

**COURSE REGISTRATION ACTIVITY CIRCULAR  
SEMESTER I, ACADEMIC YEAR 2022/2023**

**TEACHING AND LEARNING (T&L)**

Please take note that T&L sessions for Semester 1 of 2022/2023 Academic Session will be implemented via Blended Learning method, which involves a combination of conventional learning (face to face) and online learning.

**1. COURSE REGISTRATION TIMETABLE**

DATE	ACTIVITY
26 August 2022 (Friday)- 23 September 2022 (Friday)	Information updates on course offerings through the <b>Course Information System (Sistem Maklumat Kursus) SMUP- Pusat Pengajian</b> menu
26 August 2022 (Friday) – 23 September 2022 (Friday)	Uploading of Teaching & Learning Timetable for Semester 1, Academic Year 2022/2023 through Sistem Maklumat Kursus at SMUPpeng
5 September 2022 (Monday)	Examination results will be released at 11.00 am via Campus Online USM portal. ( <a href="https://campusonline.usm.my">https://campusonline.usm.my</a> )
26 September 2022 (Monday) – 16 October 2022 (Sunday)	<b>OFFICIAL registration of language courses (Code L) by students through E-Daftar via CampusOnline USM portal (<a href="https://campusonline.usm.my">https://campusonline.usm.my</a>)</b> 26 September 2022 : Final Year and Year 4 27 September 2022 ; Year 3 28 September 2022 : Year 2 29 September 2022 : Year 1 30 September 2022 – 16 October 2022: Open
26 September 2022 (Monday)- 16 October 2022 (Sunday)	<b>Course registration through E-Daftar via CampusOnline USM portal (<a href="https://campusonline.usm.my">https://campusonline.usm.my</a>)</b> 26 September 2022 : Final Year and Year 4 27 September 2022 : Year 3 28 September 2022 : Year 2 29 September 2022 : Year 1 30 September 2022– 16 October 2022: Open
17 October 2022 (Monday) – 30 October 2022 (Sunday)	Dropping of language courses (Code L) by students online through <i>CampusOnline USM</i> portal [ <b>Week - 1 to Week 2</b> ]
17 October 2022 (Monday) – 6 November 2022 (Sunday)	OFFICIAL course registration at Schools/Centres [ <b>Week - 1 to Week 3</b> ]. <b>Lecture/teaching sessions for Semester 1, A.Y. 2022/2023 begins</b>
7 November 2022(Monday)	Course registration after Week 3, must be liaise with Examinations & Graduation Unit Office.
27 November 2022 (Sunday)	Last date for dropping of courses at Schools [ <b>Week 1 – Week 6</b> ]

**2. REVIEWING & 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 the maximum number of students allowed (*ceiling*) to register for a particular course **or** set priority for registration of a particular course.
- Set courses that can be registered according to campus (Main, Health and Engineering Campus).
- Set MUET requirement 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) **The year of study is based on units accumulated according to program.**
- (c) **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 have no access to internet during E-Daftar period.
  - Students are allowed/can register courses directly through E-Daftar without approval from Academic Advisor.
- (d) **Not allowed for students with Probation 1 or 2 (P1/P2) status.**
  - 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.
- (e) Students can add/drop courses multiple times during E-Daftar period and information from the last transaction will be used as the final course registration data for each student.
- (f) List of courses registered during the E-Daftar period can be reviewed (add/drop) during the registration period at School/Centre.
- (g) 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,

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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).
- (h) Registration of Audit courses (code Y) is not allowed.
- (i) Total minimum and maximum workload/units allowed for course registration is between 9 – 25 units per semester.
- (j) Course registration for *USM Offshore Programme* is the same as the regular registration method used at the Schools involved in the programme. .

#### 4. ACCESS TO E-DAFTAR FOR STUDENTS

##### ACCESS OF INFORMATION

- Students need to use their Campus *Online ID* dan *Password* to login to the profile website that contains the E-Daftar menu
- Students need to click on the 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 to sign in/access the *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/Centres 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/Centres according to semester.
- (e) Teaching and Learning Timetables of Schools/Centres of the three campuses.
- (f) List of pre-registered courses entered into 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) Canged 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/Centres of the three campuses.
- (f) List of courses offered by all Schools/Centres according to semester.
- (g) Reminders for policies/general requirements regarding registration of University courses.

*\* Academic Advisors need to register in the Campus Online portal first for access to the information stated above. Guidelines to sign in/access the 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 course (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) 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.

- (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 Weeks 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 1-Week 3**  
**Student Records Unit, Level 1, Chancellory Bldg**

**Week 4 onwards**  
**Student Examinations & Graduation Unit, Level 5, Chancellory Bldg**

**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)***.
- (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). Late addition of courses  
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:-

= **25 units from other courses + Co-Curricular course**  
(workload set at **0 unit**)

**18. REGISTRATION STATUS FOR STUDENTS WITH DEBT ARREARS**

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

- (i). Main Campus: 04-6533770/6169 (Ms. Safiah Samsudin)  
Engineering Campus: 04-5995024/5020 (Ms.Siti Nur Baizura Ibrahim)  
Health Campus: 09-7672111/2127 (Ms. Fuziah Abdullah)

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- (ii). Scholarships & Loans Unit Office, Student Affairs & Development Section (BHEPA) at 04-6533627 (for students at Main Campus) / 04-5995532 (for students at Engineering Campus) / 09-7671314 (for students at 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 **Senarai Pelajar Aktif-Belum/Tidak Mendaftar Kursus (Active Students – Not Registered for Courses)** menu.

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

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

## 20. ENQUIRIES / REFERENCES

ITEM	OFFICE / UNIT IN CHARGE	OFFICE EXTENSION NO.
<ul style="list-style-type: none"> <li>• Diploma &amp; Degree Students Registration Secretariat</li> <li>• University course offerings data</li> <li>• Postponement of Studies</li> </ul>	<p><b>Ms. Khairun Nisa Binti Ismail</b> Senior Assistant Registrar Student Records Unit BPA, Registrar Department</p>	<p>3211  General Office = 4194/2924/2925/3169/ 2336</p>
Approval of course offerings	Senate Unit, BPA, Registry Department	General Office = 3276
E-Daftar Technical Support System	<p><b>Mrs. Janariah Abdul Rashid</b> Senior Information Technology Officer PPKT</p> <p><b>Ms. Santi Jafar</b> Information Technology Officer PPKT</p>	<p>4243  2741</p>
University System “Network” (Online)	Infostructure Management Unit, PPKT	4273 / 4274
Student Financial / Debt Arrears Affairs	<p><b>Ms. Nurul Hayati Binti Azme</b> Senior Assistant Bursar Student Accounts Unit Bursary (Main Campus)</p>	<p>6169 General Office : 3770/5840</p>
Student Loans / Scholarships	Student Scholarships, Loans and Awards Unit BHEPA	General Office = 6136