

**ATTENTION**  
**COURSE VERIFICATION WEEK AND**  
**COURSE PRE-REGISTRATION**  
**FOR DIPLOMA STUDENTS**

1. For your information, Academic Affairs Division (BHEA) will be conducting Course Verification Week for Semester 1 Session 2021/2022(E211) and Course Pre-Registration for Semester 2 Session 2021/2022(E212) to all Diploma students.

2. All students please take note on the following matters:

**a) COURSE VALIDATION (E211)**

➤ Check and verify all registered courses for Semester 1 Session 2021/2022.

I. Students are advised to check the registered courses carefully.

II. Students who '**REJECT**' the course in course verification system are **COMPULSORY** to submit an official letter approved by the course lecturer (approved by the course lecturer whom the students '*reject*') and submit to Scheduling Unit or email to

[jadual.bhea@upsi.edu.my](mailto:jadual.bhea@upsi.edu.my) .

- III. The '*REJECT*' notes from the students are not considered as drop course until the students submit the official letter.
- IV. Please refer to the Course Verification table as follows:

SEMESTER	COURSE VERIFICATION DATES
ALL SEMESTERS (1 – 9)	4 October 2021 (Monday) to 24 October 2021 (Sunday)

#### **b) COURSE PRE-REGISTRATION (E212)**

- Select and register courses according to the study plan (refer to faculty handbook) and the package set in the student Mysis system during the registration. ***(students are required to register according to the specified date)***

- I. List of courses offered in Semester 2 Session 2021/2022 is available from the respective faculties and announcements in portal.  
(<https://myupsi.upsi.edu.my/>)

- II. Please visit the following website to register courses:  
<https://emysis.upsi.edu.my/login.jsp>
- III. Please refer to the following Course Pre-Registration Schedule to ensure a smooth process.

SEMESTER	COURSE REGISTRATION DATES
5, 6, 7, 8	25 October 2021 (Monday) to 7 November 2021 (Sunday)
1,2, 3, 4	8 November 2021 (Monday) to 21 November 2021 (Sunday)

3. For any matters and enquiries, students can contact the Scheduling Unit, Academic Affairs Division on the following lines:

015-48797075/7985/7995

**013-4623016 (HOTLINE)**

or

Please contact with the following staff according to the respective faculties:

BIL.	FACULTY	DEPARTMENT	STAFF & E-MAIL	BHEA
1.	Languages and Communication	English Language and Literature	Mdm. Norlida bt. Hamid@Ahmad <a href="mailto:norlida@upsi.edu.my">norlida@upsi.edu.my</a> 05-4506174	Mdm. Siti Sarah Zulkifli <a href="mailto:sitisarah@upsi.edu.my">sitisarah@upsi.edu.my</a>
2.	Management and Economics	Business Management and Entrepreneurship	Mdm. Norizan bt. Yusoff <a href="mailto:norizanh@upsi.edu.my">norizanh@upsi.edu.my</a> 015-48797773	
3.	Centre for Languages and General Studies		Mdm. Nadiah Yan bt Abdullah <a href="mailto:nadiah_yan@pbpu.upsi.edu.my">nadiah_yan@pbpu.upsi.edu.my</a>	
4.	Music and Performing Arts	Performing Arts	Mdm. Juma Aini bt Ramli <a href="mailto:juma@upsi.edu.my">juma@upsi.edu.my</a> 05-4506523	Mdm. Hazila Mazna Zaharon Lai <a href="mailto:hazila@upsi.edu.my">hazila@upsi.edu.my</a>
		Music and Education (Music)	Mdm. Nur Atikah bt. Salim <a href="mailto:nur_atiqah@upsi.edu.my">nur_atiqah@upsi.edu.my</a> 05-4506523	
5.	Arts, Computing and Industry Creative	Computing	Mdm. Nurul Akmar bt Abdul Razak <a href="mailto:nurulakmar@upsi.edu.my">nurulakmar@upsi.edu.my</a> 05-4505970	
6.	Human Development	Early Childhood Education	Mdm. Noor Faridah binti mohd saaidin <a href="mailto:nfaridah@upsi.edu.my">nfaridah@upsi.edu.my</a> 015-48797624	
7.	Sciences and Mathematics	Mathematics	Mdm.Siti Khairatul Azwa bt Mohd Farok <a href="mailto:azwa83@upsi.edu.my">azwa83@upsi.edu.my</a> 015-48797400	Mr. Akmalhijaz Mohd <a href="mailto:akmalhijaz@upsi.edu.my">akmalhijaz@upsi.edu.my</a>
		Chemistry	Mdm. Aryani Adnan <a href="mailto:aryaniadnan@ict.upsi.edu.my">aryaniadnan@ict.upsi.edu.my</a> 015-48797575	

		Physic	Mdm.Nurshuhada bt. Mohd Saad <a href="mailto:nurshuhada@upsi.edu.my">nurshuhada@upsi.edu.my</a> 015-48797655
8.	Sports Sciences and Coaching	Sports Sciences and Coaching	Mr.Najihan bin Sallehudin <a href="mailto:najihan@upsi.edu.my">najihan@upsi.edu.my</a> 015-48797164
9.	Human Sciences	Social Studies and Citizenship	Mr. Irwan Hamdi bin Mohamad <a href="mailto:hamdi@upsi.edu.my">hamdi@upsi.edu.my</a> 05-4506320
10.	Co-curricular Centre		<a href="mailto:pusat_kokurikulum@upsi.edu.my">pusat_kokurikulum@upsi.edu.my</a> 015-48797700

Date of notice : 20 September 2021  
Issued by : (Scheduling Unit)  
Academic Affairs Division  
Telephone no. : 015-48797075/7985/7995  
Notice valid until : 27 November 2021

## FLOW CHART OF COURSE VALIDATION AND COURSE PRE-REGISTRATION

