

## PROCEDURES FOR COURSES PRE-REGISTRATION SECOND SEMESTER, 2024/2025 SESSION (A242)

Date: 16 February 2025 – 20 February 2025 (Core Courses)  
23 February 2025 – 27 February 2025 (Elective Courses)

Method: Online (Student Portal)

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

### 1.0 INFORMATION FOR STUDENTS

- 1.1 Classes for this semester (A242) will be conducted through face-to-face sessions.
- 1.2 The course pre- registration schedule is as follows:-

#### i. Dates for registration core courses

CURRENT SEMESTER (A241)	PERIOD OF REGISTRATION VIA ON-LINE			
	DATE	START	DATE	END
7 and above	16 February 2025	12.00 PM	17 February 2025	10.00 AM
5 and 6	17 February 2025	12.00 PM	18 February 2025	10.00 AM
3 and 4	18 February 2025	12.00 PM	19 February 2025	10.00 AM
1 and 2	19 February 2025	12.00 PM	20 February 2025	10.00 AM

#### ii. Dates for registration elective courses

CURRENT SEMESTER (A241)	PERIOD OF REGISTRATION VIA ON-LINE			
	DATE	START	DATE	END
7 and above	23 February 2025	12.00 PM	24 February 2025	10.00 AM
5 and 6	24 February 2025	12.00 PM	25 February 2025	10.00 AM
3 and 4	25 February 2025	12.00 PM	26 February 2025	10.00 AM
1 and 2	26 February 2025	12.00 PM	27 February 2025	10.00 AM

- 1.3 Only ACTIVE students will be allowed to register for courses. Students need to **DECLARE THEIR STUDY STATUS** in the portal.
- 1.4 HEA has auto-generated the timetable for Core Courses and English Components Courses.
- 1.5 Students are **STRONGLY ADVISED NOT TO DROP** classes that have already 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 website: <https://register.uum.edu.my>. Please enter your (Username) and (Password).
- 1.7 If students fail to meet the prerequisite courses, the courses will be dropped from their timetable after the examination results are announced.
- 1.8 Classes marked with an asterisk (\*) will be conducted in English.
- 1.9 The timetable is considered final only after the add/drop week ends.
- 1.10 Students must adhere to all procedures and regulations as stipulated.

1.11 Students who fail to register for courses according to the specified academic structure are requested to contact their respective Schools during **ADD/DROP WEEK**.

1.12 Students are required to register for courses for this semester (A242) following the format prescribed on the website.

## **2.0 RULES AND DURATIONS**

2.1 Students who are INACTIVE due to deferment (A241) will not be allowed to register during the course registration week. They can only register for courses during the add/drop week.

2.2 Students with OUTSTANDING DEBTS until the current semester (A241) WILL NOT BE PERMITTED to register for courses during this exercise. Registration is only allowed during the add/drop week if all outstanding debts are fully settled.

2.3 This provision aligns with the regulations outlined in the Bachelor's Programme under items 8.2 and 8.3 in the Academic Handbook.

**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 for courses after the second week of the semester will be deleted from the list of UUM registered students."**

2.4 Students can begin to access the latest lecture timetables on the portal beginning **10 February 2025 (Monday) (subject to change)**.

### **IMPORTANT DATES-ACADEMIC MATTERS**

<b>No.</b>	<b>Duration</b>	<b>Activity</b>
1	16 March 2025 – 20 March 2025	Registration for Audit Courses
2	16 March 2025 – 20 March 2025	Registration for Extra Credit Hours (For Final Semester Students Only)
3	16 March 2025 – 19 April 2025	Course Withdrawal Period (TD)
4	20 April 2025 – 10 May 2025	Course Withdrawal Period (TD) with late charges (MYR50.00/course)

**Director  
Academic Affairs Department  
University Utara Malaysia**