

OFFICIAL CIRCULAR REGISTRAR OFFICE

Dear Students,

Process Flow on Course Registration for the September 2020 Semester

Please be informed that the process flow on course registration for all active students for September 2020 semester as below:

No.	Task	Responsibility
1.	Fill in the Registration Unblock Form and email to Student Finance, nadzirah.sipin@klmuc.edu.my/ nsyahirah.mshamshir@cosmopoint.com.my/ mhashmi.kalip@klmuc.edu.my	Student
2.	To check and provide the Statement of Account (SOA) and communicate to the student via email	Cashier Staff/ Student Finance
3.	To pay the outstanding amount and tuition fees for September 2020. Email to Student Finance, nadzirah.sipin@klmuc.edu.my/ nsyahirah.mshamshimar@klmuc.edu.my/ mhashmi.kalip@klmuc.edu.my on the payment slip	Student
4.	To issue a payment receipt and unblock the student for course registration. To inform student to proceed for subject registration via email.	Cashier Staff/ Student Finance
5.	Proceed to the Head of Department/ Program Leader for course registration	Student
6.	Proceed for course registration	Head of Department/ Program Leader
7.	View the timetable for September 2020 semester via Self Service in SMART	Student

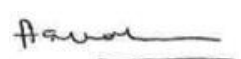
The new semester September 2020 will commence on 21st September 2020.

Students are allowed to Add/Drop course(s) only within the **FIRST WEEK** of the semester starting from **21st September 2020 – 27th September 2020**. All Add/Drop process must be referred to the respective Head of Department (HOD) of each faculty.

****All Students are REQUIRED to view and validate within the dates stated above. A Late Enrolment Penalty of RM 100 & late enrolment fee by subject, RM 50 will be imposed should students register on 28th September 2020 onwards.**

Thank you.

Regards,



Asmahani Kadir,
Registrar