

**COURSE REGISTRATION ACTIVITY CIRCULAR
SEMESTER 1, ACADEMIC YEAR 2025/2026**

TEACHING AND LEARNING (T&L)

Please take note that T&L sessions for Semester 1 of 2025/2026 will be implemented according to the program approved by the Ministry of Education.

However, each School/Centre is encouraged to continue with blended learning or hybrid delivery methods (face-to-face and online) according to the suitability of the courses offered in accordance with Advisory Note MQA no.1/2023.

1. COURSE REGISTRATION TIMETABLE

DATE	ACTIVITY
12 September 2025 (Friday) - 25 September 2025 (Thursday)	Information updates on course offerings through the Course Information System SMUP Sentral (https://smup.usm.my)
12 September 2025 (Friday) - 25 September 2025 (Thursday)	The activity of updating the Teaching & Learning Timetable link for Semester 1, Academic Session 2025/2026 through the Course Information menu on the SMUP Sentral
26 August 2025 (Tuesday)	Official examination results will be released at 11.00 am via CampusOnline USM portal.
26 September 2025 (Friday) - 10 October 2025 (Friday)	OFFICIAL registration of language courses (Code L) by students through E-Daftar via CampusOnline USM portal (https://campusonline.usm.my) (E-Daftar → Registration Courses) 26 September 2025 : Final Year and Year 4 27 September 2025 : Year 3 28 September 2025 : Year 2 29 September 2025 : Year 1 30 September 2025 - 10 October 2025 : Open (Open to all)
26 September 2025 (Friday) - 10 October 2025 (Friday)	Course registration through E-Daftar via CampusOnline USM portal (https://campusonline.usm.my) (E-Daftar → Registration Courses) 26 September 2025 : Final Year dan Year 4 27 September 2025 : Year 3 28 September 2025 : Year 2 29 September 2025 : Year 1 30 September 2025 - 10 October 2025 : Open (Open to all)
6 October 2025 (Monday) - 19 October 2025 (Sunday)	Dropping of language courses (Code L) by students online through CampusOnline USM portal (E-Daftar → List of Courses) [Week 1 to Week 2]
6 October 2025 (Monday) - 26 October 2025 (Sunday)	OFFICIAL course registration at Schools/Centres [Week 1 to Week 3] Lecture/teaching sessions for Semester 1, A.Y. 2025/2026 begins
27 October 2025 (Monday) - 16 November 2025 (Sunday)	Registration period after PKDT at the Student Records Unit [Week 4 to Week 6]
6 October 2025 (Monday) - 16 November 2025 (Sunday)	Last date for dropping of courses at Schools/Centres [Week 1 to Week 6]
17 November 2025 (Monday)	Course registration after Week 6 (must be liaised with Examinations & Graduation Unit Office)

2. REVIEWING & UPDATING OF DATA ON COURSE OFFERINGS THROUGH *MAKLUMAT KURSUS* MENU (IN SCHOOL'S SMUP SENTRAL SYSTEM) BY SCHOOL/CENTRE

Courses that will be offered by each School/Centre at three campuses in Semester 1 can be reviewed at the ***Maklumat Kursus*** menu in SMUP Sentral (<https://smup.usm.my>). The ***Maklumat Kursus*** menu will be open for updates by each School/Centre throughout the year. Course code categories are as follows; **T** (Core Course), **E** (Elective), **M** (Minor), **U** (University), **Z** (Prerequisite Course) and **Y** (Audit Course). The type of code can be referred to through the Academic Handbook (BPRP).

Each School/Centres can make the following review/updates:-

UPDATING PROCESS
• Set the number of groups and the maximum number of students allowed (ceiling) to register for a particular course or set priority for registration of a particular course. • Set courses that can be registered according to campus (Main, Engineering and Health Campus). • Set MUET requirement for registration of English Language courses (specifically for School of Languages, Literacies and Translation). • Set criteria for registration (e.g. year of study or students who are allowed or given priority to register for a particular course). • Set pre-requisites and synopsis of course content.

* *E-Daftar system will use the data that is uploaded by every school/centres in the ***Maklumat Kursus*** menu.*

* *Schools/Centres are advised to review important information for each course carefully for a smooth course registration process.*

3. CONDITIONS AND GENERAL INFORMATION FOR COURSE REGISTRATION ON E-DAFTAR

- (a) Access through CampusOnline USM portal (<https://campusonline.usm.my>) (E-Daftar → Course Registration).
- (b) **The year of study is based on total units accumulated/cumulative according to program.**
- (c) **Allowed** for students who have **ACTIVE** academic status only.
 - Students with active academic status may also register for courses via regular procedure, i.e. through registration at School/Centre, if they face problems during registration on E-Daftar or have no access to internet during E-Daftar period.
 - Students are allowed/can register for courses directly through E-Daftar without approval from Academic Advisor.
- (d) **Not allowed** for **students with Probation (P1/P2) status.**
 - This group of students need to register for courses during the School/Centre registration period by filling in the forms downloaded from the CampusOnline portal under ***Maklumat Pendaftaran*** menu.
 - Approval from Academic Advisor is needed before registering for courses.
- (e) Students can add/drop courses multiple times during the E-Daftar period and information from the last transaction will be used as the final course registration data for each student.
- (f) List of courses registered during the E-Daftar period can be reviewed (add/drop) during the registration period at School/Centre.

- (g) Through E-Daftar, students can register for all courses **except** for co-curricular courses
 - Registration for co-curriculum courses is under the responsibility/administration of the Centre for Co-Curricular Programme according to the respective campuses; Main, Engineering & Health Campus.
 - Co-curricular courses must be added first into the relevant student's registration record before E-Daftar activities (if pre-registration application is successful).
- (h) Registration of Audit courses (code Y) is not allowed.
- (i) Total minimum and maximum workload/units allowed for course registration is between 9 - 20 units per semester.
- (j) Course registration for USM Offshore Programme is the same as the regular registration method used at the Schools involved in the programme.

4. ACCESS TO E-DAFTAR FOR STUDENTS

ACCESS OF INFORMATION
• Students need to use their Identity Single Sign On USM to login to the profile website that contains the E-Daftar menu. • Students need to click on the E-Daftar menu to access and register their selected courses. • Students can print the course registration confirmation slip after registration or after each update (add/drop) of the current list of registered courses during the E-Daftar period. • Guidelines to sign in/access the CampusOnline portal are also available on the main page of this portal.

5. INFORMATION AND DOCUMENTS PROVIDED TO SCHOOLS/CENTRES VIA *SISTEM MAKLUMAT UNIVERSITI PELAJAR (SMUP)*

- (a) List of students under each Academic Advisor.
- (b) Student's academic information such as academic status, GPA values, CGPA values and year of study.
- (c) Cangred and Course Registration Form.
- (d) List of courses offered by all Schools/Centres according to semester.
- (e) Statistics and lists related to students' course registration activities.

6. INFORMATION AND DOCUMENTS PROVIDED TO STUDENTS VIA USM CAMPUSONLINE PORTAL

- (a) Information (Name) of Academic Advisor.
- (b) Academic information such as academic status, GPA values, CGPA values and year of study.
- (c) Cangred and Course Registration Form.
- (d) List of courses offered by all Schools/Centres according to semester.
- (e) Teaching and Learning Timetables of Schools/Centres of the three campuses.
- (f) List of pre-registered courses entered into students' course registration record (if applicable).
- (g) Reminders for policies/general requirements regarding registration of university courses.

7. INFORMATION AND DOCUMENTS PROVIDED TO ACADEMIC ADVISORS VIA USM CAMPUSONLINE PORTAL

- (a) List of students under the Academic Advisor.
- (b) Students' academic information such as academic status, GPA values, CGPA values, and year of study.
- (c) Canged of students under the Academic Advisor's responsibility.
- (d) Course registration data of students under the Academic Advisor's responsibility.
- (e) Teaching and Learning Timetables of Schools/Centres of the three campuses.
- (f) List of courses offered by all Schools/Centres according to semester.
- (g) Reminders for policies/general requirements regarding registration of university courses.
 - *Academic Advisors are required to have a Identity Single Sign On USM first for access to the information stated above. Guidelines to sign in/access the CampusOnline portal are also available on the main page of the portal.*

8. REGISTRATION OF COURSES AT SCHOOLS/CENTRES

- (a) Registration menu at School/Centres level will be activated during the registration period at Schools/Centres.
- (b) Total minimum and maximum workload (units) allowed for course registration is between 9 - 20 units per semester.
- (c) Re-registration of 'TL' courses in Semester 1/Semester 2 to Semester 2/Semester 1 for the relevant group of students can be done from the day the examination results are issued through the *Daftar Kursus* → Transfer TL menu on the School's SMUP.
- (d) Registration of courses to a higher level course (especially for Co-Curricular courses by the Centre for Co-Curricular Programme) for the relevant group of students can be done from the day the examination results are issued through the *Daftar Kursus* → Transfer KO-K menu on the School's SMUP.
- (e) In Week 6, Schools/Centres are requested to identify the courses with no student registrations and report them to the Senate who will then highlight them to the DVC (Academic & International) for consideration/approval.

9. REGISTRATION OF LANGUAGE & CO-CURRICULAR COURSES

- (a) Registration of **Language** courses on E-Daftar is **allowed**.
 - Registration of Language courses can still be processed/updated at the **School of Languages, Literacies & Translation (SoLLaT)** office during the official registration activities at the School if there are any registration problems.
 - All matters related to the approval/registration/dropping/adding/changing of codes for Language courses are under the responsibility and administration of SoLLaT.
 - All enquiries related to the registration of Language courses can be directed to the Course Coordinators for Malay, English, and Foreign Language courses on each campus.
- (b) Registration of **Co-Curricular** courses on E-Daftar is **not allowed**.
 - Registration of Co-Curricular courses are either through Pre-Registration or by appeal in Week 2 of the semester. Only students who are successful will have Co-Curricular courses on their course registration records.
 - All matters related to the approval/registration/dropping/adding of Co-Curricular/Culture courses are under the responsibility and administration of the Centre for Co-Curricular Programme.
 - All enquiries related to the registration of Co-Curricular courses can be directed to the Coordinators on each campus.
- (c) Dropping of Language courses can be done in Week 1 until Week 2. After Week 2, **a fine of RM50.00 will be imposed**.

- (d) In Weeks 1 until Week 2, the dropping of Language courses can be done online via CampusOnline while the dropping of Co-Curricular courses can be done at the Centre for Co-Curricular Programme of each campus.
- (e) Beginning Week 6, the dropping of Language and Co-Curricular courses (if any, for special cases only) needs to be done at the Examinations & Graduation Unit office.

10. REGISTRATION OF COURSES EXCEEDING MAXIMUM OF 20 UNITS

The allocation of additional units is permitted, taking into consideration the units for a single course, up to a maximum of 25 units. Such an allocation is subject to special approval from the TNCAA.

11. REGISTRATION OF COURSES FOR SPECIAL CASES (LESS THAN 9 UNITS)

Applications must be made in writing by the student (official letter) or through the course registration form or through a note on the course registration confirmation slip **accompanied by the approval (certification) of the Dean/Deputy Dean and official stamp** on any of the application documents mentioned above and submitted/addressed to the following Unit according to the time stated:-

Week 1 until Week 6

Student Records Unit, Level 1, Chancellory Building

Week 7 onwards

Student Examinations & Graduation Unit, Level 5, Chancellory Building

12. LIST OF STUDENTS REGISTERING COURSES (OUTSIDE OF 9 - 20 UNITS) WITHOUT CERTIFICATION/APPROVAL OF SCHOOL/UNIVERSITY FOR REVIEW BY SCHOOL

- (a) Each School can review and take further action on students who have registered courses that are outside the range of 9 - 20 units without the approval of School/University including E-Daftar registrations through the lists on the School's SMUP through the menu ***Pelajar Yang Mendaftar Kursus < 9 units > 20 units***.
- (b) Registration of courses outside of the 9 - 20 unit range by students without the approval/certification of the School/University are **invalid** and will be recorded as "unregistered" for the specific semester. Schools can take the necessary and appropriate actions to ensure that students abide by the 9 - 20 unit course registration range.

13. IMPLEMENTATION OF RM50.00 FINE ON LATE REGISTRATION CASES AND ADDITION OF LATE CASES (CASES WITHOUT STRONG/REASONABLE GROUNDS)

All School/Centres are requested to co-operate in the implementation of the **RM50.00 fine** on the following cases:

- (a) Students who registered late without strong/reasonable ground. Exemptions can be considered by the School/Centres for students who have unexpected circumstances such as natural disasters and accidents.
- (b) Late addition courses. Students who have finalised course registrations but would still like to add courses without strong/reasonable grounds due to poor planning of course registration.

14. COURSE REGISTRATION FORM AND CANGRED

- (a) The completion of the course registration form and Cangred shall be the responsibility of each student, including those holding Probationary (P1/P2) academic status. Students may obtain and print the course registration form and Cangred via the USM Campus Online portal.
- (b) Schools/Centres can print *Borang Pendaftaran Kursus Dalam Talian* (PKDT) and Cangred for any student at any time through the School's SMUP.

15. REGISTRATION OF PRE-REQUISITE COURSES (CODE Z)

Registration of pre-requisite courses (code Z) **IS TAKEN INTO ACCOUNT** in the total calculation of actual workload (unit) registered.

- Grades from pre-requisite courses are NOT taken into the calculation of CGPA and total calculation of units towards graduation.

16. REGISTRATION OF AUDIT COURSES (CODE Y)

Registration of audit courses (code Y) **IS NOT TAKEN INTO ACCOUNT** in the total calculation of actual workload (unit) registered.

- Grades from audit courses are NOT taken into the calculation of CGPA and total calculation of units towards graduation.

17. DETERMINATION OF ACTUAL WORKLOAD/UNIT FOR REGISTRATION OF ONE ACADEMIC YEAR CO-CURRICULAR COURSES IN SEMESTER 1 AND 2

Two (2) Unit [Co-Curricular Package Courses such as **PALAPES**]

The university has determined the following “*setting*” for the registration of such courses in Semester 1 and Semester 2 :-

= 20 units from other courses + Co-Curricular course
(workload set at **0 unit**)

18. REGISTRATION STATUS FOR STUDENTS WITH DEBT ARREARS

A student **will not be permitted to enroll in any courses** if they have unpaid debts at the end of Semester 2, Academic Session 2024/2025. Only once the debts have been paid off will the involved students be permitted to enroll.

Students who would like to discuss/make enquiries or have debt arrears can contact Bursary:-

Main Campus : 04-653 3770 / 6169 (Ms Safiah Samsudin)

Engineering Campus : 04-599 5024 (Mrs Norasmida Shahrol Yahya)

Health Campus : 09-767 2111 / 2127 (Mrs Fuziah Abdullah / Mrs Nur Asiah Ibrahim / Mrs Siti Muslihah Bakar)

E-Daftar Notice:

Any enquiries can be emailed to:

Main Campus : kewangan_pelajar@usm.my

Engineering Campus : pelajar_eng@usm.my

Health Campus: studentkck@usm.my

Information/list of students with debt arrears can be obtained through the School's SMU-P through the menu **Senarai Pelajar Berhutang**.

19. FAILURE OF STUDENTS TO REGISTER FOR COURSES & ACTIONS BY SCHOOL

Registration of courses with active status is **COMPULSORY**. The university will end the studies (*deregister*) of students who fail to register for courses without a reasonable excuse.

A list of active students who have not registered for courses of a particular semester can be referred to at the School's SMU-P through the **Senarai Pelajar Aktif-Belum/Tidak Mendaftar Kursus** menu.

The School/Centres should contact any student who fails to register for courses to determine the current status of the relevant student.

The School/Centre is required to inform the Student Records Unit if any student will be late in course registration or is in the process of, or intends to, apply for deferment of studies, to prevent termination of studies by the university.

Schools/Centres should notify in writing students who failed to register for courses/unable to be contacted to the Student Records Unit for the removal of their names from the USM List of Registered Students latest by Week 4.

**COURSE REGISTRATION ACTIVITY CIRCULAR
SEMESTER 1, ACADEMIC YEAR 2025/2026**

20. ENQUIRIES / REFERENCES

ITEM	OFFICER / UNIT IN CHARGE	OFFICE EXTENSION NO.
• Diploma & Degree Students Registration Secretariat • University course offerings data • Postponement of studies	Mr. Abdul Hafiz Abdul Hadi Senior Assistant Registrar Student Records Unit Academic Management Division (AMD), Registrar Department	3211 General Office = 4194/2924/2925/ 3169/2336/3076
Approval of course offerings	Senate Unit, AMD, Registrar Department	General Office = 3276
E-Daftar Technical Support System	Mrs. Janariah Abdul Rashid Senior Information Technology Officer DTC Ms. Santi Jafar Information Technology Officer DTC	4243 2741
CampusOnline Portal	ServisDesk, DTC	4400
Student Financial / Debt Arrears Affairs	Mrs. Nurul Hayati Azme Senior Assistant Bursar Student Accounts Unit Bursary (Main Campus) Mr. Ahmad Faiz Ahmad Nurulazam Assistant Bursar Bursary (Engineering Campus) Mrs. Rozila Mohd Roslan Senior Assistant Bursar Bursary (Health Campus)	6169 General Office = 3770 6371 General Office = 5024 2124 General Office = 2127/2111
Student Loans / Scholarships	Student Scholarships, Loans and Awards Unit BHEPA	General Office = 6136

updated : 15.09.2025