

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

DATE	ACTIVITIES
<p style="text-align: center;">01.12.2016 – 13.2.2017</p>	<p><u>COURSE REGISTRATION THROUGH ONLINE & PAYMENT</u></p> <ul style="list-style-type: none"> • Course registration through http://campusonline.usm.my. Online registration procedures are available via this link: http://www.ips.usm.my/index.php/download/category/38-online-registration-procedure • All payments of any methods have to be cleared by 13.2.2017 to avoid late registration penalty of RM200.00 <hr/> <p><u>STUDENTS WITH SCHOLARSHIP/SPONSORSHIP</u></p> <ul style="list-style-type: none"> • A copy of bill for student with scholarship/sponsorship has to be sent to the Bursary accordingly by campus (Main-IPS/ Engineering/ Health) OR email to record_ips@usm.my before 13.2.2017 to avoid late registration penalty of RM200.00
<p style="text-align: center;">14.2.2017 – 26.2.2017 <i>(week 1 – week 2)</i></p>	<p><u>LATE REGISTRATION</u></p> <ul style="list-style-type: none"> • Late Registration and payment with penalty of RM200 (Online registration with RM200 credited into account). • Students who have registered online but did not complete payment during this period (01.12.2016 – 13.2.2017) will be considered registering late and the penalty will be imposed. • System will be closed starting from 27.2.2017
<p style="text-align: center;">13.2.2017 – 26.2.2017 <i>(week 1 – week 2)</i></p>	<p><u>REGISTRATION OF PRE-REQUISITE COURSE</u></p> <ul style="list-style-type: none"> • Students have to <u>complete</u> the Pre-requisite form with approval from School/Centre and submit to IPS together with the receipt of payment. <hr/> <p><u>COURSE ADDING /COURSE DROPPING</u></p> <ul style="list-style-type: none"> • Students have to <u>complete</u> the add/drop form with approval from School/Centre and submit to IPS. • COURSE DROPPING within this period (course fees will be credited into students account for the following semester). • COURSE ADDING without reasonable/strong reason after 2nd week (starting 27.2.2017) would be fined RM50.00 • Dropping a course within period will not be fined.
<p style="text-align: center;">27.2.2017 – 26.3.2017 <i>(week 3 – week 6)</i></p>	<ul style="list-style-type: none"> • COURSE DROPPING within this period (fees are not be refunded /cannot be carry forward). • Students have to <u>complete</u> the drop form with approval from School/Centre and submit to IPS. • Students are not allowed to drop course(s) after week 6.
<p style="text-align: center;">13.3.2017 <i>(week 5)</i></p>	<p>TERMINATION LETTER 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 (**01.12.2016 – 02.4.2017**).

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.**