



MEMORANDUM
No: RO/ARU/03/2025 (b)

To : All ODL Students, Postgraduate research-based programs students and internship 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 semester registration for continuing students in the categories listed below for the March 2025 session will proceed as outlined:

- Postgraduate students enrolled in **research-based programs**.
- Students who will start their **internship** in the upcoming semester (March 2025 session).
- **ODL students**: Refers to students enrolled in a program under **online learning**, where all classes, materials, and communications are conducted online.

No.	Activity	Details
1.	Semester registration	14 February 2025 (Friday)
	Mode	Online
	Details	Registration will be conducted by the Admission and Record Unit (ARU). Students are not required to come to the campus or complete any online registration. Student shall check the registration status on Student Portal under My Programme Module . Do contact us if semester 202503 does not appear in your My Programme information.
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. ARU will only process your semester registration if your name is released by the finance department.
2. 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>
Academic Management Centre ("AMC") <ul style="list-style-type: none"> ▪ Class timetable ▪ Course registration ▪ Academic affairs ▪ Teaching & Learning arrangement 	<u>Faculty of Business & Management (FOB)</u> Ms. Hadijah Mohd Noh	09-4242490	hadijah.noh@dhu.edu.my
	<u>Faculty of Engineering & Technology (FOE)</u> Ms. Safariza Yahya	09-4242421	safariza@dhu.edu.my
	<u>Research Management & Postgraduate Centre (PGC)</u> Ms. Siti Mariam binti Ismail	09-4242671	mariam@dhu.edu.my
	<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	apelcentre@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
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
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"> ▪ Student affairs ▪ Student welfare ▪ Student activities ▪ Student disciplinary ▪ Alumni 	Mr. Abdul Rahman Zakaria Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar	09-4242597 09-4242693 09-4242565	rahman@dhu.edu.my syazwani@dhu.edu.my zulhairi.izaan@dhu.edu.my
	Ms. Farah Omar (Counsellor)	09-4242598	farah.omar@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
University Management Centre ("UMC") <ul style="list-style-type: none"> ▪ Marketing & student recruitment ▪ Scholarship & sponsorship affairs ▪ International student affairs 	<u>Marketing & Student Recruitment</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>International Student Affairs</u> Pn. Madihah Mat Daud	09-4242517	madihah.daud@dhu.edu.my