



MEMORANDUM
No: RO/ARU/09/2024

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

From : Assoc. Prof. Ts. Safiza binti Simon (Registrar)

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 : 16 May 2024

Subject : Continuing Student's Registration for July 2024 Session (202407)

Assalamualaikum w.b.t & greetings to all.

Please be informed that the continuing student's registration for July 2024 Session (202407) will be as follows:

No.	Activity	Date
1.	Semester Registration (online): 21 – 23/06/2024 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 05/07/2024, 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: 21/06/2024 (Friday) – 23/06/2024 (Sunday) Online Registration System Close: 05/07/2024 (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	On 22/06/2024 (Saturday) - 23/06/2024 (Sunday) 9.00am – 5.00 pm Normal Office Hour 8.30am – 5.00 pm Students who wish to register UV outside of office hours are kindly requested to inform warden in advance to schedule the date and time.
3.	Class commence.	24 June 2024 (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>
<p><i>Academic Management Centre ("AMC")</i></p> <ul style="list-style-type: none"> ▪ <i>Academic affairs</i> ▪ <i>Course registration</i> ▪ <i>Class timetable</i> ▪ <i>Teaching & learning arrangement</i> 	<p><u><i>Faculty of Business & Management</i></u> Ms. Hadijah Mohd Noh</p> <p><u><i>Faculty of Engineering & Technology</i></u> Ms. Safariza Yahya</p> <p><u><i>Research Management & Postgraduate Centre</i></u> Ms. Hafizah Mohamed Said</p>	<p>09-4242490</p> <p>09-4242421</p> <p>09-4242738</p>	<p>hadijah.noh@dhu.edu.my</p> <p>safariza@dhu.edu.my</p> <p>hafizah@dhu.edu.my</p>
<p><i>Finance</i></p> <ul style="list-style-type: none"> ▪ <i>Invoice</i> ▪ <i>Payment</i> 	<p>Ms. Norazleena Abd Rahmat Ms. Nurulaini Marliyana Samsudin</p>	<p>09-4242464 09-4242462</p>	<p>norazleena@dhu.edu.my marliyana@dhu.edu.my</p>
<p><i>Student Affairs Centre ("SAC")</i></p> <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> 	<p>Mr. Abdul Rahman Zakaria Mr Muhamad Zul Nor Iqmal Jumaat Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar</p>	<p>09-4242597 09-4242429 09-4242693 09-4242565</p>	<p>rahman@dhu.edu.my iqmal@dhu.edu.my syazwani@dhu.edu.my zulhairi.izaan@dhu.edu.my</p>
<p><i>University Village</i></p> <ul style="list-style-type: none"> ▪ <i>Student accommodation</i> 	<p><u><i>Tower 1</i></u> Mr Mohamad Haikal Imran Mohamed Zukini</p> <p><u><i>Tower 2 (Female Students)</i></u> Ms Sharifah Khyailhasma Syed Ahmad</p> <p><u><i>Tower 3 (Male Students)</i></u> Mr Mohd Nur Irsyaduddin Ismail</p>	<p>09-4242644</p> <p>09-4242686</p> <p>09-4242685</p>	<p>haikal.imran@dhu.edu.my</p> <p>khyailhasma@dhu.edu.my</p> <p>irsyad@dhu.edu.my</p>
<p><i>FOE</i></p>	<p>Ms. Nur Izzati Syazwani Mohd Noor</p>	<p>09-4242788</p>	<p>izzati@dhu.edu.my</p>
<p><i>FOB</i></p>	<p>Mr Muhammad Asri Aminudin</p>	<p>09-4242353</p>	<p>asri@dhu.edu.my</p>
<p><i>Registry Office</i></p> <ul style="list-style-type: none"> ▪ <i>Student registration</i> ▪ <i>Student records</i> ▪ <i>Examination management</i> 	<p><u><i>Admission & Record Unit</i></u> Ms. Syazwani Rijaluddin Ms. Wan Nurul Syafiqah Wan Abdul Samad Ms. Ida Natasha Hassanuddin Ms. Nor Iznî Mohd Sham</p> <p><u><i>Examination Management Unit</i></u> Mr. Ahmad Faris Mohamed Shukri Mohamad Ms. Maizatul Shahira Bahajanuri</p>	<p>09-4242432 09-4242412 09-4242624 09-4242435</p> <p>09-4242723 09-4242623</p>	<p>wani.rijaluddin@dhu.edu.my syafiqah@dhu.edu.my ida.natasha@dhu.edu.my izni@dhu.edu.my</p> <p>faris.shukri@dhu.edu.my maizatul@dhu.edu.my</p>
<p><i>University Management Centre ("UMC")</i></p> <ul style="list-style-type: none"> ▪ <i>Marketing & student recruitment</i> ▪ <i>Scholarship & sponsorship affairs</i> ▪ <i>International student affairs</i> 	<p><u><i>Marketing & Student Recruitment</i></u> Mr. Chan Chee Kiong Ms. Olivia Pn. Suhaida binti Sulaiman Ms. Nurun Nisa Ismail</p> <p><u><i>Scholarships & Sponsorships</i></u> Mr Muhamad Zul Nor Iqmal Jumaat</p> <p><u><i>International Student Affairs</i></u> Mr. Chan Chee Kiong</p>	<p>012-6847071 016-2119130 09-424 2609 09-4242517</p> <p>09-4242429</p> <p>012-6847071</p>	<p>derek.chan@dhu.edu.my olivia@dhu.edu.my suhaida.sulaiman@dhu.edu.my nurun_nisa@dhu.edu.my</p> <p>iqmal@dhu.edu.my</p> <p>derek.chan@dhu.edu.my</p>