



 <b>UTS</b>	<b>ADD-DROP COURSE &amp; WITHDRAWAL COURSE APPLICATION</b>	<b>Doc. No:</b>	<b>UTS/AAR/P03</b>
		<b>Revision No:</b>	<b>05</b>
		<b>Date:</b>	<b>10/10/24</b>
		<b>Page No:</b>	<b>1 of 5</b>

<b>Prepared by:</b>    <b>Name</b> : Nadiaizzati Binti Mohamad  <b>Position</b> : Executive, Academic Affairs & Registry	<b>Approved by:</b>    <b>Name</b> : Aspa' Aida Binti Haji Mohamad  <b>Position</b> : Manager, Academic Affairs & Registry
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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1.	15/02/14	Establishment	00	Director, CQA
2.	15/02/14	Usage of new Logo	01	Director, CQA
3.	11/10/22	Usage of new logo and University name	02	Director, CQA
4.	11/10/22	Changes of Numbering sequence	03	Director, CQA
5.	05/07/24	Review the whole content	04	Manager, AAR
6.	10/10/24	Review 3.0, 4.0, 6.0 and 7.0	05	Manager, AAR

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		<b>Date:</b>	<b>10/10/24</b>
		<b>Page No:</b>	<b>2 of 5</b>

## 1.0 OBJECTIVE

- 1.1 To serve as a guideline for continual improvement of the registration process.
- 1.2 To ensure that the monitoring of students' status and records is carried out in a consistent manner.

## 2.0 SCOPE

- 2.1 This procedure covers the registration process for new and returning students including the Course registration and application to change student status.

## 3.0 REFERENCES

- 3.1 Undergraduate Academic Rules & Regulations (UTS-AAR-P01-UARR)
- 3.2 Foundation Programme Academic Rules & Regulations (UTS-SFS-FARR)

## 4.0 DEFINITIONS / ABBREVIATIONS

AAR : Academic Affairs & Registry  
 SA : School Administrator  
 AA : Academic Advisor  
 STD : Student  
 HoP : Head of Program  
 UARR : Undergraduate Academic Rules & Regulations  
 FARR : Foundation Programme Academic Rules & Regulations

## 5.0 RESPONSIBILITY

- 5.1 The Dean is responsible for ensuring that Registration Procedure is adhered to.
- 5.2 AAR is responsible for ensuring the status of students is monitored and updated regularly.
- 5.3 Academic Advisor is responsible for monitoring the academic performance of their students.

## 6.0 PROCEDURE

- 6.1 Refer to process flow chart.



# UTS

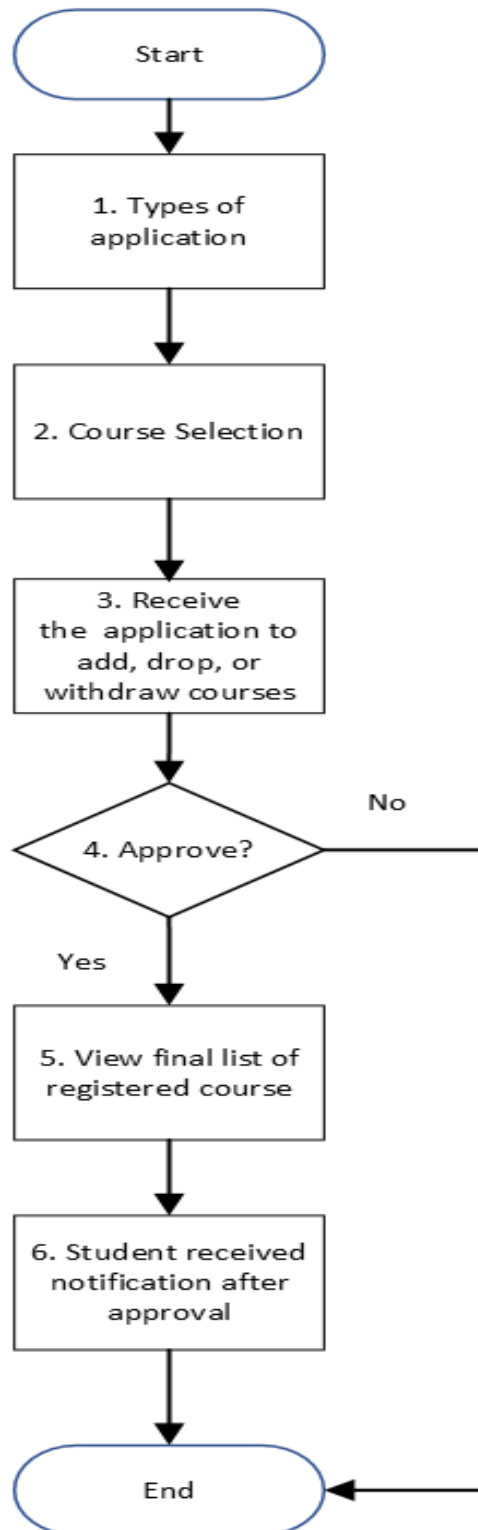
## ADD-DROP COURSE & WITHDRAWAL COURSE APPLICATION

Doc. No: UTS/AAR/P03

Revision No: 05

Date: 10/10/24

Page No: 3 of 5



 <b>UTS</b>	<b>ADD-DROP COURSE &amp; WITHDRAWAL COURSE APPLICATION</b>	<b>Doc. No:</b>	<b>UTS/AAR/P03</b>
		<b>Revision No:</b>	<b>05</b>
		<b>Date:</b>	<b>10/10/24</b>
		<b>Page No:</b>	<b>4 of 5</b>

## 7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Students choose the type of application via the academic management system, Oculus ( <a href="https://oculus.uts.edu.my/login.php">https://oculus.uts.edu.my/login.php</a> )	STD	Academic Management System Oculus ( <a href="https://oculus.uts.edu.my/login.php">https://oculus.uts.edu.my/login.php</a> )
2	<p>Course Selection</p> <ul style="list-style-type: none"> <li>Applications according to category. <ul style="list-style-type: none"> <li>i. Add Course (within Week 1 – 2)</li> <li>ii. Drop Course (within Week 1 – 4)</li> <li>iii. Withdraw Course (Week 5 – 9)</li> </ul> </li> <li>For add course, student select which course to register into the system before clicking the add button, before click Confirm button.</li> <li>For Drop course, student click the Drop button in the course registration list, before click Confirm button.</li> <li>For Withdraw course, student must fill out the required information before click the Submit button.</li> <li>Add course due to exceed credit hours limit is subjected to the approval of Dean (*where applicable) and student will need to fill out the Appeal Extra Credit Hours form.</li> <li>Students are responsible to verify the correctness of their registration records before end of week 4. Any course correction after week 4 will be penalized at RM50, and RM100 after week 9 per</li> </ul>	SA STD	<ul style="list-style-type: none"> <li>i. UARR (UTS-AAR-P01-UARR) or FARR (UTS-SFS-FARR)</li> <li>ii. *Appeal Extra Credit Hours Form (UTS-AAR-P03-ECH)</li> <li>iii. Amend Course Registration Form (UTS-AAR-P01-ACR)</li> </ul>

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		<b>Date:</b>	<b>10/10/24</b>
		<b>Page No:</b>	<b>5 of 5</b>

	application by filling the amend course registration form (UTS-AAR-P01-ACR)		
3	Receive application to add or drop. Application can be seen by SA and HoP. Application to withdraw courses can be seen by HoP.	SA HoP	Academic Management System Oculus ( <a href="https://oculus.uts.edu.my/login.php">https://oculus.uts.edu.my/login.php</a> )
4	Approve application to add, drop, or withdraw courses; i. If yes, proceed to step 5. ii. If no, end of process.	HoP	
5	View final list of registered courses	HoP SA	
6	Student received notification after approval. Student can view their Final Course Registration in the academic management system, Oculus ( <a href="https://oculus.uts.edu.my/login.php">https://oculus.uts.edu.my/login.php</a> )	STD	Academic Management System Oculus ( <a href="https://oculus.uts.edu.my/login.php">https://oculus.uts.edu.my/login.php</a> )

## 8.0 RECORDS

	<b>Title / Records</b>	<b>Location / Responsibility</b>	<b>Retention Period</b>
1.	Application Record	Academic Management System, Oculus ( <a href="https://oculus.uts.edu.my/login.php">https://oculus.uts.edu.my/login.php</a> )	Permanent
2.	Appeal Extra Credit Hours Form (UTS-AAR-P01-ECH)	AAR File Room	2 years
3.	Amend Course Registration Form (UTS-AAR-P01-ACR)	AAR File Room	2 years