



MEMORANDUM
No: RO/ARU/18/2023

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

From : Registrar (Acting)

Cc : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor
Assoc. Prof. Ts. Dr. Ong Huei Ruey – Senior Dean, Institute of Academic
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre (SAC)
Fazlil Aslan Ismail – Head, Academic Management Centre (AMC)
All Staff

Date : 07 September 2023

Subject : Continuing Student's Registration for November 2023 Session (202311)

Assalamualaikum w.b.t & greetings to all.

Please be informed that the continuing student's registration for November 2023 Session (202311) will be as follows:

No.	Activity	Date
1.	Semester Registration (online): 20 – 22/10/2023 https://registration.dhuautomotive.edu.my/site/login <i>Note:</i> <i>i. Prior to semester registration, students shall ensure that they have done students satisfaction survey conducted by SAC.</i> <i>ii. Registration after 03/11/2023, 5.00 pm is considered as late registration and penalties will be imposed from the range of RM50 to RM160 in the tuition fee. (Student Handbook, Clause 2.2.4.2, Page 25)</i>	Online Registration System Open: 20/10/2023 (Friday) – 03/11/2023 (Friday) Online Registration System Close: 03/11/2023 (Friday, 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 (ARU).
2.	University Village Registration (physical). at University Village Office	Normal Office Hour 8.30am – 5.00 pm On 22/10/2023 (Sunday) 9.00am – 5.00 pm Students who wish to register UV outside of office hours are kindly requested to inform warden in advance to schedule a date and time.
3.	Class commence.	23 October 2023 (Monday)

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>
Academic Management Centre ("AMC") <ul style="list-style-type: none"> ▪ Academic affairs ▪ Course registration ▪ Class timetable ▪ Teaching & learning arrangement 	<u>Faculty of Business & Management</u> Ms. Hadijah Mohd Noh	09-4242490	hadijah.noh@dhu.edu.my
	<u>Faculty of Engineering & Technology</u> Ms. Safariza Yahya	09-4242421	safariza@dhu.edu.my
	<u>Research Management & Postgraduate Centre</u> Ms. Hafizah Mohamed Said	09-4242738	hafizah@dhu.edu.my
Finance <ul style="list-style-type: none"> ▪ Invoice ▪ Payment 	Ms. Norazleena Abd Rahmat Ms. Nurulaini Marliyana Samsudin	09-4242464 09-4242462	norazleena@dhu.edu.my marliyana@dhu.edu.my
Student Affairs Centre ("SAC") <ul style="list-style-type: none"> ▪ Student affairs ▪ Student welfare ▪ Student activities ▪ Student disciplinary ▪ Alumni 	Mr. Muhammad Zakuan Ab Rahman Mr Muhamad Zul Nor Iqmal Jumaat Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar	09-4242687 09-4242429 09-4242693 09-4242565	zakuan@dhu.edu.my iqmal@dhu.edu.my syazwani@dhu.edu.my zulhairi.izaan@dhu.edu.my
University Village <ul style="list-style-type: none"> ▪ Student accommodation 	<u>Tower 1</u> Mr Mohamad Haikal Imran Mohamed Zukini	09-4242644	haikal.imran@dhu.edu.my
	<u>Tower 2 (Female Students)</u> Ms Sharifah Khyailhasma Syed Ahmad	09-4242686	khyailhasma@dhu.edu.my
	<u>Tower 3 (Male Students)</u> Mr Mohd Nur Irsyaduddin Ismail	09-4242685	irsyad@dhu.edu.my
FOE	Ms. Nur Izzati Syazwani Mohd Noor	09-4242788	izzati@dhu.edu.my
FOB	Mr Muhammad Asri Aminudin	09-4242353	asri@dhu.edu.my
Registry Office <ul style="list-style-type: none"> ▪ Student registration ▪ Student records ▪ Examination management 	<u>Admission & Record Unit</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>Examination Management Unit</u> Mr. Ahmad Faris Mohamed Shukri Mohamad Ms. Maizatul Shahira Bahajanuri	09-4242723 09-4242623	faris.shukri@dhu.edu.my maizatul@dhu.edu.my
University Management Centre ("UMC") <ul style="list-style-type: none"> ▪ Marketing & student recruitment ▪ Scholarship & sponsorship affairs ▪ International student affairs 	<u>Marketing & Student Recruitment</u> Ms. Olivia Ms. Rohayu Rusli Ms. Madihah Mat Daud	016-2119130 012-2635015 09-4242643	olivia@dhu.edu.my rohayu@dhu.edu.my madihah@dhu.edu.my
	<u>Scholarships & Sponsorships</u> Mr Muhamad Zul Nor Iqmal Jumaat	09-4242429	iqmal@dhu.edu.my
	<u>International Student Affairs</u> Ms. Madihah Mat Daud	09-4242643	madihah@dhu.edu.my