) – 4 April 2024 (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).**
10. Application for an Audit paper (subject to availability) can be done by filling in the application via the **Portal U-Assist** beginning **31 March 2024 (Sunday) – 4 April 2024 (Thursday)**. No fee is charged.

**Office of the
Director
Academic Affairs Department
University Utara Malaysia**