



**MEMORANDUM**  
**No: RO/ARU/16/2024**

**To** : All ODL 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 **Open Distance Learning (ODL)** students for the November 2024 Session will proceed as outlined below:

**ODL students:** Refers to students enrolled in a program under online learning, where all classes, materials, and communications are conducted online, and students are not required to attend on-campus sessions.

| No. | Activity                | Details  |
|-----|-------------------------|--|
| 1.  | Semester registration   | 18 October 2024 (Friday)   |
|     | Mode                    | Online   |
|     | Details                 | Registration will be conducted by the Admission and Record Unit (ARU). You are <b>not required</b> to come to the campus. Please check your registration status on your Student Portal under <b>My Programme Module</b> . Do contact us if semester 202411 does not appear in your My Programme information. |
| 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. ARU will only process your semester registration if your name is released by the finance department.
2. Registrations completed 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>   |
|---|---|--|--|
| <b>Academic Management Centre (“AMC”)</b> <ul style="list-style-type: none"> <li>▪ <i>Class timetable</i></li> <li>▪ <i>Course registration</i></li> <li>▪ <i>Academic affairs</i></li> <li>▪ <i>Teaching &amp; learning arrangement</i></li> </ul> | <u><i>Faculty of Business &amp; Management (FOB)</i></u><br>Ms. Hadijah Mohd Noh  | 09-4242490   | <a href="mailto:hadijah.noh@dhu.edu.my">hadijah.noh@dhu.edu.my</a>   |
|   | <u><i>Faculty of Engineering &amp; Technology (FOE)</i></u><br>Ms. Safariza Yahya   | 09-4242421   | <a href="mailto:safariza@dhu.edu.my">safariza@dhu.edu.my</a>   |
|   | <u><i>Research Management &amp; Postgraduate Centre (PGC)</i></u><br>Ms. Hafizah Mohamed Said   | 09-4242738   | <a href="mailto:hafizah@dhu.edu.my">hafizah@dhu.edu.my</a>   |
|   | <u><i>Open Distance Learning (ODL)</i></u><br>Ms. Nurul Farah Diyana Ahmad Jamal  | 09-4242739   | <a href="mailto:apelcentre@dhu.edu.my">apelcentre@dhu.edu.my</a>   |
| <b>Finance</b> <ul style="list-style-type: none"> <li>▪ <i>Invoice</i></li> <li>▪ <i>Payment</i></li> </ul>   | Ms. Norazleena Abd Rahmat   | 09-4242464   | <a href="mailto:norazleena@dhu.edu.my">norazleena@dhu.edu.my</a>   |
|   | Ms. Nurulaini Marliyana Samsudin  | 09-4242462   | <a href="mailto:marliyana@dhu.edu.my">marliyana@dhu.edu.my</a>   |
| <b>Registry Office</b> <ul style="list-style-type: none"> <li>▪ <i>Student registration</i></li> <li>▪ <i>Student records</i></li> <li>▪ <i>Examination management</i></li> </ul>   | <u><i>Admission &amp; Record Unit</i></u><br>Ms. Syazwani Rijaluddin<br>Ms. Wan Nurul Syafiqah Wan Abdul Samad<br>Ms. Ida Natasha Hassanuddin<br>Ms. Nor Izni Mohd Sham | 09-4242432<br>09-4242412<br>09-4242624<br>09-4242435                 | <a href="mailto:wani.rijaluddin@dhu.edu.my">wani.rijaluddin@dhu.edu.my</a><br><a href="mailto:syafiqah@dhu.edu.my">syafiqah@dhu.edu.my</a><br><a href="mailto:ida.natasha@dhu.edu.my">ida.natasha@dhu.edu.my</a><br><a href="mailto:izni@dhu.edu.my">izni@dhu.edu.my</a> |
|   | <u><i>Examination Management Unit</i></u><br>Mr. Ahmad Faris Mohamed Shukri Mohamad<br>Ms. Maizatul Shahira Bahajanuri  | 09-4242723<br>09-4242623   | <a href="mailto:faris.shukri@dhu.edu.my">faris.shukri@dhu.edu.my</a><br><a href="mailto:maizatul@dhu.edu.my">maizatul@dhu.edu.my</a>   |
|   | Ms. Nur Izzati Syazwani Mohd Noor   | 09-4242788   | <a href="mailto:izzati@dhu.edu.my">izzati@dhu.edu.my</a>   |
|   | Mr Muhammad Asri Aminudin   | 09-4242353   | <a href="mailto:asri@dhu.edu.my">asri@dhu.edu.my</a>   |
|   | Mr. Abdul Rahman Zakaria<br>Mr Muhamad Zul Nor Iqmal Jumaat<br>Ms Nurul Syazwani Che Mat Roplan<br>Mohd Zulhairi Izaan bin Anuar  | 09-4242597<br>09-4242429<br>09-4242693<br>09-4242565                 | <a href="mailto:rahman@dhu.edu.my">rahman@dhu.edu.my</a><br><a href="mailto:iqmal@dhu.edu.my">iqmal@dhu.edu.my</a><br><a href="mailto:syazwani@dhu.edu.my">syazwani@dhu.edu.my</a><br><a href="mailto:zulhairi.izaan@dhu.edu.my">zulhairi.izaan@dhu.edu.my</a>           |
|   | <u><i>Tower 1</i></u><br>Mr Mohamad Haikal Imran Mohamed Zukini   | 09-4242644   | <a href="mailto:haikal.imran@dhu.edu.my">haikal.imran@dhu.edu.my</a>   |
| <u><i>Tower 2 (Female Students)</i></u><br>Ms Sharifah Khyailahasma Syed Ahmad  | 09-4242686  | <a href="mailto:khyailahasma@dhu.edu.my">khyailahasma@dhu.edu.my</a> |  |
| <u><i>Tower 3 (Male Students)</i></u><br>Mr Mohd Nur Irsyaduddin Ismail   | 09-4242685  | <a href="mailto:irsyad@dhu.edu.my">irsyad@dhu.edu.my</a>             |  |
| <b>University Management Centre (“UMC”)</b> <ul style="list-style-type: none"> <li>▪ <i>Marketing &amp; student recruitment</i></li> <li>▪ <i>Scholarship &amp; sponsorship affairs</i></li> <li>▪ <i>International student affairs</i></li> </ul>  | <u><i>Marketing &amp; Student Recruitment</i></u><br>Pn. Suhaida binti Sulaiman<br>Ms. Nurun Nisa Ismail  | 09-424 2609<br>09-4242517  | <a href="mailto:suhaida.sulaiman@dhu.edu.my">suhaida.sulaiman@dhu.edu.my</a><br><a href="mailto:nurun_nisa@dhu.edu.my">nurun_nisa@dhu.edu.my</a>   |
|   | <u><i>International Student Affairs</i></u><br>Pn. Madihah Mat Daud   | 09-4242517   | <a href="mailto:madihah.daud@dhu.edu.my">madihah.daud@dhu.edu.my</a>   |