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COURSE REGISTRATION

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COURSE REGISTRATION

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Date : 21 st December 2023	Date : 21 st December 2023

1. OBJECTIVE

The purpose of this procedure is to ensure that the course registration exercise of every student in every semester is effectively implemented by the relevant staff of AMAD and the COS required by the University policy.

2. SCOPE

The procedure covers the course registration activities of new entering, continuing and returning students, including the add/drop and withdrawal activities.

3. DEFINITION / ABBREVIATION

3.1 **Late Registration** - This is meant for currently enrolled students who were not registered in the previous semester and for students who are resuming classes after returning from their approved leave of absence. It is held in the two weeks onwards of classes during regular semester and the after three days of classes in the short semester.

A penalty of RM100 is imposed on those who did not register and did not attempt the Course Registration.

To charge RM5 per day and per course for late adjustments during the second week of the semester.

3.2 **Drop Only Period** - The period starts from the 2nd week until the 4th week of a regular semester. Students who wish to drop courses must ensure that the Total Credit Hours do not fall below the minimum workload required.

3.3 **Withdrawal** - Dropping a course in the 5th week up to the 10th week. Students may withdraw from a course if they are unable to cope with the demands of the course, provided the academic load after withdrawal does not fall below the minimum workload. A fee of RM300 per course will be charged.

3.4 **Withdrawal After Deadline** - Dropping a course in the 11th week up to 13th week of a regular semester subject to recommendation and approval by HOD and Deputy Dean (Academic Affairs) of Kulliyah. A fee of RM500 per course will be charged.

DD (AA)	Deputy Dean (Academic Affairs)
DD	Deputy Director
AO	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
PA	Personal Assistant
AA	Administrative Assistant
SAA	Senior Administrative Assistant

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STADD	Student Affairs and Development Division
ITD	Information Technology Division
COS	Centre of Studies
AMAD	Academic Management and Admission Division
PRSS	Pre-sessional

4.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
DD/SAO/AO/SAA/AA of AMAD	4.1 4.1.1 4.1.2 4.1.3 4.1.4	<p><u>COURSE REGISTRATION EXERCISE</u></p> <p><u>Before Registration</u> To set the date for the course registration exercise in week 11 of each regular semester when preparing the important dates and deadlines for the respective academic activities of the new semester.</p> <p>To schedule the exercise according to level and give priority accordingly, to ensure that senior students get the priority in registering for the courses.</p> <p>To send memo to ITD if there are changes to the normal procedures on system and technical preparation.</p> <p>To send notification to the respective Kulliyahs on the schedule of the exercise.</p>
SAO/AO/SAAO/AO of COS	4.1.5	<p>To assign study plan for newly enrolled students as provided by the Department. To assign study plan to ex-PRSS students and those who just declare major/department.</p>

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<p>DD/SAO/AO/SAAO/ AAO of COS</p>	<p>4.2 4.2.1 4.2.2 4.2.3 4.2.4</p>	<p><u>During Registration Period</u></p> <p>To monitor and report to DD (AA) and the departments on the followings:</p> <ul style="list-style-type: none"> a. Number of registered students for particular courses and status of the courses. b. List of students on reserved status (if applicable). c. List of petitioned courses. <p>To coordinate discussion or liaise with all departments to decide on the followings (if applicable):</p> <ul style="list-style-type: none"> a. Students on reserved list to be registered. b. Petitioned Courses to be opened and students to be registered. c. Maintaining the relevant courses/sections or closing the courses/sections. d. Merging certain sections. e. Updating of lecturer's assignment f. Changing the venues. g. Reschedule the existing course offering as requested by the Departments. <p>To update the changes of the course offering based on the discussions.</p> <p>To give notice to students if courses /sections have to be closed.</p>
<p>AO/AAO/AA/PA/ Finance Representative of COS</p>	<p>4.3 4.3.1 4.3.2 4.3.3 4.3.4</p>	<p><u>During the 1st Week of a new Semester</u></p> <p>To assist students who failed to register through the Online Registration System during the Registration period.</p> <p>To process students' application for Independent Study (Fee RM 500 per course).</p> <p>To collect RM100 from students who did not register and did not attempt the Course Registration exercise and to issue receipt accordingly.</p> <p>To charge RM5 per day and per course for late adjustments during the second week of the semester.</p>

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SAO/AO/SAAO/ AAO/SAA/AA of COS	4.4	<u>During the Second Week of a new semester</u>
SAO/AO/SAAO/ AAO/SAA/AA/ Finance Representative for COS	4.4.1	<p>To generate the following reports.</p> <p>a. Students with minimum workload/credit hours.</p> <p>b. Students who registered for more than the maximum workload/credit hours.</p> <p>c. Students who are not registered for any courses for the semester.</p>
	4.5	<u>5th to 13th week of a regular semester</u>
	4.5.1	To monitor students with NR status and remind them accordingly.
	4.5.2	Check all in the withdrawal form or the late withdrawal form are completed after receiving form from students.
	4.5.3	To ensure that new total semester load must not be less than 12 credit hours unless with the approval from the Dean.
	4.5.4	To charge RM300 for withdrawal (week 5 to week10) and RM 500 for late withdrawal (week 11 to week 13) per course to the student unless with the approval from the Dean.

5.0 QUALITY RECORD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Withdrawal Form	1 year	Respective COS (Academic Office)	SAA /AA
2	Withdrawal After Deadline Form	1 year	Respective COS (Academic Office)	SAA /AA
3	Notice to students on cancellation of sections	1 year	Respective COS (Academic Office)	SAA /AA