



# INTERNAL MEMORANDUM

## ACADEMIC SERVICES SECTION, UNIKL MICET

<b>To</b>	<b>: RETURNING BACHELOR AND DIPLOMA STUDENTS</b>
<b>From</b>	<b>: Academic Services Section (AcSS)</b>
<b>Date</b>	<b>: 26 FEBRUARY 2024</b>
<b>Subject</b>	<b>: REGISTRATION FOR MARCH 2024 SEMESTER</b>

With reference to the above matter, all students are required to register their semester through the student portal at <https://portal.unikl.edu.my>. Do take note that related payments shall be made prior to the registration.

<b>March 2024 Semester</b>	
<b>Online Semester Registration (Returning)</b>	WK 0 - 1 4 - 11 March 2024
<b>Late Registration - Manual</b> * Additional fee RM50 for penalty	WK 2 18 - 22 March 2024
<b>Appeal to reactivate student status for Deferred students</b>	WK 0 - 4 4 March - 5 April 2024
<b>Add Courses Online</b>	WK 0 - 1 4 - 11 March 2024
<b>Drop Courses Online</b>	WK 0 - 4 4 March - 5 April 2024
<b>Withdraw Courses (Manual)</b>	WK 5 - 9 15 April - 17 May 2024
<b>Deferment and Withdrawal from Studies</b>  ❖ Deferment & withdrawal from studies <b>ARE NOT ALLOWED after week 9 &amp; onwards.</b>	WK 0 - 9 4 March - 17 May 2024

For any inquiries, you are welcomed to contact us at [accs.micet-group@unikl.edu.my](mailto:accs.micet-group@unikl.edu.my).  
Thank you for your cooperation.

\* Any changes will be informed accordingly.

Yours faithfully,

SITI HASLIZA YAHAYA  
ACADEMIC SERVICES SECTION