RE-REGISTRATION PROCESS FOR SENIOR STUDENT

START

1 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

Payment of fee (e-community)

E-community > Course Registration > Make Payment

2 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

- Online course registration (e-community) for all current student
- One day after payment date (working hours)

E-community > Course Registration > Add Subject

3 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

Student who have submitted the thesis to IPS are also required to renew the registration and pay the service fee

4 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

Online application for change of status (defer, change of mode, quit)

E-community > Postgraduate > E-form

**if necessary*

5 IPS & FACULTY

WEEK 1 - 2 (REGISTRATION WEEK)

Reminder for unregistered students via email

6 IPS

WEEK 3 OF LECTURE

Automatic Termination from studies for student who failed to pay the minimum fees and register the semester

7 STUDENT

THE LATEST BY WEEK 7 OF LECTURE

Full Payment of fees need to be settle

8 BURSAR

FIRST DAY OF WORK WEEK 8 OF LECTURE

Barring process for those student who haven't settle the payment

9 STUDENT

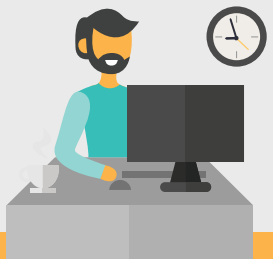
WEEK 10 OF LECTURE

Deadlines to settle all debts

10 BURSAR & IPS

WEEK 11 OF LECTURE

Automatically will be DEFER-C from studies for student who failed to settle the arrears of tuition fees



END

PROSES PENDAFTARAN PELAJAR KANAN

MULA

1 PELAJAR

MINGGU 1 - 2 (MINGGU PENDAFTARAN)

Pembayaran yuran (e-community)

E-community > Course Registration > Make Payment

2 PELAJAR

MINGGU 1 - 2 (MINGGU PENDAFTARAN)

- Pendaftaran kursus secara dalam talian (e-community)
- Sehari selepas tarikh pembayaran (waktu bekerja)

E-community > Course Registration > Add Subject

3 PELAJAR

MINGGU 1 - 2 (MINGGU PENDAFTARAN)

Pelajar yang telah menghantar tesis ke IPS untuk peperiksaan lisan juga dikehendaki memperbaharui pendaftaran dan membayar yuran perkhidmatan sahaja

4 PELAJAR

MINGGU 1 - 2 (MINGGU PENDAFTARAN)

Permohonan pertukaran status (tangguh, tukar mod, berhenti pengajian) secara dalam talian

E-community > Postgraduate > E-form

**sekiranya perlu*

5 IPS & FAKULTI

MINGGU 1 - 2 (MINGGU PENDAFTARAN)

Peringatan kepada pelajar tidak mendaftar melalui e-mel

6 IPS

MINGGU KE 3 KULIAH

Penamatan pengajian secara automatik bagi pelajar yang gagal membuat bayaran minima dan mendaftar semester

7 PELAJAR

SELEWAT-LEWATNYA MINGGU KE-7

Bayaran penuh yuran perlu dijelaskan

8 BENDAHARI

HARI PERTAMA BEKERJA MINGGU KE 8 KULIAH

Proses sekatan untuk pelajar yang belum menjelaskan bayaran

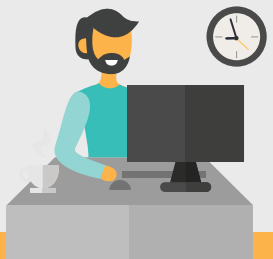
9 PELAJAR

MINGGU KE 10 KULIAH

Tarikh akhir untuk menjelaskan semua hutang

10 BENDAHARI & IPS

MINGGU KE 11 KULIAH

Ditangguhkan pengajian (DEFER-C) secara automatik sekiranya gagal menjelaskan baki hutang

TAMAT