



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

No.	Activities	Start Date	End Date	Duration
1	Verification of Academic Management System (AMS)	Feb 05, 2018	Feb 08, 2018	4 day
2	Senate Meeting	Feb 09, 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> )	Feb 10, 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> )	Feb 10, 2018	Feb 13, 2018	4 days
5	Appeal for Special Examination (Only for FINAL SEMESTER students. Forms can be obtained from the faculty)	Feb 12, 2018	Feb 13, 2018	2 days
6	Appeal To Continue Study (Failed/Terminated) (Forms can be downloaded at <a href="http://studentportal.unisel.edu.my">http://studentportal.unisel.edu.my</a> )	Feb 12, 2018	Feb 19, 2018	5 working days
7	Academic Appeals Committee Meeting	Feb 13, 2018	-NA-	1 day
8	Continuing Study Appeal Results (Notification to students)	Feb 13, 2018	Feb 20, 2018	5 working days
9	Programme Change	Feb 12, 2018	Feb 16, 2018	5 days
10	Add & Drop Course	Feb 12, 2018	Feb 25, 2018	2 weeks
11	Course Registration Slip Printing	Feb 12, 2018	Feb 25, 2018	2 weeks
12	Course Exemption/Credit Transfer (Intake : 11434 and after) Credit Exemption/Credit Transfer (Intake : 51334 and before )	Feb 12, 2018	Feb 19, 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> )	Feb 12, 2018	Feb 23, 2018	2 weeks
14	Rechecking of Examination Answer Script	Feb 12, 2018	Feb 19, 2018	5 days
15	Change Course Group	Feb 12, 2018	March 16, 2018	5 weeks
16	Defer with Processing Fee	Feb 12, 2018	Apr 20, 2018*	9 weeks
17	Drop Course with Penalty Fee	Feb 26, 2018	Apr 20, 2018	8 weeks
18	Verification Letter for EPF Application	Feb 12, 2018	Apr 20, 2018	9 weeks
19	Tuition Fees Payment	Feb 12, 2018	May 06, 2018	12 weeks
20	Examination Slip Printing	May 07, 2018	May 25, 2018	3 weeks
21	Final Examination	May 26, 2018	June 12, 2018	2 weeks
22	e-Course Teaching Evaluation	April 23, 2018	May 27, 2018	5 weeks

*Endorsed by the Senat of Universiti Selangor on 24<sup>th</sup> January 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.