**FAQs - Course Registration for Year 1 Pusat Pengajian Sains Kimia**

You may search for keywords in this document using CTRL+F on your laptop or using the search tool in your smartphone to find related questions.

(in smartphone)

Q: What courses do I need to register?

A: Core courses (Kursus Teras) **Kod T** has already been auto-registered in your eDaftar for you. For extra courses that you want to choose like languages or optional T courses, you will need to fill in Borang Pendaftaran Kursus Dalam Talian (PKDT) / Online Course Registration Form (OLCR)  and email it to your Penasihat Akademik (PA) for approval. Your PA will send it to school after that, and you **cannot** register it by yourself on eDaftar.

\*\*\*Only send in your PKDT form to your PA after you have confirmed the courses that you want to register!!!

Q: When is the registration deadline?

A: Registration is open until Friday of Week 3 which is 30 Oct 2020 before 5.00 PM.

Q: I am a Pure Chemistry student, the eDaftar shows ZCT103 but I don’t want to register ZCT103. What should I do?

A: The school will delete it for you if you do not want to continue with ZCT103. Please fill in the form above.

Q: I am a Pure Chemistry student, can I choose between ZCT103, BOI102 and BOI115 as my core course?

A: Yes, you can choose either ZCT103 or BOI102 or BOI115 as your core. It is **compulsory** to choose **only 1** of them. Please fill in this form to choose your course. <https://forms.gle/o4GyfNd84iLa5PrL6>

Q: I have filled in the Google Form, but now I changed my mind, I want to take another course (ZCT103, BOI102 or BOI115), should I fill in the form once again or contact anyone to help me?

A: Please contact Encik Akimi, do not fill in the form again. (email: mzakimi@usm.my)

Q: I already submitted the form / I already emailed the officer in charge / I already filled in the Google Form, why is that there are no changes in my eDaftar?

A: There are more than 500 students in the School of Chemical Sciences and more than 2000 new students in USM, this process may take a few days or a week but it will DEFINITELY be updated. So, there’s no need for you to worry.

Q: Can I choose the slots when I want to attend a course?

A: You can choose slots lab classes or foreign languages **ONLY**. You can see the “Slot booking” option in eDaftar and you may choose your preferred slots. If there is no “Slot booking”, you **MUST** attend all the lectures stated in the timetable. For language courses, you will be given a group (eg. LSP 300 Group 51) then you must attend both days of lecture for Group 51.



If you are Group 52 then attend for that group. The location will apply when we are back on campus for F2F classes.

Q: I don’t understand what English courses I must take as a requirement for graduation.

English courses are University courses (**U** code) which you a total of 4 units before you graduate. Each English course is 2 units.

In summary, here is what you need to take for English:

According to your **MUET** results:-

Band 6 : any 2 LHP/2 = 4 units

Band 5 : LSP402/2 and any LHP/2 = 4 units

Band 4 : LSP300/2 and LSP402/2 = 4 units

Band 1, 2, 3 : LMT100 (kod kursus: "Z" not "U"), LSP300/2 and LSP402/2 = 4 units

For more info on English Languages offered, please visit <https://ppblt.usm.my/index.php/program/language-courses/english-language>

Q: How can I register for language courses?

A: School will provide a Google form regarding the selection of language courses. You need to choose the language course that you intend to register. The School will collect all the info and send these applications to the School of Languages, Literacies and Translation (SoLLaT). SoLLaT will contact the students in the 2nd week. You need to fill in the PKDT form and send to your PA. You don’t have to wait for the language course results.

Q: If I fail to register for language courses, can I appeal?

A: Yes, you can appeal. Information on appeal can be found here: [bit.ly/3lsYDrV](https://bit.ly/3lsYDrV)

Q: Senior!!! Do I need to attend everything in the timetable? How to check my courses clash or not? Which lecture do I need to attend? How many lectures are there a week?

A: Timetables given out by every School include **all** the courses offered by that School. You just need to know what course you have registered and attend only those that are related.

If you are taking courses, not from the School of Chemical Sciences, you may find the timetable at this link. <https://campusonline-ver2.usm.my/v3/smup/edaftar/dftr/jadual_url>

Q: Why are some course codes in the School of Chemical Sciences timetable in red?

A: Nothing is wrong with the course. Those are courses which are offered by other schools but compulsory for Chem School students to take.

Q: When will the lab start?

A: Due to the COVID-19 situation now, please wait for further announcements from our school.

Q: Where can I find the tutorial timetable?

A: The tutorial timetable is not included in the school timetable and can only be obtained through your lecturers. Please wait for further announcement from your lecturer and pay attention to the elearning@USM

Q: What should I do if my classes clash?

A: You **CANNOT** be at two places at the same time. Even though now we have the online classes but later the lecturer might want to do the F2F classes. If your lecture hours clash, your final exam session might also clash. What you can do is **drop** one of the courses that clash and take it in the next semester. You must not drop courses that are stated as proposed courses in the booklet.

Q: What should I do if my labs clash?

You need to exchange the lab slots with someone willing to exchange with you. Both students should delete your slot booking and choose again at the same time (please make sure that you do the deleting and choosing a new slot at the same time. If not, some other students might steal the slot that you have deleted). If no one wants to exchange the slots with you, you can contact the lecturer in charge of that lab to help.

Q: My language (U) courses clash with my core (T) courses, what should I do? / There are no more availability for my language course, (Slot full) what should I do?

You can drop the language course and take them in the next semester. Many seniors take languages in their third and final years as these courses give priority to seniors. It might be very competitive to register for language courses but it is very easy to get it through ‘rayuan’ as a senior student.

Q: What courses do I need to take and how many units do I need to take?

A: Please refer to your guidebook at this link [**bit.ly/3d7Z5sx**](https://bit.ly/3d7Z5sx) and ask your PA if you need more guidance.

Q: I don’t understand what is course code/kod kursus. Can you please explain?

A: Here’s a gentle reminder to **never register a wrong course code**. Below is what course code is needed for what courses.

* **Core Course (T)**: can refer to your guidebook [bit.ly/3d7Z5sx](https://bit.ly/3d7Z5sx)
* **University Course (U)**: WUS101, SHE101, HFF255, HFE224, LKM400, English Languages, ko-k (sports/cultural/unit uniform/teknik berfikir/kelestarian) and foreign languages
* **Minor Courses (M)**: You can choose a minor beginning in your Year 1 Semester 2. More info on Minor courses can be found here [bit.ly/3d80245](https://bit.ly/3d80245)
* **Elective Courses (E)**: You are allowed to register for Elective courses in Year 1 Semester 2. You can only take Elective courses that are listed in your guidebook [bit.ly/3d7Z5sx](https://bit.ly/3d7Z5sx).
* **Audit Courses (Z)**: Audit courses are courses that the units are not counted in your total of 120 units for graduation. The grades for this course code will not be included in your CGPA. **LMT100 must be registered as Z course.** You can take other courses for fun and register it as Z as well but it is not advisable as it is better to take an exam and boost your CGPA.

Q: I don’t understand the Minor/Elective Programme in the guidebook. Can you explain?

A: Total 32 units (pure chem) /30 units (applied chem) for Elective (E) Courses and Minor (M) & Elective (E) Courses.

* If you plan to take Minor in the future, the minor package will show how many M units you have to clear, which is 20 units. (Minor Guidebook [bit.ly/3d80245](https://bit.ly/3d80245))

 For example, pure chem students would have a total of 32 units to clear. Since 20 units are for M courses already, 32 - 20 = 12 units.

 The 12 units left, you need to take as Elective (E), can refer to your guidebook what courses are available and check if it is provided in this semester. If it is not in the timetable, it is not provided. (Courses guidebook [bit.ly/3d7Z5sx](https://bit.ly/3d7Z5sx))

* If you do not plan to take Minor in future

 All 32 units (pure chem) / 30 units (applied chem) must be taken as elective (E).

Q: Is there a limit for units taken per semester?

A: **25 units max**, if you want to take more, you will need to get the permission from the Deputy Vice Chancellor (Academic) office.

- minimum of 14 units to get Dean's list (with a CGPA of ≥ 3.50)

- minimum of 9 units per semester for registration

Q: Do I need to sit for an exam for the courses? Like English or LKM400?

A: **YES**. You must sit for a final exam for all courses except those which are 100% coursework (CW) based. Only labs (KUT courses) are 100% CW. There are other 100% CW courses but the majority of courses have final exams. Before MCO, all courses except labs in the School of Chemical Sciences are 60% Final Exam & 40% CW. For the latest update about the final exams, please refer to your lecturers for that particular course. (eg. Dr. Rizal for KTT112)

\*There might be changes due to COVID-19 and online learning.

Q: How do I look for any staff or lecturer’s contact? Email and phone number?

A: You can find every staff’s or lecturer’s contact in the directory of every school’s website. Just Google “directory chem school USM” or anything similar. Or you can also Google the lecturer’s name, eg. “Prof Rohana USM”, Google will give you the information.

Q: Where can I get my PKDT form?

A: You can get it from your PA, or get it from the eDaftar page. Where in eDaftar? Go to application > eDaftar > Registration info > PKDT (BM) / OLCR (Eng).

Q: If my PA did not contact me, what should I do?

A: You may contact them through email if they did not contact you yet.

Q: Why is it written in the timetable of School of Physics “MAKMAL TAHUN 1” and “MAKMAL TAHUN 2”? What does it mean?

Please just check the course code you want to take, which day and which time, the “MAKMAL TAHUN 1” and “MAKMAL TAHUN 2” are for physics school students and do not apply for chemistry students.

For more information about course registration, please refer to this pekeliling.

<https://campusonline-ver2.usm.my/v3/smup/edaftar/download/registrationInfo/pekeliling_201_BI>