

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

PENDAFTARAN KURSUS SECARA DALAM TALIAN BAGI PELAJAR PROGRAM SARJANA MUDA - **SEMESTER 2 SIDANG AKADEMIK 2022/2023**
ONLINE COURSE REGISTRATION FOR UniMAP UNDERGRADUATES - SEMESTER 2, ACADEMIC SESSION 2022/2023

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

Dimaklumkan berkenaan jadual tarikh-tarikh pendaftaran kursus pelajar bagi **Semester 2, Sidang Akademik 2022/2023** adalah seperti di dalam lampiran. Pendaftaran kursus secara dalam talian ini akan mula dibuka kepada semua pelajar bermula **20 Mac 2023 (Isnin), jam 9.00 pagi**.
The schedule attached details all important dates related to course registration for Semester 2, Academic Session 2022/2023. The Online course registration will open from 9.00 a.m. , 20 March 2023 (Monday).

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 dilakukan dengan menggunakan pautan seperti 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 **3 April 2023 (Isnin)** dan tertakluk kepada kekosongan kuota.
Students who have not done their course pre-registration may only register online starting from 3 April 2023 (Monday). 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 2, ACADEMIC SESSION 2022/2023

ACTIVITIES	DATE	DURATION	NOTES
COURSE REGISTRATION [Official period of the Online Registration] (COMPULSORY)	20 March – 2 April 2023 Semester 2, 2022/2023	2 weeks	<ul style="list-style-type: none"> ▪ 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 27 MARCH 2023			
PROBATION COURSE REGISTRATION [Students with Probation Status can register for courses using forms]	27 March – 7 April 2023	10 working days	<ul style="list-style-type: none"> ▪ Students with P1/P2 status are required to use the (HEA (B) -02 [a] Borang Pendaftaran Kursus : Status Percubaan.) ▪ 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.
CORRECTIONS TO THE COURSE REGISTRATION SLIP [Online]	3 – 9 April 2023	7 days	<ul style="list-style-type: none"> • 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.
COURSE DROP (Online)	3 – 16 April 2023	2 weeks	<ul style="list-style-type: none"> • 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.

LATE REGISTRATION Students with online issues [ONLY for exceptional cases] (Using Forms)	10 – 14 April 2023	5 working days	<ul style="list-style-type: none"> • 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.
THE SESSION WITH RPS/ ACADEMIC ADVISORS – (COMPULSORY)	10 – 14 April 2023	5 working days	<ul style="list-style-type: none"> • Students MUST print the updated registered courses for a verification by their RPS/Academic Advisors.
COURSE DROP (Using Forms)	17 April – 19 May 2023 24 - 30 April 2023 (Mid. Sem. Break)	20 working days	<ul style="list-style-type: none"> ▪ The Course Drop Form (HEA (B) -03 Borang Permohonan 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.
COURSE WITHDRAWAL (Using Forms)	22 May – 23 June 2023	25 working days	<ul style="list-style-type: none"> ▪ The Course Withdrawal Form (HEA (B) -04 Borang Permohonan 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 2, 2022/2023			

BAHAGIAN PENGURUSAN AKADEMIK
PUSAT PENGURUSAN AKADEMIK
TAKWIM AKTIVITI PENDAFTARAN KURSUS PELAJAR PROGRAM SARJANA MUDA
SEMESTER 2, SIDANG AKADEMIK 2022/2023

AKTIVITI	TARIKH	TEMPOH	NOTA
PENDAFTARAN WAJIB <i>[Tempoh RASMI aktiviti pendaftaran kursus Secara Dalam Talian] (WAJIB)</i>	20 Mac – 2 April 2023 Semester 2, 2022/2023	2 minggu	<ul style="list-style-type: none"> ▪ Pelajar perlu membuat pendaftaran WAJIB mengikut kursus yang telah ditetapkan dan LULUS kursus yang mempunyai pra-syarat. ▪ Pelajar yang AKTIF sahaja dibenarkan mendaftar kursus secara dalam talian. ▪ Pelajar perlu menyelesaikan hutang tertunggak terlebih dahulu (sekiranya ada) sebelum dibenarkan mendaftar. ▪ Pelajar dinasihatkan mendaftar pada tarikh yang ditetapkan.
KULIAH BERMULA 27 MAC 2023			
PENDAFTARAN PELAJAR BERSTATUS PERCUBAAN (P) <i>[Menggunakan borang]</i>	27 Mac – 9 April 2023	10 hari waktu bekerja	<ul style="list-style-type: none"> ▪ Pelajar berstatus akademik Percubaan (P1/P2) perlu menggunakan Borang HEA-(B) – 02 [a] Borang Pendaftaran Kursus: Status Percubaan dan menghantar borang ke Fakulti untuk diproses. ▪ Pelajar perlu mendapatkan penasihat Rakan Pendamping Siswa (RPS) sebelum mengisi borang.
MINGGU PEMBETULAN PADA PENDAFTARAN KURSUS <i>[Dalam Talian]</i>	3 – 9 April 2023	1 minggu	<ul style="list-style-type: none"> ▪ Pelajar dibenarkan membuat sebarang pembetulan / pindaan kepada pendaftaran kursus meliputi penambahan, pengurangan dan pembetulan kod sesuatu kursus. ▪ Untuk penambahan kursus baharu adalah tertakluk kepada kekosongan kuota. Sebarang permintaan untuk penambahan 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 tertentu yang diluluskan oleh Dekan Fakulti. ▪ Pelajar dinasihatkan agar mencetak semula slip pendaftaran kursus setelah mengemaskini kursus. ▪ Pelajar perlu menyelesaikan hutang yang tertunggak dan yuran semester semasa untuk membuat pendaftaran kursus.
MINGGU GUGUR KURSUS <i>[Dalam Talian]</i>	3 – 16 April 2023	2 minggu	<ul style="list-style-type: none"> ▪ Tempoh pelajar menggugurkan kursus secara dalam talian.
PENDAFTARAN LEWAT <i>[Pendaftaran kursus lewat tanpa alasan yang kukuh dalam tempoh ini akan dikenakan denda RM50.00.]</i>	10 – 14 April 2023	5 hari waktu bekerja	<ul style="list-style-type: none"> ▪ Pendaftaran kursus lewat perlu menggunakan Borang HEA (B) - 02[b] Borang Pendaftaran Kursus Lewat dan dihantar ke Fakulti untuk diproses. ▪ Pelajar perlu menyelesaikan hutang tertunggak dan yuran semasa dalam tempoh ini. (sekiranya berkaitan) ▪ Sila sertakan bersama resit / bukti pembayaran semasa menghantar borang pendaftaran kursus lewat.
SESI BERSAMA RPS / PENASIHAT AKADEMIK	10 – 14 April 2023	5 hari waktu bekerja	<ul style="list-style-type: none"> ▪ Pelajar perlu mencetak slip pendaftaran kursus yang telah dikemaskini bagi tujuan pengesahan.
GUGUR KURSUS <i>(Guna Borang)</i>	17 April – 19 Mei 2023 24 – 30 April 2023 (Cuti Pertengahan Semester)	20 hari waktu bekerja	<ul style="list-style-type: none"> ▪ Pelajar perlu menggunakan borang HEA (B) - 03 Borang Permohonan Gugur Kursus dan dihantar ke Fakulti untuk diproses. ▪ Pelajar perlu mendapatkan tandatangan RPS / Penasihat Akademik serta kelulusan Dekan Fakulti dan seterusnya diserahkan kepada Penolong Pendaftar untuk dikemaskini dalam sistem.
TARIK DIRI KURSUS <i>(Guna Borang)</i>	22 Mei – 23 Jun 2023	25 hari waktu bekerja	<ul style="list-style-type: none"> ▪ Menggunakan borang HEA (B) - 04 Borang Permohonan Tarik Diri Kursus dan dihantar ke Fakulti untuk diproses. ▪ Pelajar perlu mendapatkan tandatangan RPS / Penasihat Akademik, 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. ▪ Status Tarik Diri (TD) akan tercatat dalam rekod pendaftaran kursus dan transkrip pelajar.
PEPERIKSAAN AKHIR SEMESTER 2, 2022/2023			