

Faculty of Engineering and Technology
Information on Subject Registration

Introduction

Make sure that you do your planning first before going for subject registration exercise. Please refer to your program structure in Faculty website and list of courses offered that have been announced in Bulletin Board. Refer to the web for time table and try to arrange the best coordination of your timetable when registering the subject.

Online Subject Registration

Online subject registration must be completed before the beginning of each academic trimester. Students are advised to complete the following **before** the start of a new semester:-

- a) Take note of the online pre-subject registration date which will be announced by the Examination and Records Unit
- b) Meet your academic advisor to plan and get advice on your subject registration
- c) Take note of the requirements for subject registration and also your total credit hours
- d) Select the subjects that you would like to take and register at <http://online.mmu.edu.my>
- e) Check your subject registration details and timetable at <http://online.mmu.edu.my> (You may also refer to the **Student Information Centre**).

Nature of Time table

- a) Please select your lecture and tutorial groups according to the list given in courses to be offered every trimester. In selecting of the tutorial group you will have to choose the tutorial group that is in the range of your lecture section only. For Example: EEN1016 if you choose EM106 as your lecture group you will have to choose either EM106A or EM106B or EM106C or EM106D etc. as your tutorial group.
- b) All sections are opened based on first come first serve basis. Faculty will not entertain any request to increase the maximum capacity.
- c) There shall be no clashing between your core subjects, however if there is any, please notify the Faculty immediately. Otherwise clashing problem will not be entertained.
- d) All classes after lunch break on Friday will start at 2:30PM consecutively (3:30/4:30/5:30)

Lab Hours

Please DO NOT register any class during your allocated lab session as below. Even though you will find it's not clashing when you do the online registration, you may find your lab session might clash with your other registered subjects later since the lab schedule is released during week ONE. Lab session is not registered through online. This might happen for students who repeat subjects or students who take extra classes which is not according to the course structure.

LAB SESSION	MON	TUE	WED	THURS	FRI
BETA	9 – 12 (morning)		2 – 5 (afternoon)		9 – 12 (morning)
GAMMA	2 – 5 (afternoon)		9 – 12 (morning)		2.30 - 5.30 (afternoon)
DELTA		9 – 12 (morning)		2 – 5 (afternoon)	
EPSILON		2 – 5pm (afternoon)		9 – 12 (morning)	

Steps for Online Subject Registration

- a. Key in your Student ID Number, ICEMS Password and click “LOGIN” to log on into the Subject Registration web page. Check your particulars carefully. If there are any errors, report it to the Examination & Records Unit **immediately**.
- b. Select a menu option for your subject registration

ADD SUBJECT	Input the subject code of the subjects you want to add
DROP SUBJECT	Input the subject code of the subjects you want to drop.
DETAILS	To check Subject Registration Details (Total Hours, Cost and Timetable of the Subjects)
SUBJECT INFO	To view information for a particular subject
TIMETABLE	To view Timetable for a particular subject
LOGOUT	Log off web system. You may change your selection of subject until the END DATE & END TIME. Remember to log out and close your browser after your registration session is over. This will prevent anyone from accessing your personal information

Registration of EPT4046 Project

- a) For those who will start Part 1 of the project, please register for section EM401. Please observe the **requirement for registration** of Part 1 as below:
 - i. Completed (Passed) 84 credit hours **excluding** Arts & Humanities subjects.
- b) For those who will continue Part 2 of the project, please register section EM402 failing which you'll be treated as Part 1 student and the grade you will receive only CON (Continue) at the end of the trimester. Please observe the **requirement for registration** of Part 2 as below:
 - i. Project Part 1
 - ii. Industrial Training

Registration of EPT4066 Industrial Training

Students who wish to do Industrial Training must activate their account first in ITP webpage (<http://fet.mmu.edu.my/itp2012>). There is a specific timelines to do so therefore please refer to the detail guidelines and timelines for Industrial Training Programme (ITP) in the webpage.

After you complete the process of ITP placement, you may proceed to register the subject online. Please do it during the pre-subject registration period. There will be no auto-register for Industrial Training. Please observe the **requirement for registration** for ITP as below:

- i. Completed (Passed) 78 credit hours including Arts & Humanities subjects.

Student who is barred by Finance or do not meet the requirement for registration is not allowed to go for Industrial Training.

Appeal Subjects

Dean has the absolute discretion on whether or not to offer an appeal subject. The Faculty will announce subjects that will be offered. The registration for appeal subjects will be conducted manually. Only students with full attendance on Week 1 and 2 will be considered for registration **provided that** their academic load does not fall above the prescribed maximum load.

Subject requirement for registration (pre-requisite)

It is your responsibility to check on subject's pre-requisite before proceeding for subject registration. You may check from Faculty website for detail syllabus. Subject that has been registered without having passed its pre-requisite will be dropped automatically without further notice.

Manual Subject Registration

a) "Terminated-Reinstated" and student who is on financially-barred have to register their subject(s) manually by filling in the "Add/Drop" form. The manual registration will take place from Week 3 to Week 4. Registration after Week 4 will not be entertained.

b) Steps:

- Take the Add/Drop Form from FACULTY Administration Office
- Fill in the form
- Get verification of no outstanding fees from Finance (for financially-unbarred)
- Lecturer to counter-sign
- Dean to approve
- Submit the form to Examination and Records Unit
- Check your subject registration details and timetable for updates

Policy for Subject Registration and Late Registration

- a) For students registering after Week 2, they are allowed to register for subjects provided they have attended all lectures, tutorials and labs (if applicable) until the date of registration. The Dean has the absolute discretion on whether or not to allow the said registration.
- b) Students' attendance will be monitored in the event of late registration.
- c) The Examination and Records Unit will post all deadlines on subject registration on the online Bulletin Board. Students are required to refer to it often.
- d) Registration after deadlines will not be entertained.

Academic Load

A student who is pursuing a Bachelor of Engineering degree shall only be allowed to register a maximum of 18 credit hours and a minimum of 3 subjects in the 14 lecture-week trimester; and a maximum of 9 credit hours and a minimum of 1 subject in the 8 lecture-week trimester:

- a) Academic load for students with NORMAL/PASS status

14 lecture-week trimester (Long semester)

- Maximum of 18 credit hours
- Minimum of 3 subjects

8 lecture-week trimester (Short semester)

- Maximum of 9 credit hours
- Minimum of 1 subject

The above are not applicable for students who are undergoing industrial training.

- b) Student on probation shall only be allowed to register maximum credit hours as follows:

14 lecture-week trimester (Long semester)

Maximum credit hours:

- Probation 12

8 lecture-week trimester (Short semester)

Maximum credit hours:

- Probation 6

c) Students who do not register for any subjects during a trimester must apply for **Leave of Absence** from the Dean, failing which the students will be deemed **DISMISSED** from MMU.

Add/Drop, Withdraw and Quit

- a) Adding and/or dropping of any subject should be done during **the first two weeks** of each trimester. The add/drop process will also be web-based.
- b) A Student shall be allowed to withdraw from subject that he has registered. For 14 lecture-week trimester, the last date for subject withdrawal is by week 7 whereas for 8 lecture-week trimester, the last date for subject withdrawal is by week 4. This practice also takes into consideration one's academic load, in which it should not fall below the predetermined minimum load.
- c) Students who decide to cease their studies are required to notify the Examination and Records Unit in writing. Students who fail to do so are liable to pay all fees and other related charges for the entire semester to MMU.

Leave of Absence (LOA)

- a) A student is not allowed to take leave of absence (LOA) for more than three (3) trimesters (in total) throughout his/her studies at MMU.
- b) Application for LOA must be made online at <http://online.mmu.edu.my>. Please submit an appeal letter to the Faculty with complete supporting documents (if any) before the application can be processed. Students are only allowed to go on leave **after** the Dean approves the application.
- c) International students who need to return home to renew visa and have to miss their final examination **MUST** get prior approval from the Dean through the Examination and Records Unit at least four (4) weeks before the date of the examination.

Note: Please refer to the University Rules and Regulations for more information.

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