

## PROCEDURES FOR ADD / DROP COURSES FIRST SEMESTER, 2023/2024 SESSION (A231)

Date: 1 October 2023 – 5 October 2023

Method: Online (Student Portal)

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

- Classes for this semester (A231) will be conducted entirely **face-to-face**.
- Add /Drop of courses for the First Semester, 2023/2024 Session (A231) via Online:  
<https://register.uum.edu.my>
- Add/Drop Course (s) via Online (1 October 2023 – 5 October 2023):**

All active students are allowed to make add/drop as follows:

CURRENT SEMESTER (A231)	ADD/DROP DATE			
	DATE	START	DATE	END
7 and above	1 October 2023	12.00 PM	2 October 2023	10.00 AM
5 and 6	2 October 2023	12.00 PM	3 October 2023	10.00 AM
3 and 4	3 October 2023	12.00 PM	4 October 2023	10.00 AM
2	4 October 2023	12.00 PM	5 October 2023	10.00 AM

All components of the programme structure will be opened during online add/drop.

- Add/Drop course (s) at respective Schools (15 October 2023 – 19 October 2023):**

**ONLY** the following students **ARE ALLOWED** to Add/Drop course(s) at respective schools:

- Students who are Under Probation/ Repeat/ Failed but are asked to register again;
  - Students who deferred their studies (for previous semester)
- Students who have **OUTSTANDING DEBTS semester (A222) ARE NOT ALLOWED** to Add/Drop courses. Add/Drop courses are only allowed if the all outstanding debt is fully settled.

6. This provision is in accordance with the provisions of Studies for the Bachelor's Programme item 8.2 and 8.3 in the Academic Handbook which stipulate:

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

7. **International Students** are required to pay **A231 semester fees, within sixty (60) days from the date of semester commencement**. If student fail to pay, status of study will automatically change to **"Deferment of Study"**. The fee of study will be waived, while other charges will still be imposed.
8. During Add/Drop Week, Class Timetables can be viewed via student's portal.
9. Applications to register for more than 22 credit hours (subject to availability) can be done by filling in the application via the **Student Portal** beginning **15 October 2023 (Sunday) – 19 October 2023 (Thursday)**. Applications to carry more than 22 credit hours are subject to the following conditions:
- i. **Final semester students ONLY;**
  - ii. **Current CGPA of 2.50 and above;**
  - iii. **Only 3 extra credit hours are allowed (maximum total credit hours is 25/per semester);**
  - iv. **Availability of the course offered;**
  - v. **Fees of RM40.00 for each extra credit hour (paid after confirmation of registration).**
10. Application for an Audit paper (subject to availability) can be done by filling in the application via the **Student Portal** beginning **15 October 2023 (Sunday) – 19 October 2023 (Thursday)**. No fee is charged.

Office of the  
Director  
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University Utara Malaysia