

**COURSE REGISTRATION ACTIVITY CIRCULAR  
SEMESTER 2, ACADEMIC YEAR 2024/2025**

**TEACHING AND LEARNING (T&L)**

Please take note that T&L sessions for Semester 2 of 2024/2025 will be implemented according to the program approved by the Ministry of Education.

However, each School/Centre is encouraged to continue with blended learning or hybrid delivery methods (face-to-face and online) according to the suitability of the courses offered in accordance with Advisory Note MQA no.1/2023.

**1. COURSE REGISTRATION TIMETABLE**

DATE	ACTIVITY
3 March 2025 (Monday) - 16 March 2025 (Sunday)	Information updates on course offerings through the <b>Course Information System SMUP Sentral</b> ( <a href="https://smup.usm.my">https://smup.usm.my</a> )
3 March 2025 (Monday) - 16 March 2025 (Sunday)	The activity of updating the Teaching & Learning Timetable link for Semester 2, Academic Session 2024/2025 through the Course Information menu on the SMUP Sentral
14 March 2025 (Friday)	Examination results will be released at 11.00 am via CampusOnline USM portal.
19 March 2025 (Wednesday) - 25 March 2025 (Tuesday)	<b>OFFICIAL registration of language courses (Code L) by students through E-Daftar via CampusOnline USM portal</b> ( <a href="https://campusonline.usm.my">https://campusonline.usm.my</a> ) (E-Daftar → Registration Courses)
	19 March 2025 : Final Year and Year 4 20 March 2025 : Year 3 21 March 2025 : Year 2 22 March 2025 : Year 1 23 March 2025 - 25 March 2025 : Open (Open to all)
19 March 2025 (Wednesday) - 25 March 2025 (Tuesday)	<b>Course registration through E-Daftar via CampusOnline USM portal</b> ( <a href="https://campusonline.usm.my">https://campusonline.usm.my</a> ) (E-Daftar → Registration Courses)
	19 March 2025 : Final Year dan Year 4 20 March 2025 : Year 3 21 March 2025 : Tahun 2 22 March 2025 : Tahun 1 23 March 2025 - 25 March 2025 : Open (Open to all)
24 March 2025 (Monday) - 5 April 2025 (Sunday)	Dropping of language courses (Code L) by students online through CampusOnline USM portal (E-Daftar → List of Courses) [Week 1 to Week 2]
24 March 2025 (Monday) - 13 April 2025 (Ahad)	OFFICIAL course registration at Schools/Centres [Week 1 to Week 3] <b>Lecture/teaching sessions for Semester 2, A.Y. 2024/2025 begins</b>
14 April 2025 (Monday) - 4 May 2025 (Sunday)	Registration period after PKDT at the Student Records Unit [Week 4 to Week 6]
24 March 2025 (Monday) - 4 May 2025 (Sunday)	Last date for dropping of courses at Schools/Centres [Week 1 to Week 6]
5 May 2025 (Monday)	<b>Course registration after Week 6</b> (must be liaised with Examinations & Graduation Unit Office)

**2. REVIEWING & UPDATING OF DATA ON COURSE OFFERINGS THROUGH *MAKLUMAT KURSUS* MENU (IN SCHOOL'S SMUP SENTRAL SYSTEM) BY SCHOOL/CENTRE**

Courses that will be offered by each School/Centre at three campuses in Semester 2 can be reviewed at the ***Maklumat Kursus*** menu in SMUP Sentral (<https://smup.usm.my>). The ***Maklumat Kursus*** menu will be open for updates by each School/Centre throughout the year. Course code categories are as follows; **T** (Core Course), **E** (Elective), **M** (Minor), **U** (University), **Z** (Prerequisite Course) and **Y** (Audit Course). The type of code can be referred to through the Academic Handbook (BPRP).

**Each School/Centres can make the following review/updates:-**

UPDATING PROCESS
<ul style="list-style-type: none"><li>• Set the number of groups and the maximum number of students allowed (ceiling) to register for a particular course <b>or</b> set priority for registration of a particular course.</li><li>• Set courses that can be registered according to campus (Main, Engineering and Health Campus).</li><li>• Set MUET requirement for registration of English Language courses (specifically for School of Languages, Literacies and Translation).</li><li>• Set criteria for registration (e.g. year of study or students who are allowed or given priority to register for a particular course).</li><li>• Set pre-requisites and synopsis of course content.</li></ul>

\* *E-Daftar system will use the data that is uploaded by every school/centres in the ***Maklumat Kursus*** menu.*

\* *Schools/Centres are advised to review important information for each course carefully for a smooth course registration process.*

**3. CONDITIONS AND GENERAL INFORMATION FOR COURSE REGISTRATION ON E-DAFTAR**

- (a) Access through CampusOnline USM portal (<https://campusonline.usm.my>) (E-Daftar → Course Registration).
- (b) **The year of study is based on total units accumulated/cumulative according to program.**
- (c) **Allowed** for students who have ACTIVE academic status only.
  - Students with active academic status may also register for courses via regular procedure, i.e. through registration at School/Centre, if they face problems during registration on E-Daftar or have no access to internet during E-Daftar period.
  - Student are allowed/can register for courses directly through E-Daftar without approval from Academic Advisor.
- (d) **Not allowed** for students with Probation (P1/P2) status.
  - This group of students need to register for courses during the School/Centre registration period by filling in the forms downloaded from the CampusOnline portal under *Maklumat Pendaftaran* menu.
  - Approval from Academic Advisor is needed before registering for courses.
- (e) Students can add/drop courses multiple times during the E-Daftar period and information from the last transaction will be used as the final course registration data for each student.
- (f) List of courses registered during the E-Daftar period can be reviewed (add/drop) during the registration period at School/Centre.

- (g) Through E-Daftar, students can register for all courses **except** for co-curricular courses
  - Registration for co-curriculum courses is under the responsibility/administration of the Centre for Co-Curricular Programme according to the respective campuses; Main, Engineering & Health Campus.
  - Co-curricular courses must be added first into the relevant student's registration record before E-Daftar activities (if pre-registration application is successful).
- (h) Registration of Audit courses (code Y) is not allowed.
- (i) Total minimum and maximum workload/units allowed for course registration is between 9 - 25 units per semester.
- (j) Course registration for USM Offshore Programme is the same as the regular registration method used at the Schools involved in the programme.

#### **4. ACCESS TO E-DAFTAR FOR STUDENTS**

ACCESS OF INFORMATION
<ul style="list-style-type: none"><li>• Students need to use their Identity Single Sign On USM to login to the profile website that contains the E-Daftar.</li><li>• Students need to click on the E-Daftar menu to access and register their selected courses.</li><li>• Students can print the course registration confirmation slip after registration or after each update (add/drop) of the current list of registered courses during the E-Daftar period.</li><li>• Guidelines to sign in/access the CampusOnline portal are also available on the main page of this portal.</li></ul>

#### **5. INFORMATION AND DOCUMENTS PROVIDED TO SCHOOLS/CENTRES VIA *SISTEM MAKLUMAT UNIVERSITI PELAJAR (SMUP)***

- (a) List of students under each Academic Advisor.
- (b) Student's academic information such as academic status, GPA values, CGPA values and year of study.
- (c) Cangred and Course Registration Form.
- (d) List of courses offered by all Schools/Centres according to semester.
- (e) Statistics and lists related to students' course registration activities.

#### **6. INFORMATION AND DOCUMENTS PROVIDED TO STUDENTS VIA USM CAMPUSONLINE PORTAL**

- (a) Information (Name) of Academic Advisor.
- (b) Academic information such as academic status, GPA values, CGPA values and year of study.
- (c) Cangred and Course Registration Form.
- (d) List of courses offered by all Schools/Centres according to semester.
- (e) Teaching and Learning Timetables of Schools/Centres of the three campuses.
- (f) List of pre-registered courses entered into students' course registration record (if applicable).
- (g) Reminders for policies/general requirements regarding registration of university courses.

**7. INFORMATION AND DOCUMENTS PROVIDED TO ACADEMIC ADVISORS VIA USM CAMPUSONLINE PORTAL**

- (a) List of students under the Academic Advisor.
- (b) Students' academic information such as academic status, GPA values, CGPA values, and year of study.
- (c) Canged of students under the Academic Advisor's responsibility.
- (d) Course registration data of students under the Academic Advisor's responsibility.
- (e) Teaching and Learning Timetables of Schools/Centres of the three campuses.
- (f) List of courses offered by all Schools/Centres according to semester.
- (g) Reminders for policies/general requirements regarding registration of university courses.
  - *Academic Advisors need to register in the CampusOnline portal first for access to the information stated above. Guidelines to sign in/access the CampusOnline portal are also available on the main page of the portal.*

**8. REGISTRATION OF COURSES AT SCHOOLS/CENTRES**

- (a) Registration menu at School/Centres level will be activated during the registration period at Schools/Centres.
- (b) Total minimum and maximum workload (units) allowed for course registration is between 9 - 25 units per semester.
- (c) Re-registration of 'TL' courses in Semester 1/Semester 2 to Semester 2/Semester 1 for the relevant group of students can be done from the day the examination results are issued through the *Daftar Kursus* → Transfer TL menu on the School's SMUP.
- (d) Registration of courses to a higher level course (especially for Co-Curricular courses by the Centre for Co-Curricular Programme) for the relevant group of students can be done from the day the examination results are issued through the *Daftar Kursus* → Transfer KO-K menu on the School's SMUP.
- (e) In Week 6, Schools/Centres are requested to identify the courses with no student registrations and report them to the Senate who will then highlight them to the DVC (Academic & International) for consideration/approval.

**9. REGISTRATION OF LANGUAGE & CO-CURRICULAR COURSES**

- (a) Registration of **Language** courses on E-Daftar is **allowed**.
  - Registration of Language courses can still be processed/updated at the **School of Languages, Literacies & Translation (SoLLaT)** office during the official registration activities at the School if there are any registration problems.
  - All matters related to the approval/registration/dropping/adding/changing of codes for Language courses are under the responsibility and administration of SoLLaT.
  - All enquiries related to the registration of Language courses can be directed to the Course Coordinators for Malay, English, and Foreign Language courses on each campus.
- (b) Registration of **Co-Curricular** courses on E-Daftar is **not allowed**.
  - Registration of Co-Curricular courses are either through Pre-Registration or by appeal in Week 2 of the semester. Only students who are successful will have Co-Curricular courses on their course registration records.
  - All matters related to the approval/registration/dropping/adding of Co-Curricular/Culture courses are under the responsibility and administration of the Centre for Co-Curricular Programme.
  - All enquiries related to the registration of Co-Curricular courses can be directed to the Coordinators on each campus.
- (c) Dropping of Language courses can be done in Week 1 until Week 2. After Week 2, **a fine of RM50.00 will be imposed**.

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- (d) In Weeks 1 until Week 2, the dropping of Language courses can be done online via CampusOnline while the dropping of Co-Curricular courses can be done at the Centre for Co-Curricular Programme of each campus.
- (e) Beginning Week 6, the dropping of Language and Co-Curricular courses (if any, for special cases only) needs to be done at the Examinations & Graduation Unit office.

**10. REGISTRATION OF COURSES EXCEEDING MAXIMUM OF 25 UNITS**

Only students in their final year, whether in Semester 1 or Semester 2 are allowed to register more than 25 units according to the formula 25 units + 1 course only.

**11. REGISTRATION OF COURSES FOR SPECIAL CASES (OUTSIDE RANGE OF 9-25 UNITS)**

Applications must be made in writing by the student (official letter) or through the course registration form or through a note on the course registration confirmation slip **accompanied by the approval (certification) of the Dean/Deputy Dean and official stamp** on any of the application documents mentioned above and submitted/addressed to the following Unit according to the time stated:-

**Week 1 until Week 6**

**Student Records Unit, Level 1, Chancellory Building**

**Week 7 onwards**

**Student Examinations & Graduation Unit, Level 5, Chancellory Building**

**12. LIST OF STUDENTS REGISTERING COURSES (OUTSIDE OF 9-25 UNITS) WITHOUT CERTIFICATION/APPROVAL OF SCHOOL/UNIVERSITY FOR REVIEW BY SCHOOL**

- (a) Each School can review and take further action on students who have registered courses that are outside the range of 9 - 25 units without the approval of School/University including E-Daftar registrations through the lists on the School's SMUP through the menu ***Pelajar Yang Mendaftar Kursus < 9 units > 25 units***.
- (b) Registration of courses outside of the 9 - 25 unit range by students without the approval/certification of the School/University are **invalid** and will be recorded as "unregistered" for the specific semester. Schools can take the necessary and appropriate actions to ensure that students abide by the 9 - 25 unit course registration range.

**13. IMPLEMENTATION OF RM50.00 FINE ON LATE REGISTRATION CASES AND ADDITION OF LATE CASES (CASES WITHOUT STRONG/REASONABLE GROUNDS)**

All School/Centres are requested to co-operate in the implementation of the **RM50.00 fine** on the following cases:-

- (a) Students who registered late without strong/reasonable ground. Exemptions can be considered by the School/Centres for students who have unexpected circumstances such as natural disasters and accidents.
- (b) Late addition courses. Students who have finalised course registrations but would still like to add courses without strong/reasonable grounds due to poor planning of course registration.

**14. COURSE REGISTRATION FORM AND CANGRED**

- (a) Preparation of course registration forms and Cangred is the responsibility of each student, including students who have academic status of Probation (P1/P2). Students can print the online course registration form and Cangred through USM CampusOnline portal.
- (b) Schools/Centres can print *Borang Pendaftaran Kursus Dalam Talian* (PKDT) and Cangred for any student at any time through the School's SMUP.

**15. REGISTRATION OF PRE-REQUISITE COURSES (CODE Z)**

Registration of pre-requisite courses (code Z) **IS TAKEN INTO ACCOUNT** in the total calculation of actual workload (unit) registered.

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- Grades from pre-requisite courses are NOT taken into the calculation of CGPA and total calculation of units towards graduation.

**16. REGISTRATION OF AUDIT COURSES (CODE Y)**

Registration of audit courses (code Y) **IS NOT TAKEN INTO ACCOUNT** in the total calculation of actual workload (unit) registered.

- Grades from audit courses are NOT taken into the calculation of CGPA and total calculation of units towards graduation.

**17. DETERMINATION OF ACTUAL WORKLOAD/UNIT FOR REGISTRATION OF ONE ACADEMIC YEAR CO-CURRICULAR COURSES IN SEMESTER 1 AND 2**

Two (2) Unit [Co-Curricular Package Courses such as **PALAPES**]

The University has determined the following “*setting*” for the registration of such courses in Semester 1 and Semester 2 :-

$$= \frac{25 \text{ units from other courses} + \text{Co-Curricular course}}{\text{(workload set at 0 unit)}}$$

**18. REGISTRATION STATUS FOR STUDENTS WITH DEBT ARREARS**

A student will not be permitted to enroll in any courses if they have unpaid debts at the end of Semester 1, Academic Session 2024/2025. Only once the debts have been paid off will the involved students be permitted to enroll.

Students who would like to discuss/make enquiries or have debt arrears can contact Bursary:-

Main Campus : 04-653 3770 / 6169 (Ms Safiah Samsudin)  
Engineering Campus : 04-599 5024 (Mrs Norasmida Shahrol Yahya)  
Health Campus : 09-767 2111 / 2127 (Mrs Fuziah Abdullah / Mrs Nur Asiah Ibrahim / Mrs Siti Muslihah Bakar)

E-Daftar Notice:

Any enquiries can be emailed to:  
Main Campus : kewangan\_pelajar@usm.my  
Engineering Campus : pelajar\_eng@usm.my  
Health Campus: studentkck@usm.my

Information/list of students with debt arrears can be obtained through the School's SMU-P through the menu **Senarai Pelajar Berhutang**.

**19. FAILURE OF STUDENTS TO REGISTER FOR COURSES & ACTIONS BY SCHOOL**

Registration of courses with active status is **COMPULSORY**. The University will end the studies (*deregister*) of students who fail to register for courses without a reasonable excuse.

A list of active students who have not registered for courses of a particular semester can be referred to at the School's SMU-P through the *Senarai Pelajar Aktif-Belum/Tidak Mendaftar Kursus* menu.

The School/Centres should contact any student who fails to register for courses to determine the current status of the relevant student.

**Schools/Centres should notify in writing students who failed to register for courses/unable to be contacted to the Student Records Unit for the removal of their names from the USM List of Registered Students latest by Week 4.**

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**20. ENQUIRIES / REFERENCES**

ITEM	OFFICER / UNIT IN CHARGE	OFFICE EXTENSION NO.
<ul style="list-style-type: none"> <li>• <b>Diploma &amp; Degree Students Registration Secretariat</b></li> <li>• <b>University course offerings data</b></li> <li>• <b>Postponement of studies</b></li> </ul>	<p align="center"><b>Mr. Abdul Hafiz Abdul Hadi</b> Senior Assistant Registrar Student Records Unit BPA, Registrar Department</p>	<p align="center">3211 General Office = 4194/2924/2925/ 3169/2336/3076</p>
<p><b>Approval of course offerings</b></p>	<p align="center">Senate Unit, BPA, Registrar Department</p>	<p align="center">General Office = 3276</p>
<p><b>E-Daftar Technical Support System</b></p>	<p align="center"><b>Mrs. Janariah Abdul Rashid</b> Senior Information Technology Officer PPKT</p> <p align="center"><b>Ms. Santi Jafar</b> Information Technology Officer PPKT</p>	<p align="center">4243  2741</p>
<p><b>CampusOnline Portal</b></p>	<p align="center">ServisDesk, PPKT</p>	<p align="center">4400</p>
<p><b>Student Financial / Debt Arrears Affairs</b></p>	<p align="center"><b>Mrs. Nurul Hayati Azme</b> Senior Assistant Bursar Student Accounts Unit Bursary (Main Campus)</p> <p align="center"><b>Mr. Ahmad Faiz Ahmad Nurulazam</b> Assistant Bursar Bursary (Engineering Campus)</p> <p align="center"><b>Mrs. Rozila Mohd Roslan</b> Senior Assistant Bursar Bursary (Health Campus)</p>	<p align="center">6169 General Office = 3770</p> <p align="center">5167 General Office = 5024</p> <p align="center">2124 General Office = 2127/2111</p>
<p><b>Student Loans / Scholarships</b></p>	<p align="center">Student Scholarships, Loans and Awards Unit BHEPA</p>	<p align="center">General Office = 6136</p>