



# ACADEMIC ACTIVITIES GUIDELINES – JANUARY 2018 SEMESTER

## UniKL MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY

ACTIVITIES	TIMELINE (ACADEMIC WEEK)
<b>SEMESTER REGISTRATION AND STUDENT STATUS</b>	
Registration for NEW students	○ 14 January 2018 (Sunday)
Online Registration for Returning Students	○ 15 - 19 January 2018 (During WOW)
Classes begins /Lessons begins	○ 21 January 2018 (Sunday)
Late Semester Registration (Manual) ○ Students are allowed to register with penalty of RM50.00 which must be added to the registration fee	○ Week 1 ○ 22 -28 January 2018
End of Semester Registration. ○ Registration status for student who has registered semester but did not register any course will be revoked - students will be given status 'defer' or 'terminate'.	○ Week 2 ○ 29 January - 2 February 2018
Pre-Registration of Courses For July 2018 Semester	○ (Week 11 - 15) ○ 10 April - 8 May 2018 ○ All students must do pre-registration of course via online (approval from Academic Advisor)
<b>COURSE REGISTRATION</b>	
Adding courses	○ 21 - 25 January 2018 (1 week)
Dropping Courses (ADD is not allowed)	○ 21 January - 15 March 2018 (Week 1 - 4)
Verify Course Registration Any correction must be informed to Academic Services Department immediately.	○ By Week 5 ○ 19 February 2018
Withdraw Subject (manual – using form) (The subject will be recorded as 'W' – to indicate credit taken and the grade will not be included in the GPA)	○ Week 5 - 9 ○ 19 February – 22 March 2018
<b>FINAL EXAMINATION</b>	
Draft Final Examination Timetable Students to check verify subjects and informed Academic Services Department of any issue.	○ Week 6 ○ 1 March 2018
Finalized Final Examination Timetable	○ 22 March 2018 (Week 9)
Released of Bar List due to Finance/Poor Attendance Record	○ 16 May 2018 (Week 16)
Self-Printing of exam Entry slips(Online)	○ 21 May - 31 May 2018(Week 17-18) ○ Collection is done at Finance Unit for those who have been blocked due financial outstanding.
Final Examination (New intake Bachelor-10wks) Final Examination weeks	○ 8 - 9 April 2018 (2 days) ○ 31 May - 9 June 2018 (10 days)
Revision Week (New intake Bachelor-10wks) Mid Semester Break	○ 1 – 7 April 2018 ( 1 week) ○ 1 – 7 April 2018 ( 1 week)
Semester Break	○ 10 June – 13 July 2018



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### SUBJECT REGISTRATION – Notice For Students

1. All pre-registration of courses will be used as course registration and students' name will be listed in the attendance list of the respective course once students successfully registered semester (pay registration fee, tuition fee and no financial outstanding).
2. The following category of students must review your current course registration records once official result is released :

Category	Action
A (Good Standing) GS student with course pre requisite is F grade.	The pre-registration of course with this prerequisite shall be dropped from the course pre-registration
PB students(Probations)	<b>Students with status PB shall redo course registration.</b> <b><u>Your Pre Course Registration is subject to approval.</u></b> <b>You are advised to meet your Academic Advisor prior to the registration date.</b>

3. Subject Registration (ADD/DROP) must be done via online services (subjected to timetable/ seat availability.).
4. The *subject registration form* is not required except for
  - a. Students who wish to withdraw from subject (after week 4).
  - b. Students who wish to add more than allowable credits (18 for GS and 12 for PB)
5. Students who wish to register more than 21 credits (for status GS) or 12 credits (for status PB1 and PB2) must get Dean's approval after obtaining recommendation from the Academic Advisor before submitting the registration form.
6. Students who wish to withdraw or defer from studies must submit withdrawal / deferral form (the form can be obtained from the Academic Services Department).
7. Students missing from class without informing Academic Services Department will be charged full tuition fees after lecture week 4.
8. Assessment for students who attend class that he/she is not registered will not be counted. Make sure you are attending registered class only.

**After complete with online semester registration, you can now view and print your timetable through online services...☺**  
**<http://www.online.unikl.edu.my>**



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### SUBJECT REGISTRATION – Notes For Lecturers

1. No approval is needed during course pre-registration and DROP course.
2. If students have done pre-registration of courses, their names will be listed in the attendance list once they successfully register semester (Pay the registration fee and no other financial outstanding).
3. Lecturers must check the attendance list from ECITIE frequently to ensure :
  - a. Students register correct course and group. **Do not add their names** if their names are not in your list as their assessment will not be counted. Please ask the students to check their correct course registration information (correct group or semester status).
  - b. Students missing from class. **Please inform Academic Services Department if you found missing students from class for the whole week.**
4. Assessment for students who attend class but not register the course/have financial outstanding will not be counted.
5. If in any case that the **student's name is not listed** in your class but he/she claims that she already registered this semester, please ask the student to check with AAD on the actual status. There are only four possibilities for such case:

	<b>Possibilities</b>	<b>Action</b>
i.	Student did not register the course (during pre-registration period)	Student can add the subject during week 1 only.
ii.	Student had done pre-registration of courses but the course has been dropped by the system due to academic standing	refer item 2 above
iii.	Student had done pre-registration of courses but she/he has financial outstanding – Registration status – Not Yet Registered.	Students must see Finance Department to check their outstanding status.
iv.	Student ADDED course via online but not yet approved by the academic advisor.	Students check with their Academic Advisor

**Lecturers are required to use students' list from ECITIE. Assessment records can only be updated for those register for the course.....☺**

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