INFORMATION AND IMPORTANT NOTICE ON REGISTRATION AND VERIFICATION OF COURSES

- Courses that you have registered will **NOT** be transmitted by the system if you do not verify.

- Please make sure you register the correct courses based on the Academic Programme Structure (APS) that has been determined for your programme of study. Please click at the button “Check Completion” to get the information on your APS. Failure to register the correct courses will affect your graduation.

- Check carefully the list of registered courses before you verify the registration. Once it is confirmed, any changes made will **NOT BE ENTERTAINED**.

- The following students will be barred during the verification process:
  - Students who have registered for extra credit without the permission of the University.
  - Students who have not submitted their MUET results (applicable to Malaysian students only).
  - Registration of courses that does not meet the prerequisites.

- An administrative penalty fee of RM50.00 will be imposed for each verification made after the stipulated period as below:
  - Verification done after the Second Lecture week until the Seventh Lecture Week - RM50.00
  - Verification done after the Seventh Lecture Week - RM150.00
  - Students who log-in the web site for verification purposes but did not complete the verification processes - RM150.00

- Students are reminded to complete the registration of courses by verifying or dropping the courses before the second week of lecture. If no verification is done after the second week of lecture, actions will be taken as follows:
  - the courses registered will be dropped from your course registry
  - the grade W will be given
  - fees will be charged

- Students who have been approved their appeal to re-register the course which has been dropped will be subject to administrative penalty fee of RM50.00 for each credit.

- If the student fail to withdraw officially after of the seventh week of lecture, the student’s academic status can be terminated.