



UNIVERSITI  
PENDIDIKAN  
SULTAN IDRIS  
اوتريستي قنديديتن سلطان ادرس  
SULTAN IDRIS EDUCATION UNIVERSITY



UPSI  
No.1  
PENDIDIKAN

SCHEDULING AND APEL UNIT

# ATTENTION

TO ALL  
STUDENTS (DIPLOMA)

## FOR INFORMATION

DIPLOMA'S STUDENTS MAY ADD AND DROP COURSES ONLINE.  
HOWEVER, STUDENTS ARE ALLOWED TO ADD COURSES ACCORDING TO THE PACKAGE  
SPECIFIED BY THE FACULTY.

## 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:**

- i OPEN CAPACITY FOR COURSES THAT ARE ALREADY FULL
- ii 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 FIRST AND SECOND WEEK AND  
DROP WEEK UP TO THE 7TH WEEK OF LECTURES



(ACCORDING TO THE DATE SPECIFIED)



TO SEE THE LATEST LECTURE SCHEDULE  
FOR SEMESTER 2 SESSION 2021/2022,  
PLEASE VISIT :

<http://portal2.upsi.edu.my/>



THE LECTURE SCHEDULE IS SUBJECT TO  
AMENDMENT FROM TIME TO TIME

FOR MORE INFORMATION PLEASE CONTACT  
SCHEDULING AND APEL UNIT



015-48797075 / 7985



**HOTLINE**

013-4623016



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BAHAGIAN HAL EH WAL AKADEMIK  
DIVISION OF ACADEMIC AFFAIRS

UPSI  
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SCHEDULING AND APEL UNIT

# ADD AND DROP

## WEEK SCHEDULE

### SEMESTER 2 SESSION 2021/2022

DIPLOMA

#### ADD WEEK

3 JANUARY 2022

UNTIL

16 JANUARY 2022

A FINE IS  
IMPOSED  
BEGINNING

17 JANUARY 2022

#### NOTES

ADD WEEK BEGINS ON



FIRST WEEK LECTURES

UNTIL



SECOND WEEK LECTURES

\* WEEK (2)



#### DROP WEEK

3 JANUARY 2022

UNTIL

27 FEBRUARY 2022

A FINE IS  
IMPOSED  
BEGINNING

28 FEBRUARY 2022

#### NOTES

DROP WEEK BEGINS ON



FIRST WEEK LECTURES

UNTIL



SEVEN WEEK LECTURES

\* WEEK (1 - 7)



DATE OF NOTICE | 13 DECEMBER 2021

ISSUED BY

ACADEMIC AFFAIRS DIVISION  
(SCHEDULING AND APEL UNIT)

VALID DATE OF NOTICE

13 DECEMBER 2021 – 28 FEBRUARY 2022

FOR MORE INFORMATION PLEASE CONTACT

SCHEDULING AND APEL UNIT



015-48797995 / 7075 / 7985



HOTLINE

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# INFORMATION

TO FACILITATE STUDENTS DURING THE ADD AND DROP WEEK, STUDENTS  
MAY E-MAIL THE FACULTY STAFF AS FOLLOWS:

## FACULTY OF LANGUAGES AND COMMUNICATION

### BILL

1.

| FACULTY STAFF                | DEPARTMENT                    | E-MAIL & TEL. NO                                                           |
|------------------------------|-------------------------------|----------------------------------------------------------------------------|
| Mdm. Norlida bt. Hamid@Ahmad | English Language & Literature | <a href="mailto:norlida@upsi.edu.my">norlida@upsi.edu.my</a><br>05-4506174 |



## FACULTY OF MUSIC AND PERFORMING ARTS

### BILL

1.

2.

| FACULTY STAFF             | DEPARTMENT                | E-MAIL & TEL. NO                                                                  |
|---------------------------|---------------------------|-----------------------------------------------------------------------------------|
| Miss Juma Aini bt Ramli   | Performing Art            | <a href="mailto:juma@upsi.edu.my">juma@upsi.edu.my</a><br>05-4506523              |
| Mdm. Nur Atiqah bt. Salim | Music and Music Education | <a href="mailto:nur_atiqah@upsi.edu.my">nur_atiqah@upsi.edu.my</a><br>05- 4506523 |



## FACULTY OF HUMAN DEVELOPMENT

### BILL

1.

| FACULTY STAFF                     | DEPARTMENT                | E-MAIL & TEL. NO                                                               |
|-----------------------------------|---------------------------|--------------------------------------------------------------------------------|
| Mdm.Noor Faridah bt. Mohd Saaidin | Early Childhood Education | <a href="mailto:nfaridah@upsi.edu.my">nfaridah@upsi.edu.my</a><br>015-48797624 |



## CENTRE FOR LANGUAGES AND GENERAL STUDIES

### BILL

1.

| CENTRE STAFF                | DEPARTMENT                                                         | E-MAIL & TEL. NO                                                               |
|-----------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Mdm. Nadiah Yan bt Abdullah | Deputy of Director,<br>Centre for Languages ang General<br>Studies | <a href="mailto:nadiah_yan@pbmpu.upsi.edu.my">nadiah_yan@pbmpu.upsi.edu.my</a> |



FOR MORE INFORMATION PLEASE CONTACT  
SCHEDULING AND APEL UNIT

MUKA SURAT 1/3



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# INFORMATION

TO FACILITATE STUDENTS DURING THE ADD AND DROP WEEK, STUDENTS  
MAY E-MAIL THE FACULTY STAFF AS FOLLOWS:

## FACULTY OF MANAGEMENT AND ECONOMICS

### BILL

1.

| STAF FAKULTI           | Department                               | E-MAIL & TEL. NO                                                              |
|------------------------|------------------------------------------|-------------------------------------------------------------------------------|
| Mdm. Norizan bt Yusoff | Business Management and Entrepreneurship | <a href="mailto:norizanh@upsi.edu.my">norizanh@upsi.edu.my</a><br>015-4879773 |



## FACULTY OF SPORTS SCIENCE AND COACHING

### BILL

1.

| FACULTY STAFF             | DEPARTMENT                | E-MAIL & TEL. NO                                                             |
|---------------------------|---------------------------|------------------------------------------------------------------------------|
| Mr.Najihan bin Sallehudin | Sports Science & Coaching | <a href="mailto:najihan@upsi.edu.my">najihan@upsi.edu.my</a><br>015-48797164 |



## FACULTY OF SCIENCE AND MATHEMATICS

### BILL

1.

2.

3.

| FACULTY STAFF                   | DEPARTMENT  | E-MAIL & TEL. NO                                                                             |
|---------------------------------|-------------|----------------------------------------------------------------------------------------------|
| Mdm.Siti Khairatul Azwa bt Mohd | Mathematics | <a href="mailto:azwa83@upsi.edu.my">azwa83@upsi.edu.my</a><br>015-48797400                   |
| Farok                           |             |                                                                                              |
| Mdm. Aryani bt Adnan            | Chemistry   | <a href="mailto:aryaniadnan@ict.upsi.edu.my">aryaniadnan@ict.upsi.edu.my</a><br>015-48797575 |
| Mdm.Nurshuhada bt. Mohd Saad    | Physics     | <a href="mailto:nurshuhada@upsi.edu.my">nurshuhada@upsi.edu.my</a><br>015-48796555           |



## CO-CURRICULUM CENTRE

### BILL

1.

| CENTRE STAFF          | DEPARTMENT            | E-MAIL & TEL. NO                                                                                 |
|-----------------------|-----------------------|--------------------------------------------------------------------------------------------------|
| Co- Curricular Centre | Co- Curricular Centre | <a href="mailto:Pusat-kokurikulum@upsi.edu.my">Pusat-kokurikulum@upsi.edu.my</a><br>015-48797700 |



FOR MORE INFORMATION PLEASE CONTACT  
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# INFORMATION

TO FACILITATE STUDENTS DURING THE ADD AND DROP WEEK, STUDENTS  
MAY E-MAIL THE FACULTY STAFF AS FOLLOWS:

## FACULTY OF HUMAN SCIENCES

BILL  
1.

| FACULTY STAFF              | DEPARTMENT                     | E-MAIL & TEL. NO                                                       |
|----------------------------|--------------------------------|------------------------------------------------------------------------|
| Mr. Irwan Hamdi b. Mohamad | Social Studies and Citizenship | <a href="mailto:hamdi@upsi.edu.my">hamdi@upsi.edu.my</a><br>05-4506320 |



## FACULTY OF ART, COMPUTING AND CREATIVE INDUSTRY

BILL

1.

| FACULTY STAFF                   | DEPARTMENT | E-MAIL & TEL. NO                                                                 |
|---------------------------------|------------|----------------------------------------------------------------------------------|
| Mdm. Nurul Akmar bt Abdul Razak | Computing  | <a href="mailto:nurulakmar@upsi.edu.my">nurulakmar@upsi.edu.my</a><br>05-4505970 |



**FOR MORE INFORMATION PLEASE CONTACT**  
SCHEDULING AND APEL UNIT

MUKA SURAT 3/3



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