FAQ: Undergraduate Faculty of Computer Science & Information Technology
Module Registration and Enrolment Activation – Semester II, 2025/2026

1. When will Module Registration start?
    - **Current Student**   →   **2 March 2026 (3.00PM) – 8 March 2026 (11.59PM)**
    - **New Student**   →   **5 March 2026 (9.00AM) – 8 March 2026 (11.59PM)**

2. How long is the registration period?
    - Registration for any course must be completed before the semester starts. Any student who does not complete registration within the duration prescribed will not be allowed to pursue the course concerned.

3. How to register courses?
    - Compulsory modules will **automatically register** and displayed in the student's module enrolment list.

4. What are the Compulsory Modules? *(updated 3/3/2026)*
    - **Core** Courses, **SHE** courses, **University Courses** (except Co-C courses) and **English courses (Pathway 1–3).**
    - These are packaged modules **automatically assigned** according to each programme's **course planning structure** for your intake and semester.
    - Please ensure that the SHE course in your module package is not a course you have already taken and passed. If it has been assigned, please contact the faculty, and we will assist in dropping it.

    ⚠️ Note: Students are required to refer to the **Undergraduate Programme Handbook** for their respective intake, as the course structure and study plan may differ between intakes.

5. What should a student do if they fail a course in Semester I? Can they still take Semester II courses?
    - If the failed course is a **prerequisite**, students must drop any course(s) that require it until the prerequisite is successfully completed.
    - Students may retake the failed course in the next semester. However, some Semester II courses are primarily offered for new intake students. Please **contact the UG Office** to request enrolment in these courses.

6. How to Drop Courses? *(Updated 3/3/2026)*
    - Refer **IMPORTANT ANNOUNCEMENT** on page 3.
    - **Students who have a revised course plan approved by TDID must email to tdid_fsktm@um.edu.my Ms. Anila will assist with the course drop (no Google Form submission is required).**
    - Students **must submit add/drop course requests through the GOOGLE FORM.** Emails will not be accepted to avoid misreading, spam issues, and delays.

7. How to check for timetable clashes with other courses?
    - Use the **Check Clashing function** → this will identify any timetable conflicts and allow you to review your schedule based on your selected modules.

8. How to add specialisation/ elective or other courses?
    - Click the **View List button** → see available courses by category (Core Courses, Electives, etc.).
    - Select the courses you wish to take → review your choices carefully.
    - Click Add Selected Modules → confirm to complete your course registration.

9. Can a student edit courses after adding a module?
    - **YES,** if changes are needed → **click Back** to return to Module Selection.
    - Once all changes are finalized → click Submit Module Selection to confirm.

10. Can a student still edit courses after submitting Module Selection?
    - Once enrolment is **activated**, your status will be updated to **Active Student**.
    - Students may **return to re-select or amend registered modules** (except for packaged modules) during the module registration period: **2–8 March 2026.**

11. Should payment be made immediately after enrolment activation to avoid any courses being removed?
    - NO, fees are no longer processed during module registration. Fees will be **available** after **Week 3** and can be view in **Maya → Finance → Fees & Payment → View Account Statement/ Make a payment.**

12. Can student Apply Late Registration?
    - **Ready to Enrol (RE)** students may submit a late registration appeal during **WEEK 3.**

13. What will be the status for RE students if they still have not registered in Week 4?
    - **Ready to Enrol (RE)** students do not register by **Week 4**, their status will change to **Expected Not Registered (DTM).**

14. What happens if a student does not complete Module Registration?
    - Students who fail to register within the prescribed registration period will be recorded as **Not Registered** for the semester.

15. Can student apply for extra credit to take Co-C courses (PALAPES/ SUKSIS, etc)?
    - Yes,students may apply for extra credit, **subject to approval**. A letter of acceptance must be submitted for the application to be approved. Please ensure that your total credits **do not exceed 25.**

16. What should a student do if they have registration issues?
    - If a student encounters any issues with registration **→ contact the UG Office immediately** for assistance.
    - Programme Contacts (PIC) for Registration Assistance:

        1. **Bachelor of Computer Science (Computer System and Network) & Bachelor of Computer Science (Multimedia Computing)**
           PIC: Madam Faziela
           Email: faziela@um.edu.my

        2. **Bachelor of Computer Science (Artificial Intelligence)**
           PIC: Madam Hanim
           Email: hanimhusaini@um.edu.my

        3. **Bachelor of Computer Science (Information Systems)**
           PIC: Madam Zaleha
           Email: zaleha_pjal@um.edu.my

        4. **Bachelor of Computer Science (Software Engineering)**
           PIC: Madam Fatehah
           Email: fatehahzahir@um.edu.my

IMPORTANT: Students are currently using **@siswa-old.um.edu.my.** Please migrate and activate your new Siswamail account and login using **@siswa.um.edu.my.**

⚠️ If you are still facing access issues after resetting your password to @siswa.um.edu.my or @siswa-old.um.edu.my. Kindly submit a Helpdesk ticket under the **UM ID** category to receive assistance.

IMPORTANT ANNOUNCEMENT: *(updated 3/3/2026)*

The faculty is permitted to approve requests to drop packaged courses for students with Ready to Enrol (RE) status. The following justifications are considered acceptable:

1. Failed prerequisite courses.
2. Students on probation (maximum 15 credits per semester)
3. Students repeating a course or improving their grade.
4. Courses already passed in previous semesters.
5. Changes to the study plan or course diet.
6. Ineligibility to take the package (e.g., "TM", "CSP", "CSE", "CSM", or re-admitted students "GK1" and "GK" from previous semesters).
7. Incorrect course package assignment (occurrence) or violation of established registration rules.
8. Timetable clashes with other packaged courses.
9. Student deferment or postponement of registration.
10. Credit transfer or exemption.
11. Failure to submit a placement application.
12. Specialization records not updated.