

# PRE-REGISTRATION AND SUBJECT REGISTRATION FOR NEW STUDENTS DECEMBER 2008 – JUNE 2009 ACADEMIC SESSION

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Pre-registration and subject registration is a process for graduate to secure their place and subjects for the semester. There are six (6) steps to complete registration at MEDIU:

## **Step1:**

Pre-registration is a step to officially registered as MEDIU student. For enrollment verification, student needs to return the “Reply Form” to the Admission and Records Office before or within the registration period.

## **Step2:**

Student will need to complete the subject registration process to secure their subjects for the semester (For non-scholarship students only).

[Click here](#) for the courses outlines.

*Note: For scholarship students, subject registration will automatically be done by the Admission and Records Office.*

**Step3:** Subject registration can be done in the Office of Learning Centres where students attached to. For students who do not attach to any Learning Centres, they can complete their subject registration by filling up the “Subject Registration Form” which can be obtained in our website.

Email: [studentcare@mediu.edu.my](mailto:studentcare@mediu.edu.my)

## **Step4:**

Student who has registered their subjects will receive an invoice from the Admission and Records Office to pay their tuition and courses fees.

**Step 5:** Please pay your tuition fees as per invoice received to complete the registration.

[Click here](#) for Payment methods.

*Note: Please send us (Email/Fax/Post) us copy of your payment receipt for our reference.*

## **Step6:**

Student will receive a confirmation of enrollment, access to ALIM and class schedule within one (1) week after the registration closing date.

## Dates and Datelines Timetable

DATE		ACTIVITIES	Duration
START	FINISH		
1 Dec 08	7 Dec 08	Early Registration for new students	1 week
8 Dec 08	14 Dec 08	Announcement for Confirmation of Enrollment, Access to ALIM and class schedule	1 week
1 Dec 08	22 Dec 08	Payment of Tuition Fees	2 weeks
1 Dec 08	22 Dec 08	Tuition and Courses Fees Refund	3 weeks
15 Dec 08	28 Dec 08	Add/Drop , Withdrawal , Deferment , Change of Programme and Study Mode	2 weeks
15 Dec 08	1 Feb 09	Lecture starts	7 weeks

## Maximum and Minimum Enrollment Levels

The minimum/maximum amount of credit for undergraduate student can enroll without overload approval from the Dean's Office of Academic Programme is:

Study Mode	Minimum Credit Hour	Maximum Credit Hour
Full Time	12	18
Part Time	6	Less than 12

For Full Time and Part Time students, they are allowed to complete the subject registration process as long as there is no pre-requisite for the subject(s) registered. For scholarship students, their subject registration will automatically be done by the Admission and Records Office.

*Note: Students who register their subjects with credit hours exceeding the maximum will be automatically prevented from registering the subjects.*

### Add/Drop

Students may add/drop courses within the stipulated date shown for adding and dropping courses period during the first four (4) weeks from the beginning of the semester(refer to the dates and datelines timetable).The Add/Drop Form can be obtained in our website.

### Withdrawal

Request of withdrawal must be received in writing using the form provided from the Admission and Records Office. Unofficial withdrawals forfeit refunds and receive grade "F". Withdrawal Form can be obtained in our website.

### Tuition and Courses Fees Refund Deadlines

[Click here](#) for full details of refund guideline of your tuition and courses fees.

