



MEMORANDUM
No: RO/ARU/03/2022

To : All Students of DRB-HICOM University of Automotive Malaysia

From : Registrar

Cc : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre
Fazlil Aslan Ismail – Head, Academic Management Centre
All Staff

Date : 19 September 2022

Subject : Continuing Student Registration for November 2022 Session (202211)

Assalamualaikum w.b.t & greetings to all.

Please be informed that the continuing students registration for November 2022 Session (202211) will be as follows:

No.	Activity	Date
1.	Semester Registration (online) https://registration.dhuautomotive.edu.my/site/login <i>Note:</i> <i>1. Prior to semester registration, students shall ensure that they have done students satisfaction survey.</i> <i>2. Registration from 4 November 2022, after 5.00pm is considered as late registration and penalties will be imposed from the range of RM50 to RM160. (Student Handbook, Clause 2.2.4.2, Page 25)</i>	Online Registration System Open: 21/10/2022 – 04/11/2022 Online Registration System Close: 04/11/2022 (5.00 pm) Students who request to register after the system closed shall complete the registration form manually and submit to Admission and Record Unit.
2.	University Village Registration (physical) at University Village Office	24 October 2022 (Monday) 8.30 am – 1.00 pm
3.	Class commences	25 October 2022 (Tuesday)

Any related information, you may refer the contact details as provided in Table 1.

Stay safe & healthy!
Thank you

Table 1: Contact Details

<i>Matters Concerned</i>	<i>Officers</i>	<i>Phone No.</i>	<i>Email</i>
<i>Academic Management Centre ("AMC")</i> <ul style="list-style-type: none"> ▪ <i>Academic affairs</i> ▪ <i>Course registration</i> ▪ <i>Class timetable</i> ▪ <i>Teaching & learning arrangement</i> 	<u><i>Faculty of Business & Management</i></u> Ms Hadijah Mohd Noh	09-4242490	hadijah.noh@dhu.edu.my
	<u><i>Faculty of Engineering & Technology</i></u> Ms Safariza Yahya	09-4242421	safariza@dhu.edu.my
	<u><i>Research Management & Postgraduate Centre</i></u> Ms Hafizah Mohamed Said	09-4242738	hafizah@dhu.edu.my
<i>Finance</i> <ul style="list-style-type: none"> ▪ <i>Invoice</i> ▪ <i>Payment</i> 	Ms Norazleena Abd Rahmat Ms Nur Suhana Abdul Latif@Ya'acob Ainur Ms Nurulaini Marliyana Samsudin	09-4242464 09-4242473 09-4242462	norazleena@dhu.edu.my suhana@dhu.edu.my marliyana@dhu.edu.my
<i>Student Affairs Centre ("SAC")</i> <ul style="list-style-type: none"> ▪ <i>Student affairs</i> ▪ <i>Student welfare</i> ▪ <i>Student activities</i> ▪ <i>Student disciplinary</i> ▪ <i>Alumni</i> 	Muhammad Zakuan Ab Rahman Mr Nadzmi Syafiq Mohd Azmi Ms Nurul Syazwani Che Mat Roplan	09-4242687 09-4242726 09-4242693	zakuan@dhu.edu.my nadzmi@dhu.edu.my syazwani@dhu.edu.my
<i>University Village</i> <ul style="list-style-type: none"> ▪ <i>Student accommodation</i> 	<u><i>Tower 1</i></u> Mr Mohd Nur Irsyaduddin Ismail	09-4242685	irsyad@dhu.edu.my
	<u><i>Tower 2</i></u> Ms Sharifah Khyailhasma Mohd Nur	09-4242686	khyailhasma@dhu.edu.my
	<u><i>Tower 3</i></u> Mr Mohamad Haikal Imran Mohamed Zukini	09-4242644	haikal.imran@dhu.edu.my
<i>FOE</i>	Ms Nur Izzati Syazwani Mohd Noor	09-4242788	izzati@dhu.edu.my
<i>FOB</i>	Mr Muhammad Asri Aminudin	09-4242353	asri@dhu.edu.my
<i>Registry Office</i> <ul style="list-style-type: none"> ▪ <i>Student registration</i> ▪ <i>Student records</i> ▪ <i>Examination management</i> 	<u><i>Admission & Record Unit</i></u> Ms Syazwani Rijaluddin Ms Wan Nurul Syafiqah Wan Abdul Samad Ms Ida Natasha Hassanuddin Ms. Nor Izni Mohd Sham	09-4242432 09-4242412 09-4242624 09-4242435	wani.rijaluddin@dhu.edu.my syafiqah@dhu.edu.my ida.natasha@dhu.edu.my izni@dhu.edu.my
	<u><i>Examination Management Unit</i></u> Mr Ahmad Faris Mohamed Shukri Mohamad Ms Maizatul Shahira Bahajanuri	09-4242723 09-4242623	faris.shukri@dhu.edu.my maizatul@dhu.edu.my
<i>University Management Centre ("UMC")</i> <ul style="list-style-type: none"> ▪ <i>Marketing & student recruitment</i> ▪ <i>Scholarship & sponsorship affairs</i> ▪ <i>International student affairs</i> 	<u><i>Marketing & Student Recruitment</i></u> Mr Mohamad Hadinata Abdul Ishak Hassanat Ms. Nur Liyana Hassan Mr Muhamad Zul Nor Iqmal Jumaat	09-4242424 09-4242698 09-4242429	hadinata@dhu.edu.my nurliyana@dhu.edu.my iqmal@dhu.edu.my
	<u><i>Scholarships & Sponsorships</i></u> Cr. Ataullah Anas Ms Syarifah Ekanorlia Said Syamsoul Anwar Leely	09-4242619 09-4242426	ataullah@dhu.edu.my eka.said@dhu.edu.my
	<u><i>International Student Affairs</i></u> Ms Madihah Mat Daud	09-4242643	madihah@dhu.edu.my