

PROCEDURES FOR ADD/ DROP COURSES FIRST SEMESTER, 2024/2025 SESSION (A241)

Date: 6 October 2024 – 10 October 2024

Method: On-line (Student Portal)

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

1.0 **INFORMATION FOR STUDENTS**

1.1 Classes for this semester (A241) will be conducted through face-to-face sessions.

1.2 Add /Drop of courses for the First Semester, 2024/2025 Session (A241) via Online: <https://register.uum.edu.my>

1.3 Add/Drop Course (s) via Online (6 October 2024 – 10 October 2024):

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

CURRENT SEMESTER (A241)	ADD/DROP DATE			
	DATE	START	DATE	END
7 and above	6 October 2024	12.00 PM	7 October 2024	10.00 AM
5 and 6	7 October 2024	12.00 PM	8 October 2024	10.00 AM
3 and 4	8 October 2024	12.00 PM	9 October 2024	10.00 AM
2	9 October 2024	12.00 PM	10 October 2024	10.00 AM

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

1.4 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)

2.0 **RULES AND DURATIONS**

2.1 Students who have **OUTSTANDING DEBTS semester (A232) ARE NOT ALLOWED** to Add/Drop courses. Add/Drop courses are only allowed if the all outstanding debt is fully settled.

2.2 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"

2.3 During Add/Drop Week, Class Timetables can be viewed via student's portal.

2.4 Applications to register for extra credit hours (subject to availability) can be done by filling in the application via the **Student Portal** beginning **6 October 2024 (Sunday) – 10 October 2024 (Thursday)**. Applications for extra 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;**
- iv. **Availability of the course offered;**
- v. **Fees of RM40.00 for each extra credit hour (paid after confirmation of registration).**

2.5 Application for an Audit paper (subject to availability) can be done by filling in the application via the **Portal U-Assist** beginning **6 October 2024 (Sunday) – 10 October 2024 (Thursday)**. No fee is charged.

**Director
Academic Affairs Department
University Utara Malaysia**