

Academic Advisory (AA) Committee Calendar

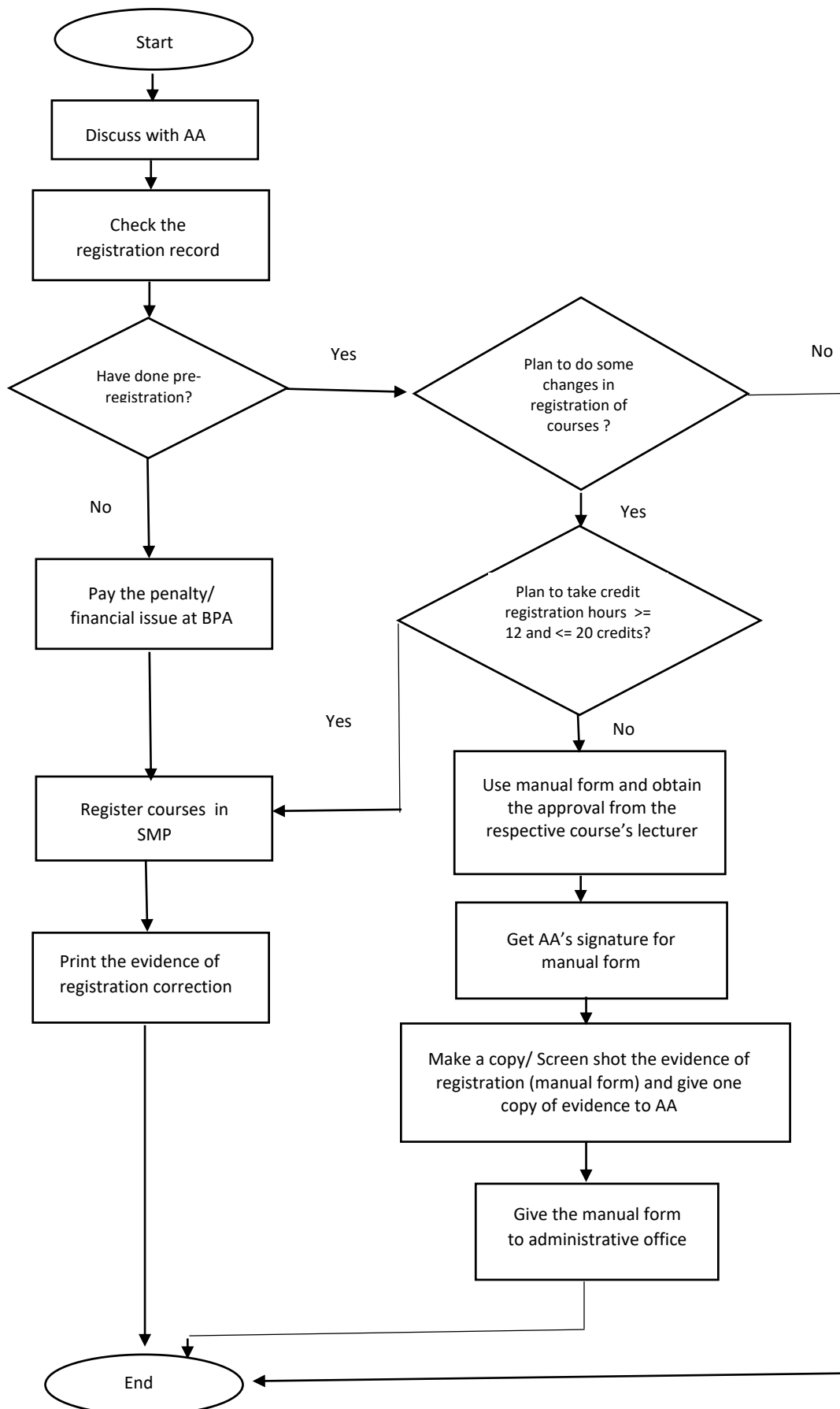
No.	Item	Action	Form/ System	Work Process	Execution Time
1.	Course Registration Correction				
	a. AA discussions with students	AA, Student			Week 1- 2
	<p>b. Students will need to make course registration corrections if necessary.</p> <p>i. <u>Students who pre-registered the previous semester - Registration amendments</u> Addition/correction of courses for students who have made compulsory course registration in the previous semester. Every addition/correction of course is done through SMP.</p> <p>ii. <u>Students who did not pre-register the previous semester</u> Students who fail to register for courses within the Compulsory Course Registration Period is required to register for the courses during the Late Course Registration Period with a penalty. The student shall be fined RM25.00 for each course, but not exceeding RM200.00 for all courses registered. The registration should be done at the Academic Management Division</p>	Academic Advisor (AA), Student	<p>SMP</p> <p>BPA Form: Subject Registration Form</p>	AA1	Week 1- 2
2.	Drop Courses				
	a. Students may drop courses.	AA, Student	SMP	AA2	Week 3-4
3.	Course Registration Correction with Penalty				
	<p>a. Students are responsible for checking and ensuring that all particulars in the Course Registration Slip are correct. Students are required to make any necessary amendments in the Course Registration Slip within the specified period and following the stipulated regulations.</p> <p>An application to correct course registration after the stipulated period shall incur a fine of RM50.00 for each course, with the</p>	AA, Student	Course Registration Correction Form	AA3	Week 3-4

	maximum amount of RM200.00. The correction should be done at the Academic Management Division				
3.	Course Delivery Analysis				
	a. Academic Advisory Committee conducted a study on the delivery of current semester courses.	Academic Advisory Committee, Student		AA4	Week 4
4.	Course Withdrawal				
	a. Course withdrawal is done through SMP.	AA, Student	SMP	AA5	Week 5 - 13
5.	Teaching and Learning Status of current semester students				
	a. AA discussions with students	AA, Student	SMP		Week 12 - 15
	b. Check coursework marks	Course Coordinator, Student	SMP		Week 12
	c. Compulsory course registration for next semester	AA, Student	SMP	AA6	Week 13 - 15

AA1: Course Registration Correction

1. Student discusses with the Academic Advisor (AA) regarding his/her study plan.
2. Then checks registration record.
3. If there is no registration record found, refer to Bahagian Pengurusan Akademik (BPA) to settle down the penalty or financial issue.
4. If the student plan to add/ drop courses, they can do it in SMP. Print evidence of registration correction.
5. Proceed with online registration in SMP except ONLY with the following cases:
 - a. The credit hours below than 12 credits or greater than 20 credits.
 - b. Direct Entry students register for courses from other programs.
6. If credit hours below than 12 credits or greater than 20 credits, proceed the registration process using manual form.
7. Obtain the approval from the respective course's lecturer for the course registration and get AA's signature as well.
8. Make a copy/ screen shot of the course registration i.e manual form for evidence and give one copy to AA.
9. Give the manual form to administrative office for further action.

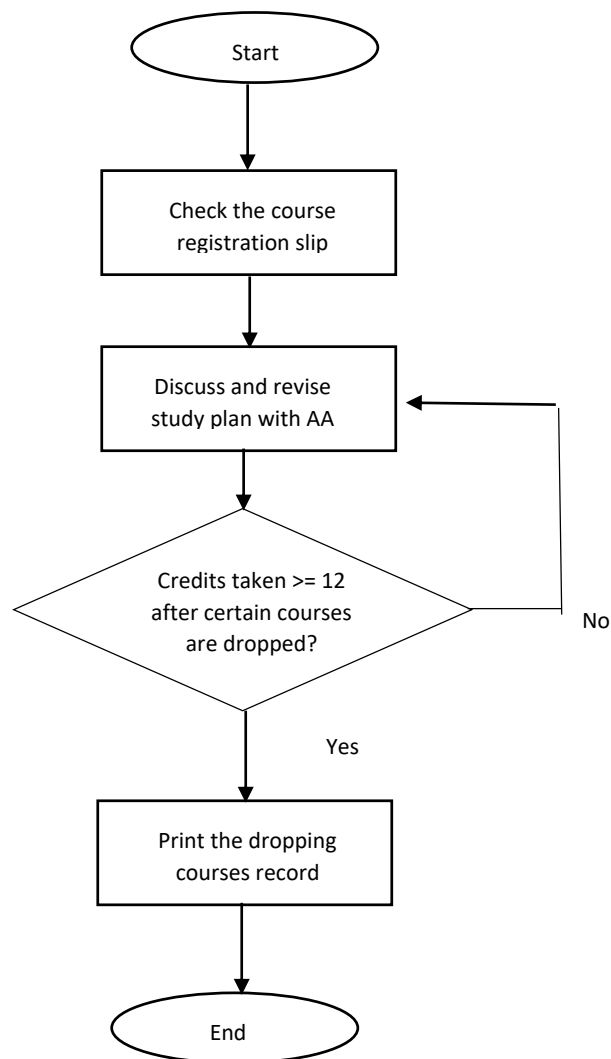
AA1 flowchart: Course Registration Correction



AA2: Drop Courses

1. Student checks the registration record.
2. Student needs to refer to AA to discuss and revise study plan.
3. Student must ensure that the credits taken is ≥ 12 credits after certain courses are dropped.
4. Dropping of courses must be done within week 3 to 4.
5. Print the dropping courses record as evidence.

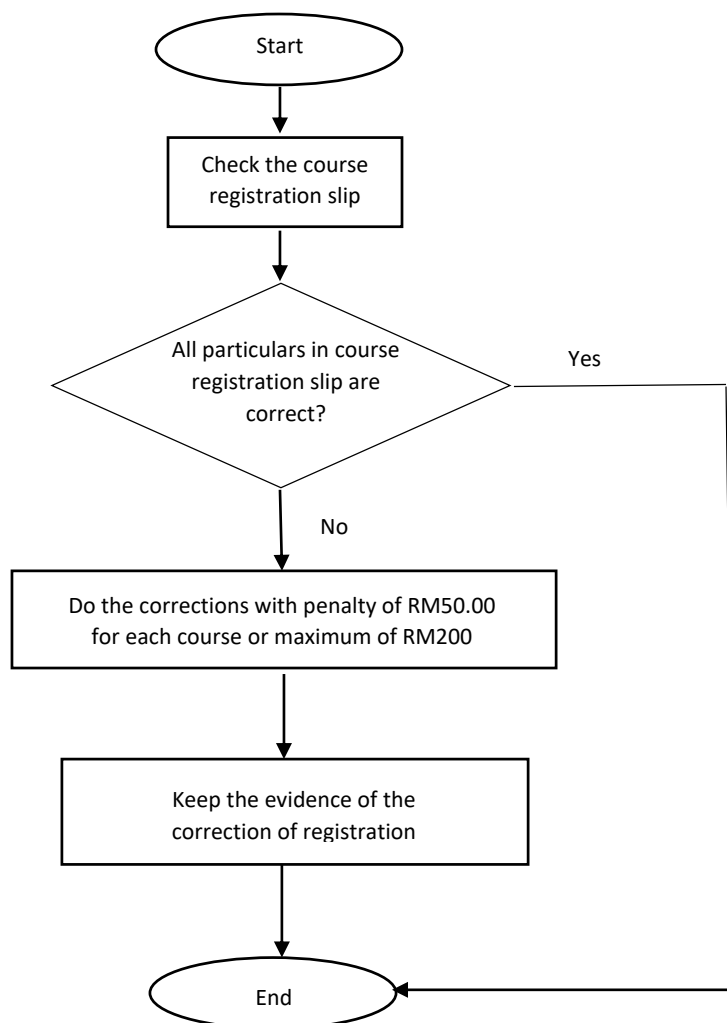
Flow chart: Drop Courses



AA3: Course Registration Correction with Penalty

1. Students are responsible for checking and ensuring that all particulars in the Course Registration Slip are correct.
2. If incorrect, student is required to make any necessary amendments in the course registration slip within the specified period and the stipulated regulations. This is done if student wants to add courses.
3. The correction is done with a penalty of RM50.00 for each course or a maximum of RM200.
4. The correction of the course must be done within week 3 until 4.
5. The record of course registration correction needs to be kept as evidence.

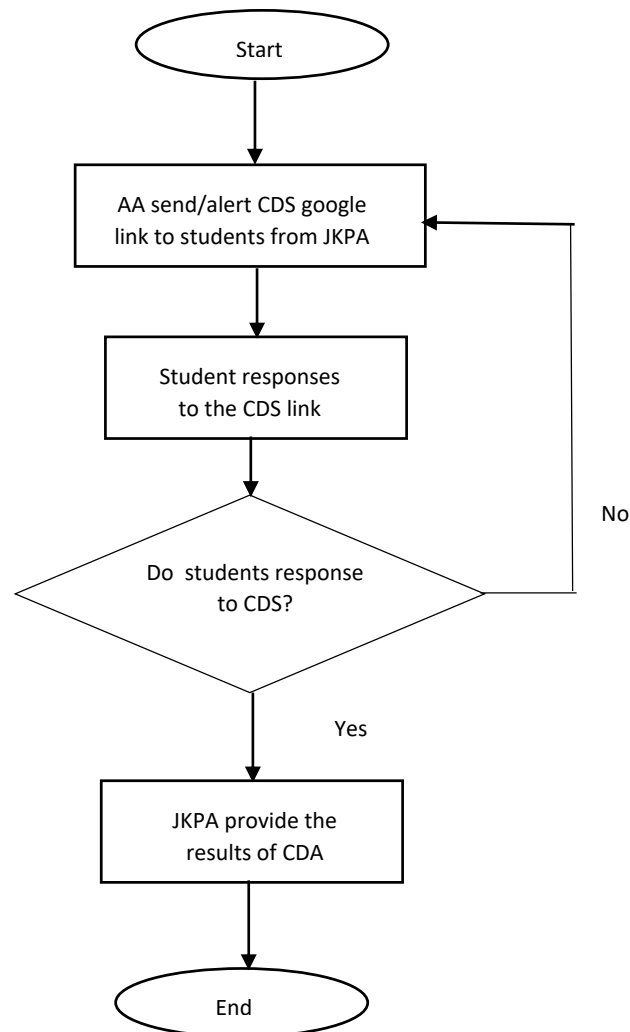
Flow chart: Course Registration Correction with Penalty



AA4: Course Delivery Analysis

1. AA have to send the link provided by HOD regarding each course delivery survey (CDS) for current semester to students in week 4.
2. Students have to answer and submit the response for each course delivery survey for current semester in week 4.
3. JKPA provide the final Course Delivery Analysis (CDA) from the students' responses.

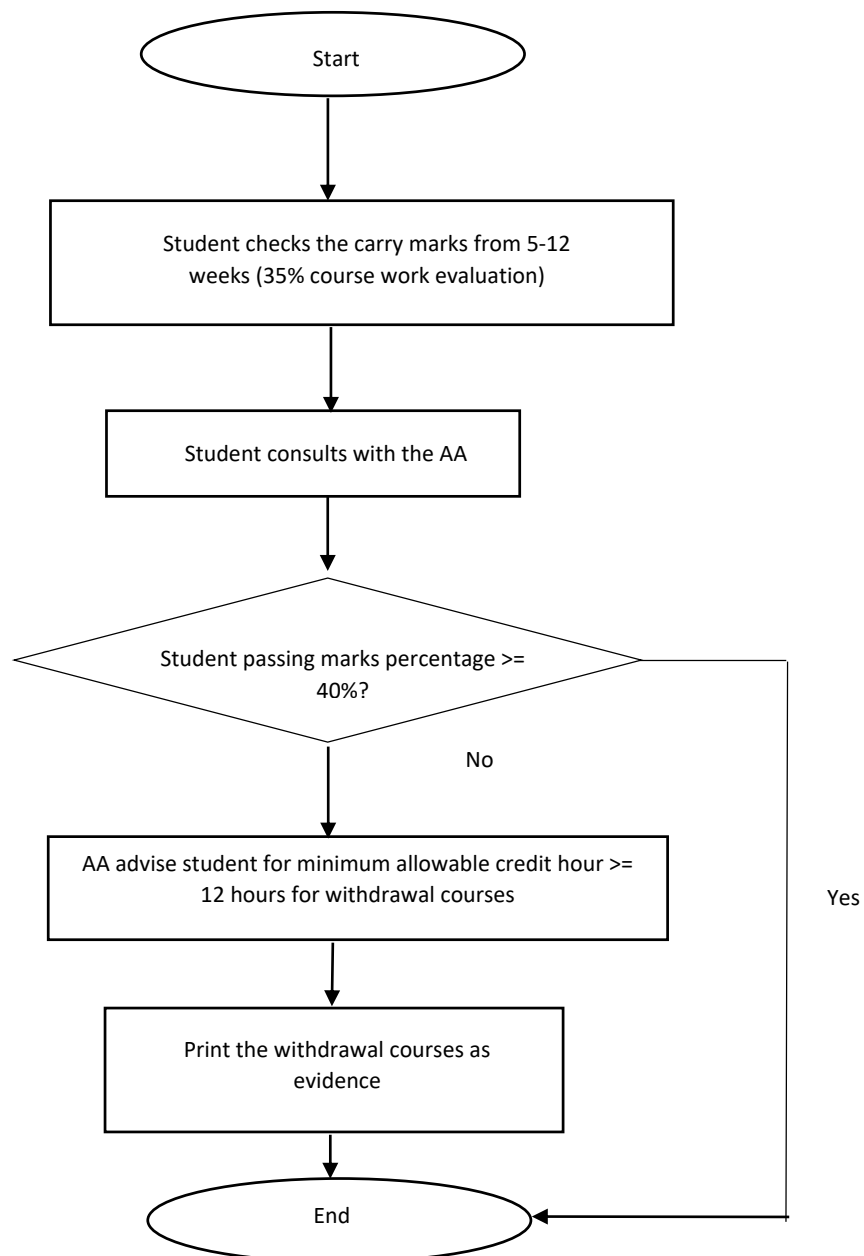
AA4 Flowchart: Course Delivery Analysis



AA5: Course Withdrawal

1. Student checks the carry marks given by the lecturer starting from week 5 until 12.
2. Student entitles to get at least 35% course work evaluation.
3. If the carry marks below the passing margin percentage (40%) on week 12, student needs to consult with AA for the course withdrawal advised.
4. Once student confirms to withdraw the course, student and AA need to make sure the minimum credits should be taken during the current semester is 12 credits.
5. All withdrawal of courses must be done during week 5 until 13.
6. Print the withdrawal courses as evidence.

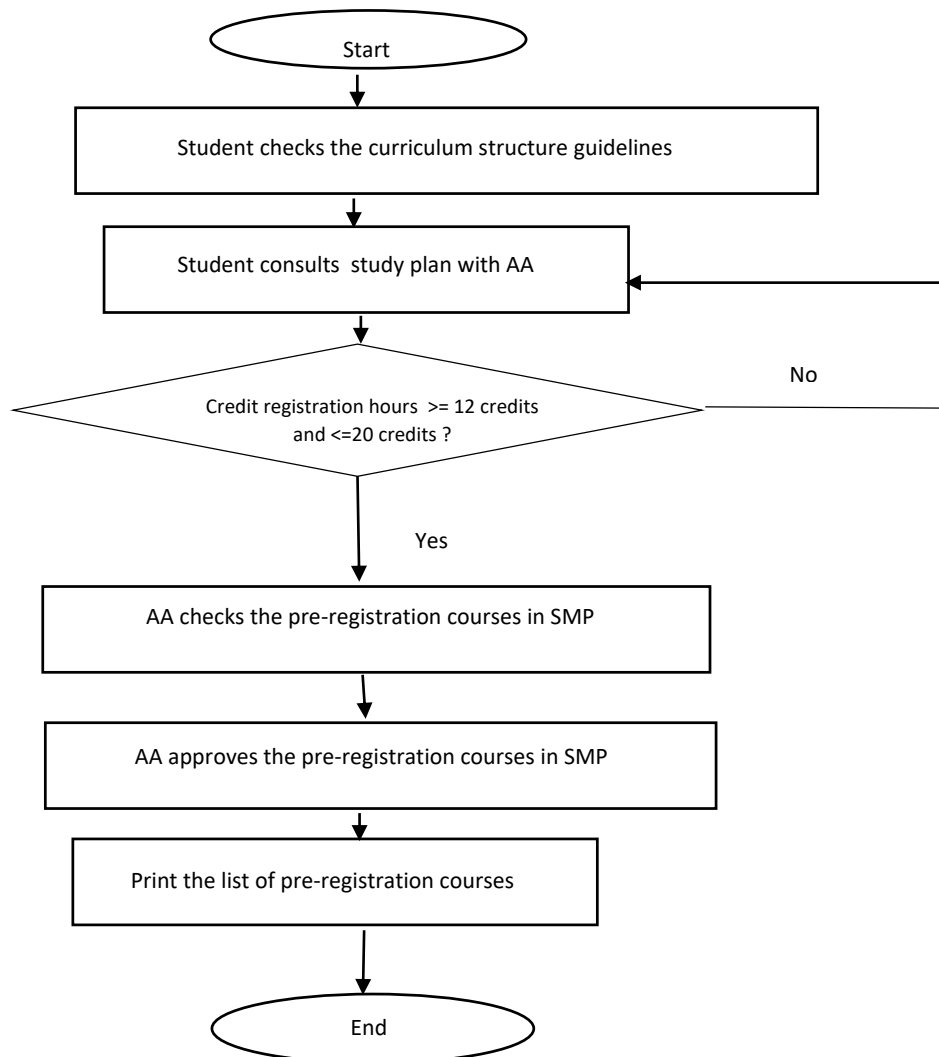
AA5 Flowchart: Course Withdrawal



AA6: Pre Registration Course

1. Student consults with the AA for further action if there is any leftover subject to be taken (for any students with previous confirmation approval for reasons and evidences from academic rules.)
2. Student have to follow the study plan for next semester pre-registration courses. AA must ensure that has met pre requisite requirement.
3. Student have to make sure to follow the range of credit allowable to be taken starting from 12 credit hours up until 20 credit hours.
4. Pre-registration courses have to be done in SMP within week 13 until 15.
5. AA have to confirm that the student follows the study plan.
6. AA Approves the pre-registration courses in SMP.
7. Print the pre-registration record as evidence.

AA6 Flowchart: Pre-Registration Course



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