




**SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES
SEMESTER SEPTEMBER 2018
UNDERGRADUATE & POSTGRADUATE (BY COURSEWORK) PROGRAMMES**

No.	Activities	Start Date	End Date	Duration
1	Verification of Academic Management System (AMS)	Sept 19, 2018	Sept 25, 2018	7 day
2	Senate Meeting	Sept 26, 2018	-NA-	1 day
3	Announcement of Final Examination Results (Via  Portal - http://studentportal.unisel.edu.my)	Sept 27, 2018	-NA-	1 day
4	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  Portal - http://studentportal.unisel.edu.my)	Sept 27, 2018	Oct 2, 2018	6 days
5	Semester Registration for Returning Students (<i>i-Daftar</i>) (Via  Portal - http://studentportal.unisel.edu.my) *POSTGRADUATE ONLY*	Sept 27, 2018	Oct 14, 2018	17 days
6	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	Sept 27, 2018	Oct 02, 2018	4 working days
7	Academic Appeals Committee Meeting	Sept 28, 2018	-NA-	1 day
8	Continuing Study Appeal Results (Notification to students)	Sept 28, 2018	Oct 05, 2018	6 working days
9	Programme Change	Oct 01, 2018	Oct 05, 2018	5 days
10	Add & Drop Course	Oct 03, 2018	Oct 14, 2018	2 weeks
11	Course Registration Slip Printing	Oct 01, 2018	Oct 12, 2018	2 weeks
12	Course Exemption/Credit Transfer (Intake : 11434 and after) Credit Exemption/Credit Transfer (Intake : 51334 and before)	Oct 01, 2018	Oct 05, 2018	5 days
13	Special Examination (Special Examination Timetable can be viewed at http://studentportal.unisel.edu.my)	Oct 01, 2018	Oct 12, 2018	2 weeks
14	Rechecking of Examination Answer Script	Oct 01, 2018	Oct 05, 2018	5 days
15	Submission of Status Change (COMPLETED)	Oct 01, 2018	Nov 9, 2018	6 weeks
16	Change Course Group	Oct 01, 2018	Nov 02, 2018	5 weeks
17	Defer with Processing Fee	Oct 01, 2018	Dec 07, 2018*	9 weeks
18	Drop Course with Penalty Fee	Oct 15, 2018	Nov 30, 2018	8 weeks
19	Verification Letter for EPF Application	Oct 01, 2018	Dec 07, 2018	9weeks
20	Tuition Fees Payment	Oct 01, 2018	Dec 30, 2018	12 weeks
21	Examination Slip Printing	Dec 31, 2018	Jan 11, 2019	2 weeks
22	Final Examination	Jan 12, 2019	Feb 03, 2019	3 weeks
23	e-Course Teaching Evaluation	Dec 10, 2018	Jan 13, 2019	5 weeks

Endorsed by the Senate Meeting of Universiti Selangor on 29 August 2018

Note:

*You will be unable to withdraw from a course after this deadline. If you do not officially withdraw by the deadline but simply stop attending a course, the mark on your result slip will appear as a failure.