

**Subject Registration Timeline and Activities**

Activity	Semester 1 (S1)														Semester 2 (S2)														Special Semester (SS)																				
	1	2	3	4	5	6	7	8	B	9	10	11	12	13	14	Exam	Sem Break	1	2	3	4	5	6	7	B	8	9	10	11	12	13	14	Exam	Sem Break	1	2	3	4	5	6	7	Exam	Sem Break						
Finalized Subject Registration (FSR)	S1																S2																			SS													
Advising (A)				S2																SS										S1																			
Subject Registration (SR)													S2																																	S1			
Subject Withdrawal - No Refund (SW)										S1																																						SS (day 4 week 1)	

**Finalized Subject Registration Activities**

- 1) Drop Subject via Advisor
- 2) Timetable dropped due to outstanding debt and Pro-forma
- 3) Subject Registration for Defer, Change Program and New student

**Advising Activities**

- 1) Select Subject according to Program Structure
- 2) Get Approval from Advisor
- 3) Pay Pro-Forma invoices after advising week ends

**Subject Registration Activities**

- 1) Week 1 – Week 2: Time slot for student who has completed the Advising Process.
- 2) Week 3 – Week 6: Time slot for student who DID NOT complete the Advising Process.
- 3) Week 5 – Application for Increase Capacity
- 4) Week 6 – Online Increase Capacity Result
- 5) Week 1 - 6 : Bypass Pre-Requisite Request, Additional Credit Maximum Request and Repetition Passed Subject Request

**Subject Withdrawal Activities**

- 1) Withdraw Subject Request
- 2) Approval from Dean or Head of Department
- 3) Grade "TD" will be assigned once approval has been given
- 4) NO REFUND for withdrawn subject
- 5) Need to apply for Deferment of studies if student want to withdraw ALL registered subjects