

KEPADA : SEMUA PELAJAR DAN STAF UniMAP
TO : ALL UniMAP STUDENTS AND STAFF

PENDAFTARAN KURSUS SECARA DALAM TALIAN BAGI PELAJAR PROGRAM IJAZAH SARJANA MUDA UniMAP - **SEMESTER 1 SIDANG AKADEMIK 2022/2023**
ONLINE COURSE REGISTRATION FOR UniMAP UNDERGRADUATES - SEMESTER 1, ACADEMIC SESSION 2022/2023

Merujuk kepada perkara di atas.
With regards to the above subject matter.

Dimaklumkan jadual tarikh-tarikh pendaftaran kursus pelajar ijazah bagi **Semester 1 Sidang Akademik 2022/2023** adalah seperti di dalam lampiran. Pendaftaran kursus secara dalam talian ini akan mula dibuka kepada semua pelajar bermula **11 Oktober 2022 (Selasa) jam 9.00 pagi**.

The schedule attached details all important dates related to course registration for Semester 1 Academic Session 2022/2023. The Online course registration will open from 9 am, 11 October 2022 (Tuesday).

Sila ambil maklum, pelajar yang telah mendaftar pada pra-pendaftaran adalah **WAJIB** mendaftar semula kursus secara dalam talian mengikut tarikh dan arahan yang ditetapkan **(Sila rujuk manual terkini disertakan di muka depan paparan sistem pendaftaran)**.

*Note that students who have done pre-registration for their courses earlier **MUST** re-register their courses online according to the dates and instructions set **(Please refer to the latest manual included on the front page of the registration system display)***

Pendaftaran kursus dalam talian boleh dilaksanakan dengan melayari laman web berikut -
<http://courseregdeg.unimap.edu.my/>.

To register for the courses, please go to the following link -
<http://courseregdeg.unimap.edu.my/>.

Pelajar yang tidak mendaftar semasa pra-pendaftaran hanya dibenarkan mendaftar kursus secara dalam talian dalam tempoh yang ditetapkan iaitu bermula **25 Oktober 2022** dan tertakluk kepada kekosongan kuota.

*Students who have not done their course pre-registration may only register online starting from **25 October 2022**. Registration is subject to the quota set.*

Segala kerjasama dan perhatian semua, didahulukan dengan ucapan terima kasih.
Thank you for your attention and cooperation.

Unit Kemasukan dan Rekod Pelajar
Bahagian Pengurusan Akademik (AMD)
Pusat Pengurusan Akademik

MEMORANDUM
ACADEMIC MANAGEMENT DIVISION
IMPORTANT DATES FOR THE COURSE REGISTRATION OF THE DEGREE UNDERGRADUATES
OF SEMESTER 1 ACADEMIC SESSION 2022/2023

ACTIVITIES	DATE	DURATION	NOTES
A. COURSE REGISTRATION [Official period of the Online Registration] (COMPULSORY)	11 – 24 October 2022 Semester 1, 2022/2023	2 weeks	- During the OFFICIAL registration period, students can ONLY register for the courses that they have pre-registered for earlier. Student must have FULFILLED the prerequisite requirements of the courses. - Only students with active status are allowed to register online. - Students may drop any of the courses which they have done in online pre-registration. - Students MUST register within the stipulated period for registration. - Students MUST settle all outstanding fees (if any) before they can register.
ACADEMIC SEMESTER BEGINS 17 OCTOBER 2022			
B. PROBATION COURSE REGISTRATION [Students with Probation Status can register for courses using forms]	18 – 31 October 2022	2 weeks	- Students with P1/P2 status are required to use the (HEA (B) -02 [a] Borang Pendaftaran Kursus STATUS P.) - Students MUST obtain the signature of their RPS/Academic Advisor and the approval of their Dean before submitting the form to the Assistant Registrar of their respective Faculty in order for the information to be updated in the system. - Students MUST settle all outstanding fees (if any) before they can register.
C. CORRECTIONS TO THE COURSE REGISTRATION SLIP [Via online]	25 – 31 October 2022	7 days	- Students are allowed to make amendments to the courses they have registered for (including adding new courses and correcting course codes). - Addition of new courses is subject to quota availability. - Requests for additional quota will not be entertained. - Students should check their timetable before adding new courses even when they are able to register for these.
D. COURSE DROP (Via online)	25 October – 7 November 2022	2 weeks	- Students who wish to drop from any of the courses they have registered for can do so within a stipulated time period. This can be done online. - Once this is done and they have updated the list of courses registered, students are advised to print out the registration slip for future reference.

E. LATE REGISTRATION Students with online issues [ONLY for exceptional cases] (via forms)	1 – 7 November 2022	7 days	- Any late registration must be done using the following form (HEA (B) -02 [b] Borang Pendaftaran Kursus Lewat.) - Only late registration and new course registration (with reasons accepted by the university) will be entertained. Students MUST settle all outstanding fees (if any) before they are able to register. - A fine of RM50.00 will be imposed on students who register late without valid reasons.
F. THE SESSION WITH RPS/ ACADEMIC ADVISORS – (COMPULSORY)	1 – 7 November 2022	7 days	Students MUST print the updated registered courses for a verification by their RPS/Academic Advisors.
G. COURSE DROP (Using forms)	8 November – 5 December 2022	4 weeks	- The Course Drop Form (HEA (B) -03 Borang Gugur Kursus) is available in all Faculties. - Students MUST obtain the signature of their RPS/Academic Advisor and the approval of their Dean before submitting the form to the Assistant Registrar of their respective Faculty in order for the information to be updated in the system.
H.COURSE WITHDRAWAL (Using Forms)	13 December 2022 – 16 January 2023	5 weeks	- The Course Withdrawal Form (HEA (B) -04 Borang Tarik Diri Kursus) is available in all Faculties. - Students MUST obtain the signature of their RPS/Academic Advisor and the approval of their Dean on the forms. The forms will then be forwarded to the Admission and Student Records Unit for the system to be updated. - After this period, any withdrawal application will not be accepted.
FINAL EXAMINATION OF SEMESTER 1, 2022/2023			

***** For further inquiries, please contact the following during office hours:**

- ❖ *Digital Management and Development Centre*
: 04-9414401/4402/4403 (helpdesk@unimap.edu.my)
- ❖ *Admission and Student Records Unit*
: 04-9414056/4065 (azniyanty@unimap.edu.my) / (shasha@unimap.edu.my)
- ❖ *Faculty of Business & Communication*
: 04-9797707 (norinnar@unimap.edu.my) / (ashikinabdul@unimap.edu.my) / (hanimah@unimap.edu.my)
- ❖ *Faculty of Electrical Engineering & Technology*
: 04-9885603 (salwana@unimap.edu.my) / (fatinnadiaaf@unimap.edu.my)
- ❖ *Faculty of Electronic Engineering & Technology*
: 04-9885212/5511 (mauwal@unimap.edu.my) / (salwarahim@unimap.edu.my)
- ❖ *Faculty of Mechanical Engineering & Technology*
: 04-9885038/5036/5033 (ruswahida@unimap.edu.my) / (zehan@unimap.edu.my)
- ❖ *Faculty of Civil Engineering & Technology*
: 04-9798626 (husnayaziz@unimap.edu.my)
- ❖ *Faculty of Chemical Engineering & Technology*
: 04-9798626 (nuridayu@unimap.edu.my) / (robiha@unimap.edu.my)
- ❖ *Institute of Engineering Mathematics: 04-9885705/5702* (ruhaida@unimap.edu.my)
- ❖ *Co-Curriculum Centre: 04-9798229* (aizat@unimap.edu.my)

BAHAGIAN PENGURUSAN AKADEMIK
PUSAT PENGURUSAN AKADEMIK
TAKWIM AKTIVITI PENDAFTARAN KURSUS PELAJAR IJAZAH SARJANA MUDA SEMESTER 1
SIDANG AKADEMIK 2022/2023

AKTIVITI	TARIKH	TEMPOH	NOTA
A.PENDAFTARAN WAJIB [Tempoh RASMI aktiviti pendaftaran kursus Secara Dalam Talian] (WAJIB)	11 - 24 Oktober 2022 Semester 1,2022/2023	2 minggu	▪ Pelajar perlu membuat pendaftaran WAJIB mengikut kursus yang telah ditetapkan dan LULUS kursus yang mempunyai pra-syarat. ▪ Pelajar yang AKTIF diwajibkan dan mendaftar kursus menggunakan link berikut: http://courseregdeg.unimap.edu.my dalam tempoh ini. ▪ Hanya pelajar yang berstatus akademik aktif dibenarkan menggunakan secara dalam talian. ▪ Pelajar perlu menyelesaikan hutang tertunggak terlebih dahulu (sekiranya ada) sebelum dibenarkan mendaftar. ▪ Pelajar dinasihatkan mendaftar pada tarikh yang ditetapkan.
KULIAH BERMULA 17 OKTOBER 2022			
B.PENDAFTARAN PELAJAR BERSTATUS PERCUBAAN (P) [Menggunakan borang]	18 - 31 Oktober 2022	2 minggu	▪ Pelajar berstatus akademik Percubaan (P1/P2) perlu menggunakan Borang HEA-(B) – 02 {a} Borang Pendaftaran Kursus Status P dan menghantar borang ke Fakulti masing-masing untuk diproses. ▪ Pelajar perlu mendapatkan nasihat RPS sebelum mengisi borang.
C.MINGGU PEMBETULAN PADA PENDAFTARAN KURSUS [Dalam Talian]	25 - 31 Oktober 2022	1 minggu	▪ Pelajar dibenarkan membuat sebarang pembetulan pada pendaftaran meliputi penambahan, pengurangan dan pembetulan kod sesuatu kursus. ▪ Untuk penambahan kursus baharu adalah tertakluk kepada kekosongan kuota. Sebarang permintaan untuk menambah kuota tidak akan dipertimbangkan. ▪ Pelajar perlu menyemak jadual waktu sebelum penambahan kursus dibuat. ▪ Sebarang kelewatan pendaftaran dan penambahan kursus tidak boleh diterima kecuali atas sebab-sebab boleh diterima oleh Universiti. ▪ Pelajar dinasihatkan agar mencetak semula slip pendaftaran setelah mengemaskini kursus. ▪ Pelajar perlu menyelesaikan hutang yang tertunggak dan yuran semester semasa untuk membuat pendaftaran.
D.MINGGU GUGUR KURSUS [Dalam Talian]	25 Oktober - 7 November 2022	2 minggu	▪ Tempoh pelajar menggugurkan kursus secara dalam talian.
E.PENDAFTARAN LEWAT [Pendaftaran kursus lewat tanpa alasan yang kukuh dalam tempoh ini akan dikenakan denda RM50.00.]	1 – 7 November 2022	7 hari	▪ Pendaftaran kursus lewat perlu menggunakan Borang HEA (B) - 02{b} Borang Pendaftaran Kursus Lewat dan dihantar ke Fakulti masing-masing untuk diproses. ▪ Pelajar perlu menyelesaikan hutang tertunggak dan yuran semasa dalam tempoh ini.(sekiranya berkaitan) ▪ Sila sertakan bersama resit pembayaran semasa menghantar borang pendaftaran kursus lewat.
F.SESI BERSAMA RPS / PENASIHAT AKADEMIK	1 – 7 November 2022	7 hari	▪ Pelajar perlu mencetak slip pendaftaran kursus yang telah dikemaskini bagi tujuan pengesahan.
G.GUGUR KURSUS (Guna Borang)	8 November – 5 Disember 2022	4 minggu	▪ Pelajar perlu menggunakan borang HEA (B) - 03 Borang Gugur Kursus dan menghantar borang ke Fakulti masing-masing untuk diproses. ▪ Pelajar perlu mendapatkan tandatangan Penyelaras Kursus serta kelulusan Dekan Fakulti dan seterusnya diserahkan kepada Penolong Pendaftar untuk dikemaskini dalam sistem.
H.TARIK DIRI KURSUS (Guna Borang)	13 Disember 2022 - 16 Januari 2023	5 minggu	▪ Menggunakan borang HEA (B) - 04 Borang Tarik Diri Kursus . ▪ Pelajar perlu mendapatkan tandatangan Penyelaras Kursus, Dekan dan Penolong Pendaftar Fakulti. Seterusnya borang dimajukan kepada Unit Kemasukan dan Rekod Pelajar untuk dikemaskini. ▪ Selepas tempoh ini, permohonan Tarik Diri tidak akan diterima.
PEPERIKSAAN AKHIR SEMESTER 1, 2022/2023			