

**REGISTRATION ACTIVITIES  
FOR POSTGRADUATE STUDENTS  
SEMESTER I, ACADEMIC SESSION 2016/2017  
COURSEWORK & MIXED MODE PROGRAMME**

| DATE   | ACTIVITIES   |
|--|--|
| 11.7.2016 –<br>5.9.2016                        | <p><b><u>COURSE REGISTRATION THROUGH ONLINE &amp; PAYMENT</u></b></p> <ul style="list-style-type: none"> <li>• Course registration through <a href="http://campusonline.usm.my">http://campusonline.usm.my</a>. Online registration procedures are available via this link:<br/><a href="http://www.ips.usm.my/index.php/downloads/onlineRegistrationProcedureCourseRegistration">http://www.ips.usm.my/index.php/downloads/onlineRegistrationProcedureCourseRegistration</a></li> <li>• All <b>payments of any methods have to be cleared by 5.9.2016</b> to avoid late registration penalty of RM200.00</li> <li>• <b>Reminder</b> will be sent to your USM official email before termination letter be issued for students who fail to renew their registration and <b>make payment by 5.9.2016</b></li> </ul> <p><b><u>STUDENTS WITH SCHOLARSHIP/SPONSORSHIP</u></b></p> <ul style="list-style-type: none"> <li>• <b>A copy of bill</b> for student with scholarship/sponsorship <b>has to be sent to the Bursary</b> accordingly by campus (<b>Main-IPS/ Engineering/ Health</b>) OR email to <a href="mailto:record_ips@usm.my">record_ips@usm.my</a> <b>before 6.9.2016</b> to avoid late registration penalty of RM200.00</li> </ul> |
| 6.9.2016 –<br>18.9.2016<br>(week 1 – week 2)   | <p><b><u>LATE REGISTRATION</u></b></p> <ul style="list-style-type: none"> <li>• <b>Late Registration</b> and payment with <b>penalty of RM200</b> (Online registration with <b>RM200 credited</b> into account).</li> <li>• Students who have <b>registered online but did not complete payment</b> during this period (<b>11.7.2016 – 5.9.2016</b>) will be considered registering late and the <b>penalty</b> will be imposed.</li> <li>• System will be <b>closed starting from 19.9.2016</b></li> </ul>  |
| 5.9.2016 –<br>18.9.2016<br>(week 1 – week 2)   | <p><b><u>REGISTRATION OF PRE-REQUISITE COURSE</u></b></p> <ul style="list-style-type: none"> <li>• Students have to <b>complete</b> the Pre-requisite form with approval from School/Centre and <b>submit to IPS</b> together with the receipt of payment.</li> </ul> <p><b><u>COURSE ADDING /COURSE DROPPING</u></b></p> <ul style="list-style-type: none"> <li>• Students have to <b>complete</b> the add/drop form with approval from School/Centre and <b>submit to IPS</b>.</li> <li>• <b>COURSE DROPPING</b> within this period (course fees will be credited into students account for the following semester).</li> <li>• <b>COURSE ADDING</b> without reasonable/strong reason after 2nd week (<b>starting 19.9.2016</b>) would be <b>fined RM50.00</b></li> <li>• Dropping a course within period will not be fined.</li> </ul>  |
| 19.9.2016 –<br>16.10.2016<br>(week 3 – week 6) | <ul style="list-style-type: none"> <li>• <b>COURSE DROPPING</b> within this period (<b>fees are not be refunded</b> /cannot be carry forward).</li> <li>• Students have to <b>complete</b> the drop form with approval from School/Centre and <b>submit to IPS</b>.</li> <li>• <b>Students are not allowed to drop course(s) after week 6</b></li> </ul>   |
| 3.10.2016<br>(week 5)                          | <p><b>TERMINATION LETTER</b> will be issued to students who did not renew registration and fail to pay the tuition fees.</p>   |

## 1. CONFIRMATION OF COURSES REGISTRATION

- Please **CHECK and MAKE SURE** the selected **COURSES ARE CORRECT** in the student course registration list (*Current Semester*).
- Checking can be done through Campus Online starting from week 1 to week 7 (**5.9.2016 – 23.10.2016**).

## 2. ACTION TO BE TAKEN BY THE UNIVERSITY AGAINST STUDENTS WHO FAIL TO REGISTER COURSE WITHOUT REASON

- According to the regulations of the University, a student must register course(s) every semester except for specific reasons such as a particular course is not offered / health problems etc.
- The student is required to inform the IPS / University of reasons he/she was unable to register for the course and if necessary, the student **can apply for postponement before the start date of the new semester**. The postponement form can be downloaded from the IPS website
- Please note that the University may terminate the study (deregister) of any student who fails to register for courses without any strong reason/cause /without any news.

**AKTIVITI PENDAFTARAN  
PELAJAR PENGAJIAN SISWAZAH  
SEMESTER I, SIDANG AKADEMIK 2016/2017  
MOD KERJA KURSUS & MOD CAMPURAN**

| TARIKH  | AKTIVITI   |
|---|--|
| 11.7.2016 –<br>5.9.2016                                   | <p><b><u>PENDAFTARAN KURSUS &amp; PEMBAYARAN YURAN PENGAJIAN</u></b></p> <ul style="list-style-type: none"> <li>• Pendaftaran kursus secara atas talian boleh dilakukan melalui <a href="http://campusonline.usm.my">http://campusonline.usm.my</a> Rujukan pra-pendaftaran kursus boleh dilihat melalui pautan; <a href="http://www.ips.usm.my/index.php/downloads/onlineRegistrationProcedureCourseRegistration">http://www.ips.usm.my/index.php/downloads/onlineRegistrationProcedureCourseRegistration</a></li> <li>• Semua <b>pembayaran perlu diselesaikan sebelum/pada 5.9.2016</b> bagi mengelakkan penalti pendaftaran lewat sebanyak RM200.00</li> <li>• <b>Emel peringatan</b> akan dihantar kepada semua pelajar melalui alamat emel rasmi USM sebelum surat penamatan dikeluarkan kepada pelajar yang tidak memperbaharui pendaftaran <u>atau</u> tidak menjelaskan pembayaran yuran pengajian <b>sebelum 5.9.2016</b></li> </ul> <p><b><u>PELAJAR DI BAWAH TAJAAN</u></b></p> <ul style="list-style-type: none"> <li>• <b>Salinan bil pendaftaran</b> bagi calon di bawah tajaan <b>hendaklah sampai ke Jabatan Bendahari di kampus masing-masing (Induk-IPS/Kejuruteraan/Kesihatan)</b> <u>atau</u> emel ke <a href="mailto:record_ips@usm.my">record_ips@usm.my</a> <b>sebelum/pada 5.9.2016</b> bagi mengelakkan penalti pendaftaran lewat sebanyak RM200.00</li> </ul> |
| 6.9.2016 –<br>18.9.2016<br><i>(minggu 1 – minggu 2)</i>   | <p><b><u>PENDAFTARAN LEWAT</u></b></p> <ul style="list-style-type: none"> <li>• <b>Pendaftaran Lewat</b> dan pembayaran yuran dengan <b>penalti RM200</b> (Pendaftaran kursus secara atas talian serta bayaran <b>penalti RM200</b> akan dikreditkan ke dalam akaun).</li> <li>• Pelajar yang telah <b>membuat pendaftaran atas talian tetapi masih belum melengkapkan pembayaran</b> dalam tempoh ini (11.7.2016 – 5.9.2016) akan dikira mendaftar lewat dan dikenakan <b>penalti RM200.00</b></li> <li>• Sistem akan <b>ditutup mulai 19.9.2016</b></li> </ul>   |
| 5.7.2016 –<br>18.9.2016<br><i>(minggu 1 – minggu 2)</i>   | <p><b><u>PENDAFTARAN KURSUS PRA-SYARAT</u></b></p> <ul style="list-style-type: none"> <li>• Pelajar perlu <u>melengkapkan</u> borang pendaftaran kursus pra-syarat, dapatkan pengesahan daripada Pusat Pengajian/Pusat dan dihantar ke IPS berserta resit bayaran.</li> </ul> <p><b><u>TAMBAH/GUGUR KURSUS</u></b></p> <ul style="list-style-type: none"> <li>• Pelajar perlu melengkapkan borang gugur/tambah, dapatkan pengesahan daripada Pusat Pengajian/ Pusat dan dihantar ke IPS.</li> <li>• <b>Gugur kursus</b> (yuran kursus yang digugurkan akan dikreditkan ke semester berikutnya).</li> <li>• <b>Penambahan kursus lewat</b> tanpa alasan yang kukuh/munasabah selepas minggu ke-2 (mulai <b>19.9.2016</b>) akan dikenakan denda <b>RM50.00</b></li> <li>• Pengguguran kursus dalam tempoh tidak dikenakan denda.</li> </ul>  |
| 19.9.2016 –<br>16.10.2016<br><i>(minggu 3 – minggu 6)</i> | <p><b><u>GUGUR KURSUS</u></b></p> <ul style="list-style-type: none"> <li>• <b>Yuran kursus yang digugur tidak dikembalikan.</b></li> <li>• Pelajar perlu melengkapkan borang gugur kursus, dapatkan pengesahan daripada Pusat Pengajian/Pusat dan dihantar ke IPS.</li> <li>• <b>Pelajar tidak dibenarkan untuk menggugurkan kursus selepas minggu ke-6</b></li> </ul>   |
| 3.10.2016<br><i>(minggu 5)</i>                            | <p><b>SURAT PENAMATAN</b> akan dikeluarkan kepada calon yang tidak mendaftar kursus dan membuat pembayaran.</p>  |

## 1. SEMAKAN DAN PENGESAHAN KURSUS

- Pelajar perlu **MENYEMAK dan MEMASTIKAN KURSUS** yang didaftarkan **BETUL** serta berada di dalam senarai pendaftaran kursus (*Current Semester*) di portal Campus Online.
- Semakan boleh dilakukan mulai minggu ke-1 hingga minggu ke-7 (**5.9.2016 – 23.10.2016**).

## 2. TINDAKAN YANG BOLEH DIAMBIL UNIVERSITI TERHADAP PELAJAR YANG GAGAL MENDAFTAR KURSUS TANPA ALASAN MUNASABAH

- Mengikut peraturan Universiti, seseorang pelajar wajib mendaftar kursus dan menjelaskan yuran pengajian pada setiap semester kecuali di atas sebab-sebab tertentu yang menghalangnya mengikuti pengajian seperti kursus tertentu tidak ditawarkan/ menghadapi masalah kesihatan dll.
- Pelajar dikehendaki memaklumi pihak IPS/Universiti sebab-sebab beliau tidak dapat mendaftar kursus dan sekiranya perlu, pelajar boleh **memohon penangguhan pengajian sebelum tarikh semester baru bermula. Borang penangguhan boleh didapati di laman web IPS.**

**Sila ambil perhatian bahawa pihak Universiti boleh menamatkan pengajian (*deregister*) mana-mana pelajar yang gagal mendaftar kursus tanpa sebarang alasan yang kukuh/ munasabah/ tanpa sebarang berita.**