



THE GENERAL PROCEDURES OF COURSE REGISTRATION FOR UNDERGRADUATE (FULL TIME)

IMPORTANT PERIOD FOR LECTURE

No.	Duration (Week)	Activity
1.	* 11 – 12	Course Registration (<i>online</i>)
2.	1 – 3	Credit Transfer Application (For New Students Only)
3.	3	The Dateline the First Times Application for Credit Transfer
		The Dateline the Second Application for Credit Transfer (U-ASSIST)
4.	1	Add/Drop Week (<i>online</i>)
5.	1	Registration for Audit Course and Exceeding 22 Credit Hours (For Final Semester Student Only) (U-ASSIST)
6.	1 – 5	Course Withdrawal (TD) (U-ASSIST)
7.	6 – 8	Course Withdrawal (TD) (Charge RM 50.00/Course) (U-ASSIST)

* **subject to change**

1.0 INFORMATION TO STUDENTS

- 1.1 Students can **access** class timetables by visiting this web: <http://register.uum.edu.my>
Please key-in your (User name) and (Password).
- 1.2 Course registered will be drop if students do not fulfill the course prerequisite, determined after the announcement of the examination result.
- 1.3 For the General Elective courses, students may register course offered by your Academic College but the course must not be in the list of courses from your academic programme.
- 1.4 All courses, indicated by an asterisk (*) are conducted in English.
- 1.5 During the course registration period, students are required to print out the timetable from the portals for reference.
- 1.6 The Class Timetable is considered final only after the Add/Drop Week ends.
- 1.7 Students are required to follow all the procedures and regulations as stipulated.

2.0 RULES AND DURATIONS

- 2.1 Course registration can be done on-line via the website <http://register.uum.edu.my>.
- 2.2 Students who are inactive due to deferment of semester will not be allowed to register during the course registration week. They can only register the courses during the Add / Drop Week.
- 2.3 Students who have **OUTSTANDING DEBTS** until the current semester **ARE NOT ALLOWED** to register for courses during this exercise. Registration is only allowed during the semester A211 add/drop week if the all outstanding debt is fully settled.
- 2.4 The university will allow **Local Students who have outstanding balance NOT exceeding RM1500.00** to make register courses.

- 2.5 This provision is in accordance with the provisions of Studies for the Bachelor's Programme item 8.2 and 8.3 in the Academic Handbook which stipulate:

Item 8.2:

“Students may not be allowed to register for the following semester if they do not settle any of the payments due to the University”

Item 8.3:

“The names of students who fail to register course after the second week of the semester will be deleted from the list of UUM registered students”

- 2.6 Students can begin to access the latest lecture timetables on the portal.

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