

# BRIEFING ON ACADEMIC MATTER (UNDERGRADUATE)

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Senior Assistant Director (KIRKHS)

[http://](http://www.iium.edu.my/kulliyyah/kirkhs)

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[ddaakirkh](https://www.facebook.com/ddaakirkhs)

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# WHO'S WHO

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## Lead

## Contact information

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Senior Admin. Asst.



Nazri Sadarudin  
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Vacant  
Admin. Asst.

# IMPORTANT MATTER FOR NEW STUDENT

- Study Plan
  - Compare your graduation audit at i-maa'lum with Study Plan in the Kulliyyah Website
  - Refer to Academic Advisor to plan course registration
  
- Important Dates
  - Refer to AMAD website
  - One Campus for one Important Dates in one semester
  
- Students Forms for Teaching and Learning
  - Refer to AMAD website to download the forms
  - Follow the procedure
  
- Online Services
  - i-maa'lum, i-taa'leem, course registration, course schedule, course registration slip, examination slip, graduation status



# QUESTIONS TO STUDENTS

1. Please tell me who should I see for consultation on my Study Plan.
2. How do I go about registration of courses?
3. Can I register courses and sit for examination as I wish throughout the semester?
4. How can I check status of my course registration?
5. How to check my Examination Slip?
6. I don't like the lecturer, I want to drop the course. Can I drop the course as I wish and how to drop?



**Thank you for your  
precious time**

