

Sarkina Bt Mat Saad @ Shaari

From: Jabatan Hal Ehwal Akademik
Sent: Thursday, February 15, 2018 10:02 AM
To: UUM - All Staff; UUM - All Students
Subject: HEBAHAN TATACARA GUGUR/TAMBAH KURSUS SEMESTER KEDUA SESI 2017/2018 (A172) /
PROCEDURES FOR ADD / DROP COURSES SECOND SEMESTER, 2017/2018 SESSION (A172)
Attachments: TATACARA GUGUR TAMBAH SESI A172.pdf; PROCEDURES FOR ADD DROP COURSES A172.pdf



JABATAN HAL EHWAL AKADEMIK
Academic Affairs Department
Collegiality • Communication • Teamwork • Respect
Universiti Utara Malaysia



15 FEBRUARI 2018 / 29 JAMADILAWAL 1439H

"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

Assalamualaikum dan Salam Sejahtera,

GUGUR/TAMBAH KURSUS SECARA DALAM TALIAN
ADD/DROP COURSE (S) VIA UUM PORTAL
Gugur/ Tambah Kursus Dalam Talian mulai (19 - 28 Februari 2018)
Semua pelajar aktif adalah layak untuk membuat Gugur/Tambah Kursus Secara Dalam Talian seperti Jadual berikut:-
Add/Drop Course (s) via UUM Portal (19 - 28 February 2018)
All active students are allowed to make add/drop as follows:-
DON'T MISS THE DEADLINE!

SEMESTER BAHARU NEW SEMESTER	TEMPON GUGUR/TAMBAH PERIOD OF ADD/DROP VIA UUM PORTAL TARIKH DATE	MASA BERMULA TIME	BIL HARI NO. OF DAYS
7 ke atas 7 and above	19 - 20 Februari 2018 19 - 20 February 2018	2.00 PM	2 hari 2 days
5 dan 6 5 and 6	21 - 22 Februari 2018 21 - 22 February 2018	12.00 PM	2 hari 2 days
3 dan 4 3 and 4	25 - 26 Februari 2018 25 - 26 February 2018	12.00 PM	2 hari 2 days
1 dan 2 1 and 2	27 - 28 Februari 2018 27 - 28 February 2018	12.00 pm	2 hari 2 days

GUGUR/TAMBAH KURSUS DI PUSAT PENGAJIAN
ADD/DROP COURSE (S) AT RESPECTIVE SCHOOLS
Gugur /Tambah Kursus di Pusat Pengajian (21 - 27 Februari 2018)
Dibuka kepada:
i) Pelajar yang mendapat status Lulus Bersyarat/ Mengulangi/ Gagal tetapi dipanggil semula;
ii) Pelajar yang menangguhkan pengajian (bagi semester sebelumnya)
Only the following students are allowed to Add/Drop course (s) at respective schools (21 - 27 February 2018):
i) Students who are Under Probation/Repeat/Failed but are asked to register again;
ii) Students who deferred their studies (for previous semester);

Important
Pelajar mempunyai **TUNGGAKAN HUTANG** sehingga semester (A171) **TIDAK DIBENARKAN** membuat gugur/tambah kursus. Gugur/tambah kursus dibenarkan sekiranya tunggakan hutang berkenaan dijelaskan sepenuhnya dalam tempoh minggu gugur/tambah sahaja.
Universiti memberi kelengkapan kepada pelajar yang berhutang untuk membuat gugur/tambah kursus seperti di bawah:
I. Pelajar tempatan yang berhutang **TIDAK** melebihi RM1,500
II. Pelajar Antarabangsa yang berhutang **TIDAK** melebihi RM100
Students who have **OUTSTANDING DEBTS** in semester (A171) **ARE NOT ALLOWED** to Add/Drop courses. Add/drop courses is only allowed if all outstanding debts are fully settled.
The university will allow the following students to make Add/Drop:
I. Local students who have outstanding balance **NOT** exceeding RM1,500
II. International students who have outstanding balance **NOT** exceeding RM100



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