FAQ FOR CLOSED REGISTRATION

International Islamic College fully understands students' difficulties to adapt new norm in the current pandemic situation in 2021/2022. Therefore ACAD comes with new policy to register subjects to be enrolled by students according to students' study plan.

1. What is study plan?
   It is the plan of subjects that has been arranged according to the level of difficulties, knowledge and skills required to register next level of subjects.

2. Why study plan is important?
   - To ensure the student will graduate on time
   - To guide the students to register the right combination of subjects

3. What would happen if the students do not follow their study plan?
   - Students might not graduate on time.
     OR
   - The student might choose wrong combination of subjects (combination of difficulties level for each subject)
     OR
   - Students will be burdened with a combination of difficult subjects

4. What is the minimum credit hour?
   i. Long Semester: The minimum credit hours is 18 (6 subjects).
   ii. Short Semester: The minimum credit hours is 9 (3 subjects).

5. Are students allowed to take Extra Workload?
   Students are allowed to take **EXTRA WORKLOADS** based on the following criteria:
   i. For non-graduating students, the CGPA should be 3.00 and above and not more than 50 credit hours for one academic year (Semester 1, Semester 2 and Semester 3).
   ii. For graduating students, the CGPA should be 2.50 and above and not more than 50 credit hours for one academic year (Semester 1, Semester 2 and Semester 3).

6. How to apply Extra Workload?
   Student can fill in extra workload form from the link below or get the form from ACAD office during office hour.
   https://forms.gle/Fw9viVxpoHrMxa9S9

7. What are the considerations taken by ACAD to register the subjects for students?
   ACAD will register the subjects for students by considering the following:
   i. The students' balance credit hours
   ii. Study plan of the program
   iii. Students' choice of subjects from the survey

8. What is the rationale behind the involvement of ACAD in the course registration process?
   - This is mainly to help students follow their study plan and complete their study within the allocated time.
   - This is to help students to enrol subjects for that semester without clash or the need to request for a new section to be opened.

9. How does ACAD identify the subjects to be registered for each student?
   ACAD and the Deputy Deans of the program have carefully gone over the students' survey and study plan one by one to ensure the students will be registered to the correct subjects and in line with their study plan.

10. Are students allowed to request their own combination of subjects for the semester?

    Yes, students can request to ACAD as long as the **SUBJECTS ARE OFFERED** and **NOT CLASHED** with other subjects **DURING ADD AND DROP SESSION**.

11. What if I still have a problem regarding the registration subjects in Semester 1, 2021/2022?
    If you still have any problem you can directly email SED at sedacad2020@gmail.com or directly contact SED at 019-2080442 (Mdm Aliza) / 017-609 4066 (Mdm Atikah) / 019-333 2962 (Mdm Iela)