

## PENDAFTARAN KURSUS BAGI SEMESTER I DAN SEMESTER II SESI AKADEMIK 2020/2021

Assalamualaikum WBT & Selamat Sejahtera,

Perhatian kepada Semua Pelajar Pra Siswazah (Program Sarjana Muda & Diploma)

Merujuk kepada perkara di atas, dimaklumkan bahawa:

1. Bermula pada semester ini, pendaftaran kursus bagi pelajar program Diploma akan dilaksanakan menggunakan Sistem Pendaftaran Kursus *Open Registration* sama seperti pelajar program Sarjana Muda.
2. Pendaftaran kursus akan diadakan secara serentak bagi dua (2) semester iaitu Semester I dan Semester II Sesi Akademik 2020/2021.
3. Sistem Pendaftaran Kursus *Open Registration* berfungsi dengan menawarkan hampir semua kursus pada setiap semester. Walau bagaimanapun, kapasiti setiap kursus yang ditawarkan hanyalah separuh daripada kapasiti pelajar yang mendaftar. Oleh kerana kapasiti adalah separuh daripada pendaftaran pelajar, tempat itu diberikan berdasarkan daftar pertama (*first-come-first-serve-basis*). Sekiranya kapasiti yang diperuntukkan telah penuh, pelajar yang tidak dapat mendaftar perlu mendaftar pada semester berikutnya.
4. Pelajar yang telah membuat pendaftaran kursus perlu mendapatkan kelulusan daripada penasihat Akademik masing-masing bagi mengesahkan pendaftaran kursus tersebut. Sekiranya, Penasihat Akademik tidak meluluskan pendaftaran kursus tersebut, ianya dikira sebagai tidak sah.
5. Jadual pendaftaran kursus adalah seperti berikut:

Bil	Kategori Pelajar	Tempoh	Tarikh
1	P1, P2, pelajar tahun 4 dan ke atas	1 hari	03 – 04 Ogos 2020
2	Pelajar tahun 3	1 hari	04 – 05 Ogos 2020
3	Pelajar tahun 2	1 hari	05 – 06 Ogos 2020
4	Pelajar tahun 1	1 hari	06 – 07 Ogos 2020
5	Semua level	3 minggu	07 – 21 Ogos 2020

Sekiranya terdapat pertanyaan lanjut, sila hubungi kami di talian **09-549 2556/2554**.

Sekian, terima kasih.

**INTAN AZWANI BINTI AZMI**  
**EKSEKUTIF**  
**PUSAT PENGURUSAN AKADEMIK**

## **COURSE REGISTRATION FOR SEMESTER I AND SEMESTER II ACADEMIC SESSION 2020/2021**

Assalamualaikum WBT & Greetings,

Attention to all Undergraduate Students (Bachelor's Degree and Diploma Program)

Please be informed of the following course registration procedures:

1. Effective from this semester, the Open Registration system for course registration will apply to all Diploma and Bachelor's Degree students.
2. Course registration will be held simultaneously for two (2) semesters, Semester I and Semester II for the 2020/2021 Academic Session.
3. The Open Registration System makes almost all courses available for registration in every semester. However, the capacity of each of the course offered will be limited to half of the total number of the students enrolled. Therefore, placement for the course is done on a first-come-first-served basis. When the allocated capacity for a course is full, students who are unable to enroll may register for the course in the following semester.
4. Students who have made the course registration must get the approval of their respective Academic Advisor to confirm the registration. The course registration will be considered invalid if the Academic Advisor does not approve it.
5. The Course Registration Schedule is as follows:

No	Student Category	Duration	Date
1	P1, P2, Fourth-year students & above	1 day	03 – 04 August 2020
2	Third-year students	1 day	04 – 05 August 2020
3	Second-year students	1 day	05 – 06 August 2020
4	First-year students	1 day	06 – 07 August 2020
5	All level	3 weeks	07 – 21 August 2020

Should you have any inquiries, kindly contact us at **09-549 2556/2554**.

Thank you.

**INTAN AZWANI BINTI AZMI**  
**EXECUTIVE**  
**CENTRE FOR ACADEMIC MANAGEMENT**