

ATTENTION TO ALL DIPLOMA STUDENTS

Please be informed that Diploma students may add and drop courses online.

However, students are allowed to add courses according to the package specified by the faculty.

Below are the guidelines for the add and drop week that students need to adhere to:

- 1) Students can add courses online through the student MySIS system. If the course is full and not in the list of courses in MySIS system, students need to contact their respective faculties / faculties that offer courses for the following matters:
 - Open capacity for courses that are already full; and
 - Obtain approval for additional credit hours (online application through student MySIS system).

- 2) Students can drop course(s) online ***[with the consent of the lecturer(s)]*** throughout the add and drop week up to the 7th week of lectures (according to the date specified).

Please visit <http://portal2.upsi.edu.my/> to see the latest lecture schedule for Semester 2 Session 2021/2022. The lecture schedule is subject to amendment from time to time.

ADD AND DROP WEEK SCHEDULE

SEMESTER 2 SESSION 2021/2022

ADD WEEK	NOTES
<p>3 January 2022 until 16 January 2022</p> <p>A fine is imposed beginning: 17 January 2022</p>	<p>Add week begins on the first and second week of lectures</p> <p>* week (2)</p>
DROP WEEK	NOTES
<p>3 January 2022 until 27 February 2022</p> <p>A fine is imposed beginning: 28 February 2022</p>	<p>Drop week begins on the first week until the seven week of lectures</p> <p>* week (1 - 7)</p>

Date of Notice : 13 Dicember 2021
Issued by : ACADEMIC AFFAIRS DIVISION
(SCHEDULING AND APEL-C UNIT)
Telephone : 015-48797995/7075/7985
Valid date of notice : 13 Dicember 2021 2021 UNTIL 28 February 2022

To facilitate students during the Add and Drop Week, students may e-mail the faculty staff as follows:

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

		Physic	Mdm.Nurshuhada bt. Mohd Saad nurshuhada@upsi.edu.my 015-48797655
8.	Sports Sciences and Coaching	Sports Sciences and Coaching	Mr.Najihan bin Sallehudin najihan@upsi.edu.my 015-48797164
9.	Human Sciences	Social Studies and Citizenship	Mr. Irwan Hamdi bin Mohamad hamdi@upsi.edu.my 05-4506320
10.	Co-curricular Centre		pusat kokurikulum@upsi.edu.my 015-48797700