



**MEMORANDUM**  
**No: RO/ARU/03/2025 (a)**

**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)  
Norlianah Mohd Shah – Head, Academic Management Centre (AMC)  
All Staff

**Date** : 28 January 2025

**Subject** : Semester Registration for March 2025 Session (202503)

Assalamualaikum w.b.t & greetings to all.

Please be informed that the semester registration for continuing **Conventional students** for the March 2025 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.

No.	Activity	Details
1.	Semester registration	16 February 2025 (Sunday)
	Time	9.00 am – 12.30 pm 2.00 pm – 4.00 pm
	Mode	<b>Physical at Campus</b>
	Venue	Level 1, Student Activity Centre, DRB-HICOM University of Automotive Malaysia.
	Details	You are required to come to campus to register both your academic semester and UV (Hostel).
2	Commencement of Classes	17 February 2025 (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 **17 February 2025 (Monday)** onwards will require students to go to respective department to complete the registration form. Please collect the registration form at receptionist counter, level 1, Admin building or Admission & Record Unit (ARU) office.
3. The registration deadline is **25 April 2025, by 5:00 PM**. Registrations after the deadline 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>▪ Class timetable</li> <li>▪ Course registration</li> <li>▪ Academic affairs</li> <li>▪ Teaching &amp; Learning arrangement</li> </ul>	<u>Faculty of Business &amp; Management (FOB)</u> Ms. Hadijah Mohd Noh	09-4242490	<a href="mailto:hadijah.noh@dhu.edu.my">hadijah.noh@dhu.edu.my</a>
	<u>Faculty of Engineering &amp; Technology (FOE)</u> Ms. Safariza Yahya	09-4242421	<a href="mailto:safariza@dhu.edu.my">safariza@dhu.edu.my</a>
	<u>Research Management &amp; Postgraduate Centre (PGC)</u> Ms. Siti Mariam binti Ismail	09-4242671	<a href="mailto:mariam@dhu.edu.my">mariam@dhu.edu.my</a>
	<u>Open Distance Learning (ODL)</u> Ms. Nurul Farah Diyana Ahmad Jamal Mr. Mohd Fikri bin Ahmad Fauzi Ms. Sharifah Nuraishah Syed Abdul Aziz	09-4242739 09-4242441 09-4242425	<a href="mailto:apelcentre@dhu.edu.my">apelcentre@dhu.edu.my</a>
<b>Finance</b> <ul style="list-style-type: none"> <li>▪ Invoice</li> <li>▪ Payment</li> </ul>	Ms. Norazleena Abd Rahmat Ms. Nurulaini Marliyana Samsudin	09-4242464 09-4242462	<a href="mailto:norazleena@dhu.edu.my">norazleena@dhu.edu.my</a> <a href="mailto:marliyana@dhu.edu.my">marliyana@dhu.edu.my</a>
<b>Registry Office</b> <ul style="list-style-type: none"> <li>▪ Student registration</li> <li>▪ Student records</li> <li>▪ Examination management</li> </ul>	<u>Admission &amp; 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	<a href="mailto:wani.rijaluddin@dhu.edu.my">wani.rijaluddin@dhu.edu.my</a> <a href="mailto:syafiqah@dhu.edu.my">syafiqah@dhu.edu.my</a> <a href="mailto:ida.natasha@dhu.edu.my">ida.natasha@dhu.edu.my</a> <a href="mailto:izni@dhu.edu.my">izni@dhu.edu.my</a>
	<u>Examination Management Unit</u> Mr. Ahmad Faris Mohamed Shukri Mohamad Ms. Maizatul Shahira Bahajanuri	09-4242723 09-4242623	<a href="mailto:faris.shukri@dhu.edu.my">faris.shukri@dhu.edu.my</a> <a href="mailto:maizatul@dhu.edu.my">maizatul@dhu.edu.my</a>
<b>FOE</b>	Ms. Nur Izzati Syazwani Mohd Noor	09-4242788	<a href="mailto:izzati@dhu.edu.my">izzati@dhu.edu.my</a>
<b>FOB</b>	Mr Muhammad Asri Aminudin	09-4242353	<a href="mailto:asri@dhu.edu.my">asri@dhu.edu.my</a>
<b>Student Affairs Centre ("SAC")</b> <ul style="list-style-type: none"> <li>▪ Student affairs</li> <li>▪ Student welfare</li> <li>▪ Student activities</li> <li>▪ Student disciplinary</li> <li>▪ Alumni</li> </ul>	Mr. Abdul Rahman Zakaria Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar	09-4242597 09-4242693 09-4242565	<a href="mailto:rahman@dhu.edu.my">rahman@dhu.edu.my</a> <a href="mailto:syazwani@dhu.edu.my">syazwani@dhu.edu.my</a> <a href="mailto:zulhairi.izaan@dhu.edu.my">zulhairi.izaan@dhu.edu.my</a>
	Ms. Farah Omar (Counsellor)	09-4242598	<a href="mailto:farah.omar@dhu.edu.my">farah.omar@dhu.edu.my</a>
<b>University Village</b> <ul style="list-style-type: none"> <li>▪ Student accommodation</li> </ul>	<u>Tower 1</u> Mr Mohamad Haikal Imran Mohamed Zukini	09-4242644	<a href="mailto:haikal.imran@dhu.edu.my">haikal.imran@dhu.edu.my</a>
	<u>Tower 2 (Female Students)</u> Ms Sharifah Khyailhasma Syed Ahmad	09-4242686	<a href="mailto:khyailhasma@dhu.edu.my">khyailhasma@dhu.edu.my</a>
	<u>Tower 3 (Male Students)</u> 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>▪ Marketing &amp; student recruitment</li> <li>▪ Scholarship &amp; sponsorship affairs</li> <li>▪ International student affairs</li> </ul>	<u>Marketing &amp; Student Recruitment</u> Pn. Suhaida binti Sulaiman Ms. Nurun Nisa Ismail	09-424 2609 09-4242517	<a href="mailto:suhaida.sulaiman@dhu.edu.my">suhaida.sulaiman@dhu.edu.my</a> <a href="mailto:nurun_nisa@dhu.edu.my">nurun_nisa@dhu.edu.my</a>
	<u>International Student Affairs</u> Pn. Madihah Mat Daud	09-4242517	<a href="mailto:madihah.daud@dhu.edu.my">madihah.daud@dhu.edu.my</a>