



ANNOUNCEMENT OF COURSE REGISTRATION ACTIVITIES FOR PROBATIONARY STUDENTS (P1 AND P2), SEMESTER 1, ACADEMIC SESSION 2026/2027

1. ACTIVITY SCHEDULE FOR SEMESTER 1, ACADEMIC SESSION 2026/2027

ACTIVITY	DATE
Examination Results for Semester 2, Academic Session 2025/2026	21 August 2026 (Friday) Examination results announced to students at 11:00 AM via the <i>CampusOnline</i> portal (http://campusonline.usm.my)
Course Registration via E-Daftar (<i>includes academic advising by the Academic Advisor and approval by the Dean/Deputy Dean (Academic)</i>)	15 September 2026 (Tuesday) to 18 October 2026 (Sunday) - Week 3
Semester 1, 2026/2027 begins	28 September 2026

2. TERMS AND GENERAL INFORMATION FOR E-DAFTAR COURSE REGISTRATION

- (a) Registration Portal: Course registration is conducted via the USM *CampusOnline* portal (<https://campusonline.usm.my>) under the **E-Daftar (Course Registration)** menu.
- (b) **Classification of the study year is based on the total accumulated units/cumulative units.**
- (c) Students must contact their respective School if Academic Advisor information is missing from the system in order to proceed with academic advising sessions.
- (d) The list of courses registered during the E-Daftar period can still be updated (added or dropped) during the registration activity window by the Academic Advisor and the Dean/Deputy Dean (Academic).
- (e) All registered courses must receive endorsement and official approval from the Academic Advisor as well as the Dean/Deputy Dean (Academic) before being activated as registered courses¹.
- (f) The registration workflow can be referenced in the **P1P2 User Manual** document for guidance.
- (g) Students can register for all courses via E-Daftar **except** Co-Curriculum courses.
 - Co-Curriculum registration is managed directly by the Centre for Co-Curricular Programmes according to the respective campus (Main, Engineering, or Health Campus).
 - Co-Curriculum courses will be pre-entered into the student's course registration record prior to the E-Daftar activity if the pre-registration application is successful¹.
- (h) Registration for Audit-type courses (course type code **Y**) is **strictly not permitted**.
- (i) The minimum and maximum number of registered credit units/workload must strictly remain within the prescribed range set by the university based on academic status

Academic Status	Minimum Unit	Maximum Unit
P1	9	12
P2	9	10

3. REGISTRATION STATUS FOR STUDENTS WITH OUTSTANDING DEBTS

Any student with outstanding debt arrears up to the end of Semester 2, Academic Session 2025/2026 **will not be allowed to register for courses**. Affected students will only be permitted to register once all outstanding debts have been fully settled.

Students who wish to discuss or enquire about debt arrears may contact the Bursar's Department:-

Main Campus: 04-653 3770 / 6169 (Cik Safiah Samsudin)
 Tuanku Syed Sirajuddin Engineering Campus: 04-599 5024 (Puan Norasmida Shahrol Yahya)
 Health Campus: 09-767 2111 / 2127 (Puan Fuziah Abdullah/Puan Nur Asiah Ibrahim/Puan Siti Muslihah Bakar)

eDaftar Notice:

Any inquiries can be emailed to:
 Main Campus: kewangan_pelajar@usm.my
 Tuanku Syed Sirajuddin Engineering Campus: pelajar_eng@usm.my
 Health Campus: studentkck@usm.my

The list of indebted students can be retrieved by Schools via the SMU-P system under the **Senarai Pelajar Berhutang** (List of Debted Students) menu.

4. FAILURE TO REGISTER COURSES & ACTIONS BY SCHOOLS/CENTRES

Course registration for active status students (**P1 & P2**) is **MANDATORY**. The University will terminate (*deregister*) of any student who fails to register for courses without a valid reason.

Schools can identify active students who have not yet registered for courses in a given semester via SMU-P under the **Senarai Pelajar Aktif - Belum/Tidak Mendaftar Kursus** (List of Active Students - Yet/Did Not Register Courses) menu.

Schools/Centres must reach out to unregistered students to determine their current status of study.

Schools/Centres must inform the Student Records Unit if a student is arriving late to register or is applying for/undergoing a deferment of study, to prevent automatic termination by the university

Schools/Centres must finalize and submit a written endorsement of students who failed to register or could not be contacted to the Student Records Unit to be removed from the USM Registered Students List by Week 3 at the latest.

5. ENQUIRIES AND REFERENCE DIRECTORY

ITEM	OFFICER / UNIT RESPONSIBLE	OFFICE EXTENSION NO.
- Diploma & Degree Students Registration Secretariat - University course offerings data - Postponement of studies	Encik Abdul Hafiz Abdul Hadi Senior Assistant Registrar Student Records Unit Academic Management Division Registrar Department	3211 General Office = 4194/2924/2925/ 3169/2336/3076
Approval of course offerings	Senate Unit Academic Management Division Registrar Department	General Office = 3276
E-Daftar Technical Support System	Puan Janariah Abdul Rashid Information Technology Officer Digital Transformation Center Cik Santi Jafar Information Technology Officer Digital Transformation Center	4243 2741
CampusOnline Portal	ServisDesk Digital Transformation Center	4400
Student Financial / Debt Arrears Affairs	Puan Nurul Hayati Azme Senior Assistant Bursar Student Accounts Unit Bursary (Main Campus) Encik Ismail Jamaluddin Chief Assistant Bursar Bursary (Tuanku Syed Sirajuddin Engineering Campus) Puan Rozila Mohd Roslan Senior Assistant Bursar Bursary (Health Campus)	6169 General Office = 3770 5020 General Office = 5024 2124 General Office = 2127/2111
Student Loans / Scholarships	Student Scholarships, Loans and Awards Unit Student & Alumni Development Affairs Division	General Office = 6136