

COURSE REGISTRATION ACTIVITY CIRCULAR

SEMESTER 1, ACADEMIC YEAR 2020/2021

EARLY NOTIFICATION OF TEACHING AND LEARNING (T&L)

Please take note that T&L sessions for Semester 1 of 2020/2021 Academic Session will be implemented via Blended Learning method, which involves a combination of conventional learning (face to face) and online learning.

Further details regarding this will be furnished by the university soon.

1. COURSE REGISTRATION TIMETABLE

DATE	ACTIVITY
03 September 2020 (Thursday) – 10 September 2020 (Thursday)	Information updates on course offerings through the menu Course Information System (Sistem Maklumat Kursus) SMUP- Pusat Pengajian
04 September 2020 (Friday) – 10 September 2020 (Thursday)	Uploading of Teaching & Learning Timetable for Semester 1, Academic Year 2020/2021 through Sistem Maklumat Kursus at SMUPpeng
11 September 2020 (Friday) – 08 October 2020 (Thursday)	Course registration through E-Daftar through <i>CampusOnline</i> USM portal (https://campusonline.usm.my)
12 October 2020 (Monday) – 23 October 2020 (Friday)	Dropping of language courses (Code L) by students online through <i>Campus Online</i> portal [Week 1- Week 2]
12 October 2020 (Monday) – 30 October 2020 (Friday)	OFFICIAL course registration at Schools/Centres [Week 1 - Week 3] Lecture/teaching sessions for Semester 1, A.Y. 2020/2021 begins
20 November 2020 (Friday)	Last date for dropping of courses at Schools [Week 1 – Week 6]

2. REVIEW & UPDATING OF DATA ON COURSE OFFERINGS THROUGH COURSE INFORMATION (MAKLUMAT KURSUS) MENU (IN SCHOOL'S SMU-P) BY SCHOOL/CENTRE

Courses that will be offered by each School/Centre at three campuses in Semester 1 can be reviewed at the **Course Information (Maklumat Kursus)** menu in each School's SMU-P. The **Course Information (Maklumat Kursus)** menu will be open for updates by each School/Centre throughout the year. The **Course Information (Maklumat Kursus)** menu will be closed during the University Exam Week (Semester 1 and Semester 2).

Each School can make the following review/updates: -

UPDATING PROCESS

- Set the number of groups and/or students allowed (*ceiling*) **or** Priority for registration of each course
- Settings for course registration/offered on campus (KI, KJ and KK)
- Setting of MUET grade for registration of English Language courses (specifically for School of Languages, Literacies and Translation)
- Set criteria for registration (e.g. year of study or students who are allowed or given priority to register for a particular course)
- Set pre-requisites and synopsis of course content

* *E-Daftar* system will use the data that is uploaded by every School in the **Course Information (Maklumat Kursus)** menu.

* Schools are advised to review important information for each course carefully for a smooth course registration process.

3. **CONDITIONS AND GENERAL INFORMATION FOR COURSE REGISTRATION ON E-DAFTAR**

- (a) Access through *Campus Online* USM portal (<https://campusonline.usm.my>).
- (b) **Allowed** for students who have **ACTIVE** academic status only.
 - Students with active academic status may also register for courses via regular procedure, i.e. through registration at School/Centre, if they face problems during registration on E-Daftar or no access to internet during E-Daftar period.
 - Students are allowed/can register courses directly through E-Daftar without approval from Academic Advisor.
- (c) **Not allowed** for **students with Trial (Percubaan) academic status (P1/P2)**.
 - This group of students need to register for courses during the School/Centre registration period by filling in the forms downloaded from the Campus Online portal.
 - Approval from Academic Advisor is needed before registering for courses.
- (d) Students can add/drop courses multiple times as long during E-Daftar period and information from the last transaction will be used as the final course registration data for each student.
- (e) List of courses registered during the E-Daftar period can be reviewed (add/drop) during the registration period at School/Centre.
- (f) Through E-Daftar, students can register for all courses **except** for co-curricular courses.
 - Registration for co-curriculum courses is under the responsibility/administration of the Centre for Co-Curricular Programme according to the respective campuses; Main, Engineering & Health Campus
 - Co-curricular courses must be added first into the relevant student's registration record before E-Daftar activities (if pre-registration application is successful).
- (g) Registration of Audit courses (code Y) is not allowed.

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- (h) Total minimum and maximum workload/units allowed for course registration is between 9 – 25 units per semester.
- (i) Course registration for *Usahasama Akademik USM-IPTS* students is the same as the regular registration method used at Schools that are involved.

4. ACCESS TO E-DAFTAR FOR STUDENTS

ACCESS INFORMATION

- Students need to use their *Campus Online* ID dan *Password* to login to the profile website that contains E-Daftar menu
- Students need to click on E-Daftar menu to access and register their selected courses
- Students can print the course registration confirmation slip after registration or after each update (add/drop) of the current list of registered courses during the E-Daftar period
- Guidelines for registering/accessing *Campus Online* portal are also available on the main page of this portal.

5. INFORMATION AND DOCUMENTS PROVIDED TO SCHOOLS/CENTRES VIA *SISTEM MAKLUMAT UNIVERSITI-PELAJAR (SMU-P)*

- (a) List of students under each Academic Advisor.
- (b) Student's academic information such as academic status, GPA values, CGPA values and year of study.
- (c) Cangred and Course Registration Form.
- (d) List of courses offered by all Schools/Centers according to semester.
- (e) Statistics and lists related to students' course registration activities.

6. INFORMATION AND DOCUMENTS PROVIDED TO STUDENTS VIA *USM CAMPUS ONLINE PORTAL*

- (a) Information (Name) of Academic Advisor.
- (b) Academic information such as academic status, GPA values, CGPA values and year of study.
- (c) Cangred & Course Registration Form.
- (d) List of courses offered by all Schools/Centers according to semester.
- (e) Teaching and Learning Timetables of Schools/Centers on three campuses.
- (f) List of pre-registration courses entered into relevant students' course registration record (if applicable).
- (g) Reminders for policies/general requirements regarding registration of University courses.

7. INFORMATION AND DOCUMENTS PROVIDED TO ACADEMIC ADVISORS VIA USM CAMPUS ONLINE PORTAL

- (a) List of students under the Academic Advisor.
- (b) Students' academic information such as academic status, GPA values, CGPA values, and year of study.
- (c) Cangred of students under the Academic Advisor's responsibility.
- (d) Course registration data of students under the Academic Advisor's responsibility.
- (e) Teaching and Learning Timetables of Schools/Centers for three campuses.
- (f) List of courses offered by all Schools/Centers according to semester.
- (g) Reminders for policies/general requirements regarding registration of University courses.

* *Academic Advisors need to register with the Campus Online portal first for access to the information stated above. Guidelines for registering/accessing Campus Online portal are also available on the main page of the portal.*

8. REGISTRATION OF COURSES AT SCHOOLS/CENTRES

- (a) Registration menu at School level will be activated during the registration period at Schools.
- (b) Total minimum and maximum workload (units) allowed for course registration is between 9 – 25 units per semester.
- (c) Re-registration of 'TL' courses in Semester 1/Semester 2 to Semester 2/Semester 1 for the relevant group of students can be done from the day the examination results are issued through the "Kemaskini" (Update) menu on the School's SMU-P.
- (d) Registration of courses to a higher level (especially for Co-Curricular courses by the Centre for Co-Curricular Programme) for the relevant group of students can be done from the day the examination results are issued through the "Kemaskini" (Update) menu on the School's SMU-P.
- (e) In Week 6, Schools/Centres are requested to identify the courses with no student registrations and report them to the Senate who will then highlight them to the DVC (Academic & International Affairs) for consideration/approval.

9. REGISTRATION OF LANGUAGE & CO-CURRICULAR COURSES

- (a) Registration of **Language** courses on E-Daftar is **allowed**.
 - Registration of Language courses can still be processed/updated at the **School of Languages, Literacies & Translation (SoLLaT)** office during the official registration activities at the School if there are any registration problems.
 - All matters related to the approval/dropping/adding/changing of codes for Language courses are under the responsibility and administration of PPBLT.
 - All enquiries related to the registration of Language courses can be directed to the Course Coordinators for Malay, English, and Foreign Language courses on each campus.

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- (b) Registration of **Co-Curricular** courses on E-Daftar is **not allowed**.
- Registration of Co-Curricular courses are either through pre-Registration or by appeal in Week 2 of the semester. Only students who are successful will have Co-Curricular courses on their course registration records.
 - All matters related to the approval/dropping/adding/changing of Co-Curricular/Culture courses are under the responsibility and administration of the Centre for Co-Curricular Programme.
 - All enquiries related to the registration of Co-Curricular courses can be directed to the Coordinators on each campus.
- (c) Dropping of Language courses can be done in Week 1 and 2. After Week 2, **a fine of RM 50.00 will be imposed**.
- (d) In Week 1 and 2, the dropping of Language courses can be done online via *Campus Online* while the dropping of Co-Curricular courses can be done at the Centre for Co-Curricular Programme of each campus.
- (e) Beginning Week 6, the dropping of Language and Co-Curricular courses (if any, for special cases only) needs to be done at the Examinations & Graduation Unit office.

10. REGISTRATION OF COURSES EXCEEDING MAXIMUM OF 25 UNITS

- (a) Only students in their final year whether in Semester 1 or Semester 2 are allowed to register more than 25 units according to the formula 25 unit + 1 course only.

11. REGISTRATION OF COURSES FOR SPECIAL CASES (OUTSIDE RANGE OF 9 – 25 UNITS)

- (a) Applications must be made in writing by the student (official letter) or through the course registration form or through a note on the course registration confirmation slip **accompanied by the approval (certification) of the Dean/Deputy Dean and official stamp** on any of the application documents mentioned above and submitted/addressed to the following Unit according to the time stated:-

Week 4

Student Examinations & Graduation Unit

12. LIST OF STUDENTS REGISTERING COURSES (OUTSIDE RANGE OF 9 – 25 UNITS) WITHOUT CERTIFICATION/APPROVAL OF SCHOOL/UNIVERSITY FOR REVIEW BY SCHOOL

- (a) Each School can review and take further action on students who have registered courses that are outside the range of 9 – 25 units without the approval of School/University including E-Daftar registrations through the lists on the School's SMU-P through the menu ***Pelajar Yang Mendaftar Kursus < 9 units > 25 units (Students who Register < 9 units > 25 units Courses)***.
- (b) Registration of courses outside of the 9 – 25 unit range by students without the approval/certification of the School/University are invalid and will be recorded as "unregistered" for the specific semester. Schools can take the necessary and appropriate actions to ensure that students abide by the 9 – 25 unit course registration range.

13. IMPLEMENTATION OF RM50.00 FINE ON LATE REGISTRATION CASES AND ADDITION OF LATE CASES (CASES WITHOUT STRONG/REASONABLE GROUNDS)

All Schools are requested to co-operate in the implementation of the RM50.00 fine on the following cases:-

- (a). Students who registered late without strong/reasonable grounds. Exemptions can be considered by the Schools for students who have unexpected circumstances such as natural disasters and accidents.
- (b). Addition of late courses such as students who have finalised course registrations but would still like to add courses without strong/reasonable grounds due to poor planning of course registration.

14. COURSE REGISTRATION FORM AND CANGRED

- (a). Preparation of course registration forms and Cangred is under the responsibility of each student, including students who have academic status of Probation / *Percubaan* (P1/P2). Students can print the online course registration form and Cangred through USM *Campus Online* portal.
- (b). Schools/Centres can print "*Borang Daftalian*" and Cangred for any student at any time through the School's SMU-P.

15. REGISTRATION OF PRE-REQUISITE COURSES (CODE Z)

Registration of pre-requisite courses (code Z) **IS TAKEN INTO ACCOUNT** in the total calculation of actual workload (unit) registered.

- Grades from pre-requisite courses are NOT taken into the calculation of CGPA and total calculation of units towards graduation.

16. REGISTRATION OF AUDIT COURSES (CODE Y)

Registration of audit courses (code Y) **IS NOT TAKEN INTO ACCOUNT** in the total calculation of actual workload (unit) registered.

- Grades from audit courses are NOT taken into the calculation of CGPA and total calculation of units towards graduation.

17. DETERMINATION OF ACTUAL WORKLOAD/UNIT FOR REGISTRATION OF ONE ACADEMIC YEAR CO-CURRICULAR COURSES IN SEMESTER 1 AND 2

Two (2) Unit [Co-Curricular Package Courses such as **PALAPES**]

The University has determined the following "*setting*" for the registration of such courses in Semester 1 and Semester 2:-

$$= \underline{\underline{25 \text{ units from other courses} + \text{Co-Curricular course}}}$$

(workload set at **0 unit**)

18. REGISTRATION STATUS FOR STUDENTS WITH DEBT ARREARS

Students who still have debt arrears until the end of Semester 2, Academic Year 2019/2020 **are not allowed to register for courses**. The group of students involved are only allowed to register for courses after they settle the relevant payments.

Students who would like to discuss/make enquiries or have debt arrears can contact:-

- (i). Bursary at 04-6533770 (for students on Main Campus) / 04-5995024 (for students on Engineering Campus) / 09-7672111 (for students on Health Campus).
- (ii). Scholarships & Loans Unit Office, Student Affairs & Development Section (BHEPA) at 04-6533627 (for students on Main Campus) / 04-5995532 (for students on Engineering Campus) / 09-7671314 (for students on Health Campus).

Information/list of students with debt arrears can be obtained through the School's SMU-P through the menu **Senarai Pelajar Berhutang (List of Students with Debt Arrears)**.

19. FAILURE OF STUDENTS TO REGISTER FOR COURSES & ACTIONS BY SCHOOL

Registration of courses with active status is **COMPULSORY**. The University will end the studies (*deregister*) of students who fail to register for courses without a reasonable excuse.

A list of active students who have not registered for courses of a particular semester can be referred to at the School's SMU-P through the menu **Senarai Pelajar Aktif-Belum/Tidak Mendaftar Kursus (Active Students – Not Registered for Courses)**.

The School should contact any student who fails to register for courses and contact the student to determine the current status of the relevant student.

Schools should report to the Student Records Unit (*Unit Rekod Pelajar*) if they have information of students who will be late in registration of courses or are in the process of applying/will apply for the postponement of studies to avoid deregistration (termination of studies) by the University.

Schools should certify in writing students who failed to register for courses to the Student Records Unit (*Unit Rekod Pelajar*) for the removal of names from the USM List of Registered Students latest by Week 4.

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20. ENQUIRIES / REFERENCES

ITEM	OFFICE / UNIT IN CHARGE	OFFICE EXTENSION NO.
<ul style="list-style-type: none"> • Diploma & Degree Students Registration Secretariat • University course offerings data • Postponement of Studies 	<p>Mr. Zamhari Ahmad Assistant Senior Registrar Student Records Unit BPA, Registrar Department</p>	<p>3211 General Office = 4194/2924/2923</p>
Approval of course offerings	Senate Unit, BPA, Registrar Department	General Office = 3276
E-Daftar Technical System	<p>Mrs. Janariah Abdul Rashid Senior Information Technology Officer PPKT</p> <p>Ms. Santi Jafar Information Technology Officer PPKT</p>	<p>4243 2741</p>
University “Network” (Online) System	Infostructure Management Unit, PPKT	4273 / 4274
Student Financial / Debt Arrears Affairs	<p>Mrs. Saliza Mohd Saad Assistant Senior Bursar Student Accounts Unit Bursary (Main Campus)</p>	<p>6169 General Office = 6169/3770</p>
Student Loans / Scholarships	Student Scholarships, Loans and Awards Unit BHEPPA	General Office = 6136

Updated: 30 August 2020