



**SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES
SEMESTER SEPTEMBER 2018
FOUNDATION 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 02, 2018	6 days
5	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	Sept 27, 2018	Oct 2, 2018	4 working days
6	Academic Appeals Committee Meeting	Sept 28, 2018	-NA-	1 day
7	Continuing Study Appeal Results (Notification to students)	Sept 28, 2018	Oct 05, 2018	6 working days
8	Programme Change	Oct 01, 2018	Oct 05, 2018	5 days
9	Add & Drop Course	Oct 03, 2018	Oct 14, 2018	2 weeks
10	Course Registration Slip Printing	Oct 01, 2018	Nov 30, 2018	9 weeks
11	Special Examination (Special Examination Timetable can be viewed at http://studentportal.unisel.edu.my)	Oct 01, 2018	Oct 12, 2018	2 weeks
12	Rechecking of Examination Answer Script	Oct 01, 2018	Oct 05, 2018	5 days
13	Submission of Status Change (COMPLETED)	Oct 01, 2018	Nov 09, 2018	6 weeks
14	Change Course Group	Oct 01, 2018	Oct 26, 2018	4 weeks
15	Defer with Processing Fee	Oct 01, 2018	Dec 07, 2018 *	9 weeks
16	Drop Course with Penalty Fee	Oct 15, 2018	Nov 30, 2018	7 weeks
17	Tuition Fees Payment	Oct 01, 2018	Dec 16, 2018	11 weeks
18	Examination Slip Printing	Dec 17, 2018	Dec 28, 2018	2 weeks
19	Final Examination	Dec 29, 2018	Jan 13, 2019	2 weeks
20	e-Course Teaching Evaluation	Nov 26, 2018	Dec 30, 2018	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.

Revision:01