



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



UPSI
No.1
PENDIDIKAN

SCHEDULING 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 UniSIS SYSTEM.



* IF THE COURSE IS FULL AND NOT IN THE LIST OF
COURSES IN UniSIS 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 1 SESSION 2023/2024,
PLEASE VISIT :

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



THE LECTURE SCHEDULE IS SUBJECT TO
AMENDMENT FROM TIME TO TIME

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT



015-48797075 / 7985



HOTLINE

013-4623016



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BAHAGIAN HAL EHVAL AKADEMIK
DIVISION OF ACADEMIC AFFAIRS

UPSI
No.1
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SCHEDULING UNIT

ADD AND DROP

WEEK SCHEDULE

SEMESTER 1 SESSION 2023/2024

DIPLOMA

ADD WEEK

21 AUGUST 2023

UNTIL

3 SEPTEMBER 2023

A FINE IS
IMPOSED
BEGINNING

4 SEPTEMBER 2023

NOTES

ADD WEEK BEGINS ON



FIRST WEEK LECTURES

UNTIL



SECOND WEEK LECTURES

* WEEK (2)



DROP WEEK

21 AUGUST 2023

UNTIL

8 OCTOBER 2023

A FINE IS
IMPOSED
BEGINNING

9 OCTOBER 2023

NOTES

DROP WEEK BEGINS ON



FIRST WEEK LECTURES

UNTIL



SEVEN WEEK LECTURES

* WEEK (1 - 7)



DATE OF NOTICE | 7 AUGUST 2023

ISSUED BY | ACADEMIC AFFAIRS DIVISION
(SCHEDULING UNIT)

VALID DATE OF NOTICE | 7 AUGUST 2023— 8 OCTOBER 2023

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT



015-48797974 / 7075 / 7985



HOTLINE

013-4623016



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	norlida@upsi.edu.my 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	juma@upsi.edu.my 05-4506523
Mdm. Nur Atiqah bt. Salim	Music and Music Education	nur_atiqah@upsi.edu.my 05- 4506523



FACULTY OF HUMAN DEVELOPMENT

BILL

1.

FACULTY STAFF	DEPARTMENT	E-MAIL & TEL. NO
Mdm.Noor Faridah bt. Mohd Saaidin	Early Childhood Education	nfaridah@upsi.edu.my 015-48797624



CENTRE FOR LANGUAGE COMPETENCIES

BILL

1.

CENTRE STAFF	DEPARTMENT	E-MAIL & TEL. NO
Miss Norzalida Bt Bahtiar	Centre For Language Competencies	norzalida@upsi.edu.my 015-48799354



FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT

MUKA SURAT 1/3



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HOTLINE

013-4623016





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	norizanh@upsi.edu.my 015-4879773



FACULTY OF SPORTS SCIENCE AND COACHING

BILL

1.

FACULTY STAFF	DEPARTMENT	E-MAIL & TEL. NO
Mr. Ahmad Fazli bin Ahmad Rasmi	Sports Science & Coaching	fazli@upsi.edu.my 015-48797165



FACULTY OF SCIENCE AND MATHEMATICS

BILL

1.

2.

3.

FACULTY STAFF	DEPARTMENT	E-MAIL & TEL. NO
Mdm.Siti Khairatul Azwa bt Mohd	Mathematics	azwa83@upsi.edu.my
Farok		015-48797400
Mdm. Aryani bt Adnan	Chemistry	aryaniadnan@ict.upsi.edu.my 015-48797575
Mdm.Nashimatul Aliana bt. Kamarul Bahrin	Physics	nurshuhada@upsi.edu.my 015-48797655



CO-CURRICULUM CENTRE

BILL

1.

CENTRE STAFF	DEPARTMENT	E-MAIL & TEL. NO
Co- Curricular Centre	Co- Curricular Centre	Pusat-kokurikulum@upsi.edu.my 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	hamdi@upsi.edu.my 05-4506320



FACULTY OF COMPUTING & META- TECHNOLOGY

BILL

1.

FACULTY STAFF	DEPARTMENT	E-MAIL & TEL. NO
Mdm. Syaidatul Hamera binti Mohd Radzi	Computer Science and Digital Technology	syaidatul@upsi.edu.my



FOR MORE INFORMATION PLEASE CONTACT
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