RE-REGISTRATION PROCESS FOR SENIOR STUDENT

START

1 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

Payment of fee (e-community)

E-community > Course Registration > Make Payment

2 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

- Online course registration (e-community) for all current student
- One day after payment date (working hours)

E-community > Course Registration > Add Subject

3 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

Student who have submitted the thesis to IPS are also required to renew the registration and pay the service fee

4 STUDENT

WEEK 1 - 2 (REGISTRATION WEEK)

Online application for change of status (defer, change of mode, quit)

E-community > Postgraduate > E-form

**if necessary*

5 IPS & FACULTY

WEEK 1 - 2 (REGISTRATION WEEK)

Reminder for unregistered students via email

6 IPS

WEEK 3 OF LECTURE

Automatic Termination from studies for student who failed to pay the minimum fees and register the semester

7 STUDENT

THE LATEST BY WEEK 7 OF LECTURE

Full Payment of fees need to be settle

8 BURSAR

FIRST DAY OF WORK WEEK 8 OF LECTURE

Barring process for those student who haven't settle the payment

9 STUDENT

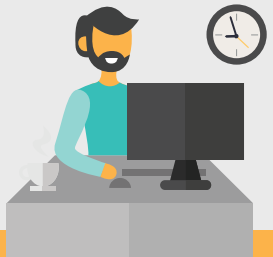
WEEK 10 OF LECTURE

Final Deadlines to settle all debts

10 BURSAR & IPS

WEEK 11 OF LECTURE

Automatically will be DEFER-C from studies for student who failed to settle the arrears of tuition fees



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