Records & Convocation Unit, Registrar Office

SCHEDULE OF ACADEMIC ADMINISTRATION ACTIVITIES
SEMESTER JANUARY 2016 (COHORT 2/16/34)
UNDERGRADUATE PROGRAMMES

No.	Activities	Start Date	End Date	Duration
1.	Senate Meeting	-NA-	-NA-	-NA-
2.	Announcement of Final Examination Results (Via Student Portal – *http://studentportal.unisel.edu.my)*	-NA-	-NA-	-NA-
3.	Semester Registration for Returning Students (*i-Daftar*) (Via Student Portal – *http://studentportal.unisel.edu.my)*	-NA-	-NA-	-NA-
4.	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	-NA-	-NA-	-NA-
5.	Appeal To Continue Study (Failed/Terminated) (Forms can be downloaded at *http://studentportal.unisel.edu.my)*	-NA-	-NA-	-NA-
6.	Academic Appeals Committee Meeting	-NA-	-NA-	-NA-
7.	Continuing Study Appeal Results (Notification to students)	-NA-	-NA-	-NA-
8.	Programme Change	Mar 28, 2016	Apr 01, 2016	5 days
9.	Add & Drop Course	Mar 28, 2016	Apr 03, 2016	1 week
10.	Course Registration Slip	Mar 28, 2016	Apr 22, 2016	4 weeks
11.	Course Exemption/Credit Transfer (Intake : 11434 and after) Credit Exemption/Credit Transfer (Intake : 51334 and before)	Mar 28, 2016	Apr 03, 2016	1 week
12.	Special Examination (Special Examination Timetable can be viewed at *http://studentportal.unisel.edu.my*)	-NA-	-NA-	-NA-
13.	Rechecking of Examination Answer Script	-NA-	-NA-	-NA-
14.	Late Registration with Penalty Fee	-NA-	-NA-	-NA-
15.	Defer with Processing Fee	Mar 30, 2016	Apr 12, 2016	2 weeks
16.	Drop Course with Penalty Fee	Apr 04, 2016	Apr 22, 2016	3 weeks
17.	Examination Slip Printing	May 02, 2016	May 20, 2016	3 weeks
18	Final Examination	May 14, 2016	May 20, 2016	1 week
19.	e-Course Teaching Evaluation (Part 1)	-NA-	-NA-	-NA-
20.	e-Course Teaching Evaluation (Part 2)	-NA-	-NA-	-NA-