




**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 - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	Sept 27, 2018	-NA-	1 day
4	Semester Registration for Returning Students ( <i>i-Daftar</i> ) (Via  Portal - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	Sept 27, 2018	Oct 2, 2018	6 days
5	Semester Registration for Returning Students ( <i>i-Daftar</i> ) (Via  Portal - <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> ) *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	Nov 30, 2018	9 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 <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	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	9 weeks
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.