

## Four steps for Semester Registration

### **Step 1**

Please ensure you have completed your student satisfaction survey.  
If you haven't completed yet. Please contact SAC office at 09 424 2726/2693

### **Step 2**

Log into <https://registration.dhuautomotive.edu.my/site/login>

Your access to the system:

User ID: IC Number (without -)

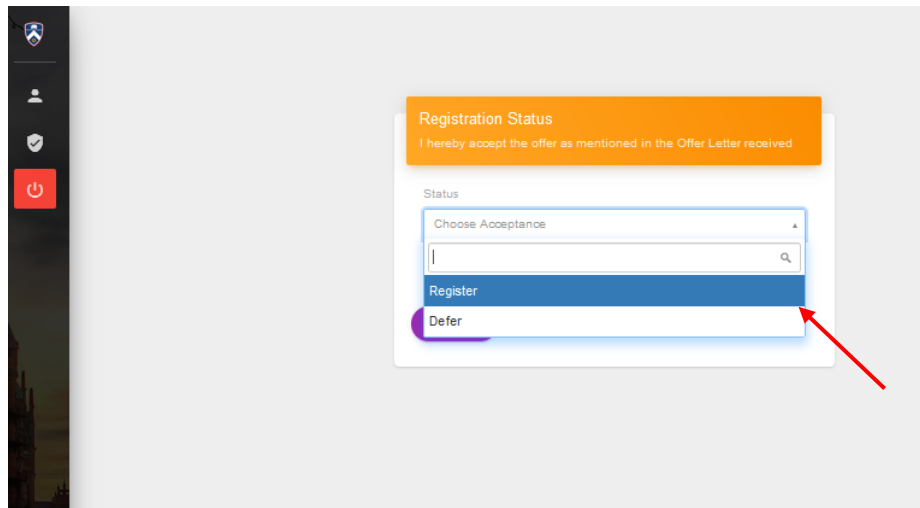
Password: p@ssw0rd

*Note: Please use your latest password*

### **Step 3**

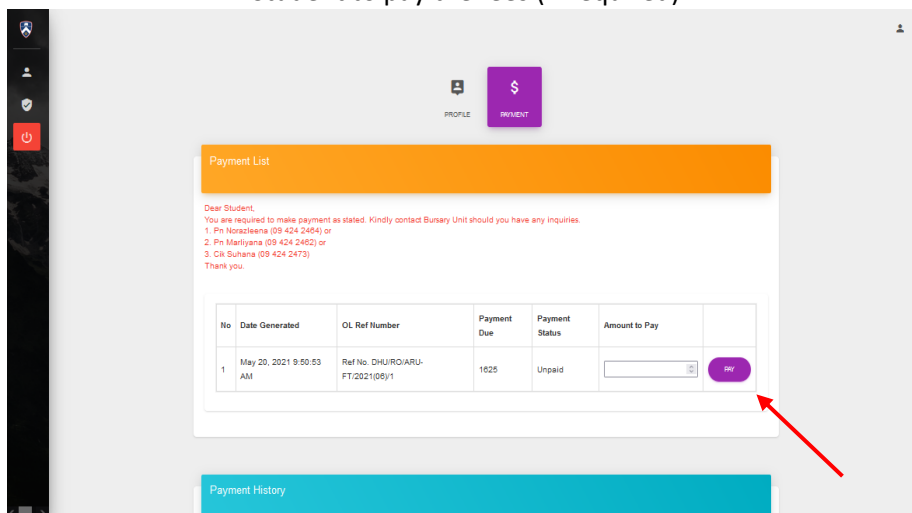
Please click 'register'

Application for Deferment of Study shall apply via email to [dhuregistry@dhu.edu.my](mailto:dhuregistry@dhu.edu.my)



### **Step 3**

Student to pay the fees (If required)



## Check your Registration

Students who click 'register' will see a status register on their profile. However, please note that this does not mean that your registration has been successful.

### Successful registration only when you have:

1. Profile Acceptance status: Register

The screenshot shows a user profile page. At the top, there are two tabs: 'PROFILE' (selected) and 'PAYMENT'. Below the tabs, the user's name 'Siti Nurfatimah binti Mohmed Nor' is displayed. On the left, there are menu options: 'PROFILE', 'GUARDIAN', and 'SETTINGS'. The main content area shows personal details: IC No, Student ID, Email, and Phone No, all of which are redacted with black bars. Below these details is an 'UPDATE PROFILE' button. On the right, there is a circular profile picture placeholder and a summary card containing the Student ID, name 'Nor', and Email, all redacted. At the bottom of this card, the text 'Acceptance Status : Register' is displayed and circled in red.

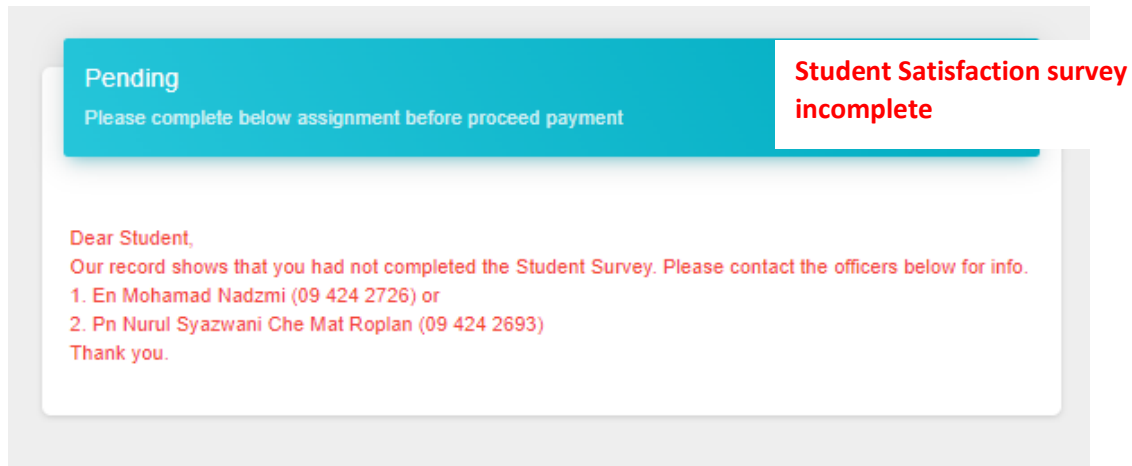
2. No outstanding payment

The screenshot shows a 'Payment List' page. At the top, there are two tabs: 'PROFILE' and 'PAYMENT' (selected). Below the tabs, the text 'Payment List' is displayed. The main content is a table with the following columns: No, Date Generated, OL Ref Number, Payment Due, Payment Status, and Amount to Pay. The table contains 7 rows of payment records. The 'Payment Status' column for all rows is 'Paid', and this column is circled in red. The text 'All paid' is written in red to the right of the table.

No	Date Generated	OL Ref Number	Payment Due	Payment Status	Amount to Pay
1	Jun 14, 2020, 6:16:32 PM	Ref No. DHU/RO/ARU-/2020(06)/0	350	Paid	
2	Oct 18, 2020, 8:20:01 AM	Ref No. DHU/RO/ARU-/2020(10)/0	0	Paid	
3	Feb 17, 2021, 11:40:10 AM	/2021(02)/0	0	Paid	
4	Jun 15, 2021, 5:16:28 PM	Ref No. DHU/RO/ARU-FT/2021(06)/0	0	Paid	
5	Sep 29, 2021, 10:20:17 AM	Ref No. DHU/RO/ARU-FT/2021(10)/0	0	Paid	
6	Feb 14, 2022, 11:16:08 AM	Ref No. DHU/RO/ARU-FT/2022(03)/0	0	Paid	
7	Jun 13, 2022, 3:23:32 PM	Ref No. DHU/RO/ARU-FT/2022(07)/0	0	Paid	

3. Complete student satisfaction surveys.

If you receive the notification below, it means your registration is still INCOMPLETE. You shall contact SAC team.



The notification card features a teal header with the text 'Pending' and 'Please complete below assignment before proceed payment'. To the right, a white box contains the text 'Student Satisfaction survey incomplete' in red. The main body of the card is white and contains a message to the student, contact information for two officers, and a thank you note.

**Pending**  
Please complete below assignment before proceed payment

**Student Satisfaction survey incomplete**

Dear Student,  
Our record shows that you had not completed the Student Survey. Please contact the officers below for info.  
1. En Mohamad Nadzmi (09 424 2726) or  
2. Pn Nurul Syazwani Che Mat Roplan (09 424 2693)  
Thank you.

**IMPORTANT!**

Please take note, Online Registration System will close on 4 November 2022 at 5.00pm. Students who request to register after the system closed shall complete the **Continuing Student Registration Form** manually and submit to Admission and Record Unit.