



MEMORANDUM
No: RO/ARU/15/2024

To : All Conventional Continuing Students, 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 : 19 September 2024

Subject : Registration for November 2024 Semester (202411)

Assalamualaikum w.b.t & greetings to all.

Please be informed that the semester registration for continuing **Conventional students** for the November 2024 Session will proceed as outlined below:

Conventional students: Refers to students enrolled in a program under physical learning, where all classes, materials, and communications are conducted at campus, and students are required to attend on-campus sessions.

No.	Activity	Details
1.	Semester registration	21 October 2024 (Monday)
	Mode	Physical at Campus
	Venue	Level 1, Admin Building, DRB-HICOM University of Automotive Malaysia.
	Details	You are required to come to campus to register both your semester and UV (Hostel).
2	Commencement of Classes	21 October 2024 (Monday)
	Details	Classes will commence according to your schedule for the current semester. Please refer to your timetable for specific details.

Important Notes:

1. Kindly ensure that you have cleared any **outstanding payments** before the registration date.
2. Registrations starting from **22 October 2024 (Tuesday) onwards** will require students to go to respective department to complete the registration form.
3. Registrations after **1 November 2024, 5:00 pm** will be considered late and will incur a penalty fee ranging from RM50 to RM160 as per the Student Handbook, Clause 2.2.4.2, Page 25.

Any related information, you may refer the contact details as provided in Table 1. 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"> ▪ <i>Class timetable</i> ▪ <i>Course registration</i> ▪ <i>Academic affairs</i> ▪ <i>Teaching & learning arrangement</i> 	<u><i>Faculty of Business & Management (FOB)</i></u> Ms. Hadijah Mohd Noh	09-4242490	hadijah.noh@dhu.edu.my
	<u><i>Faculty of Engineering & Technology (FOE)</i></u> Ms. Safariza Yahya	09-4242421	safariza@dhu.edu.my
	<u><i>Research Management & Postgraduate Centre (PGC)</i></u> Ms. Hafizah Mohamed Said	09-4242738	hafizah@dhu.edu.my
	<u><i>Open Distance Learning (ODL)</i></u> Ms. Nurul Farah Diyana Ahmad Jamal	09-4242739	apelcentre@dhu.edu.my
Finance <ul style="list-style-type: none"> ▪ <i>Invoice</i> ▪ <i>Payment</i> 	Ms. Norazleena Abd Rahmat Ms. Nurulaini Marliyana Samsudin	09-4242464 09-4242462	norazleena@dhu.edu.my marliyana@dhu.edu.my
Registry Office <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
FOE	Ms. Nur Izzati Syazwani Mohd Noor	09-4242788	izzati@dhu.edu.my
FOB	Mr Muhammad Asri Aminudin	09-4242353	asri@dhu.edu.my
Student Affairs Centre (“SAC”) <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> 	Mr. Abdul Rahman Zakaria Mr Muhamad Zul Nor Iqmal Jumaat Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar	09-4242597 09-4242429 09-4242693 09-4242565	rahman@dhu.edu.my iqmal@dhu.edu.my syazwani@dhu.edu.my zulhairi.izaan@dhu.edu.my
University Village <ul style="list-style-type: none"> ▪ <i>Student accommodation</i> 	<u><i>Tower 1</i></u> Mr Mohamad Haikal Imran Mohamed Zukini	09-4242644	haikal.imran@dhu.edu.my
	<u><i>Tower 2 (Female Students)</i></u> Ms Sharifah Khyailhasma Syed Ahmad	09-4242686	khyailhasma@dhu.edu.my
	<u><i>Tower 3 (Male Students)</i></u> Mr Mohd Nur Irsyaduddin Ismail	09-4242685	irsyad@dhu.edu.my
University Management Centre (“UMC”) <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> Pn. Suhaida binti Sulaiman Ms. Nurun Nisa Ismail	09-424 2609 09-4242517	suhaida.sulaiman@dhu.edu.my nurun_nisa@dhu.edu.my
	<u><i>International Student Affairs</i></u> Pn. Madihah Mat Daud	09-4242517	madihah.daud@dhu.edu.my