

# OFFICIAL CIRCULAR REGISTRAR OFFICE

Dear Students,

## **Process Flow on Course Registration for the Sept 2021 Semester**

Please be informed that the process flows on course registration for all active students for Sept 2021 semester as below:

No.	Task	Responsibility
1.	Fill in the Registration Unblock Form and email to Student Finance, <ul style="list-style-type: none"> <li>For local students: Farah (<a href="mailto:fnadiah.myusof@klmuc.edu.my">fnadiah.myusof@klmuc.edu.my</a>)</li> <li>For international students: Hidayah (<a href="mailto:hidayahbostamam.hb@gmail.com">hidayahbostamam.hb@gmail.com</a>)</li> <li>For PDRM students: Hidayah (<a href="mailto:hidayahbostamam.hb@gmail.com">hidayahbostamam.hb@gmail.com</a>)</li> </ul>	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 Sept 2021. Email to Student Finance, Farah ( <a href="mailto:fnadiah.myusof@klmuc.edu.my">fnadiah.myusof@klmuc.edu.my</a> )	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. <i>**Course Registration is opened from 11 August 2021 – 19 September 2021</i>	Head of Department/ Program Leader
7.	View the timetable for Sept 2021 semester via Self Service in SMART	Student

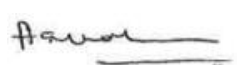
**The new semester September 2021 will commence on 13<sup>th</sup> September 2021.**

Students are allowed to Add/Drop course(s) only within the **FIRST WEEK** of the semester starting from **13<sup>th</sup> September 2021 – 19<sup>th</sup> September 2021**. All Add/Drop process must be referred to the respective Head of Department (HOD)/Program Leader 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 20<sup>th</sup> September 2021 onwards.**

Thank you.

Regards,



Asmahani Kadir,  
Registrar