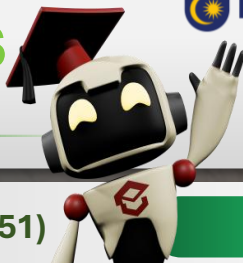


ATTENTION TO ALL STUDENTS (DEGREE)



SCHEDULING UNIT BHEA

SEMESTER 1 SESSION 2025/2026 (A251)

CHE Q

BACHELOR'S DEGREE STUDENTS MAY ADD AND DROP COURSES VIA ONLINE ACCORDING TO THE PROGRAMME STRUCTURE SPECIFIED BY THE FACULTY.

SEMESTER REGISTRATION MUST BE COMPLETED BEFORE PROCEEDS TO ADD AND DROP COURSES PROCESS.

VIA STUDENT PORTAL (UniSIS)

1 STUDENTS CAN ADD COURSES ONLINE THROUGH THE STUDENT PORTAL.

IF THE COURSE IS FULL IN CAPACITY AND NOT LISTED IN UniSIS, STUDENTS NEED TO CONTACT THE RESPECTIVE FACULTIES THAT OFFER COURSES FOR THE FOLLOWING MATTERS:

- i TO OPEN CAPACITY FOR COURSES THAT ARE ALREADY FULL
- ii OBTAIN APPROVAL FOR ADDITIONAL CREDIT HOURS

IMPORTANT NOTICE:

PLEASE ENSURE THAT SEMESTER REGISTRATION HAS BEEN DONE LATEST BY THE FIRST WEEK OF LECTURE.



2 STUDENTS CAN DROP COURSE(S) ONLINE (MYSIS PORTAL) [WITH THE CONSENT OF THE LECTURER(S)]

THROUGHOUT THE ADD FIRST AND SECOND WEEK AND DROP WEEK UP TO THE 4TH WEEK OF LECTURES



(ACCORDING TO THE DATE SPECIFIED)



PLEASE ENSURE THAT THE **SEMESTER REGISTRATION** HAS BEEN DONE LATEST BY THE FIRST WEEK OF LECTURE



TO VIEW THE LATEST LECTURE SCHEDULE FOR SEMESTER 1 SESSION 2025/2026, PLEASE VISIT :

<http://unistudent.upsi.edu.my/>

THE LECTURE SCHEDULE IS SUBJECT TO AMENDMENT FROM TIME TO TIME

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT

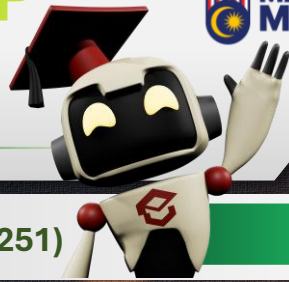


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HOTLINE 013-4623016

ADD AND DROP WEEK SCHEDULE (DEGREE)



SCHEDULING UNIT BHEA

SEMESTER 1 SESSION 2025/2026 (A251)

CHE Q

ADD COURSES WEEK

NOTES

29 SEPTEMBER 2025
UNTIL
19 OCTOBER 2025

COURSE ADDITION WEEK
ENDS ON

A FINE IS IMPOSED
BEGINNING



TWO WEEK
LECTURES

20 OCTOBER 2025

*WEEK 2

DROP COURSES WEEK

NOTES

29 SEPTEMBER 2025
UNTIL
2 NOVEMBER 2025

DROP COURSES WEEK
BEGINS ON

A FINE IS IMPOSED
BEGINNING



FOURTH WEEK
LECTURES

3 NOVEMBER 2025

* WEEK 4

DATE OF NOTICE
22 SEPT. 2025

ISSUED BY
ACADEMIC AFFAIRS DIVISION
(SCHEDULING UNIT)

VALID DATE OF NOTICE
22 SEPT. 2025 -
18 JAN. 2026

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT



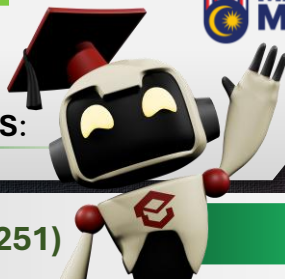
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HOTLINE 013-4623016

INFORMATION

TO FACILITATE STUDENTS DURING THE
ADD AND DROP WEEK, STUDENTS MAY
E-MAIL THE FACULTY STAFF AS FOLLOWS:



SCHEDULING UNIT BHEA

SEMESTER 1 SESSION 2025/2026 (A251)

CHE Q

FACULTY OF LANGUAGES & COMMUNICATION

BIL.	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mr. Mohd Faizall b. Daud	Malay Language & Literature	faizall@upsi.edu.my	05-4506174
2.	Mdm. Siti Nur Idayu Mohd bt. Ghazali	Modern Language	sitinuridayu@upsi.edu.my	05-4505279
3.	Mdm. Norlida bt. Hamid@Ahmad	English Language & Literature	norlida@upsi.edu.my	05-4506174
4.	Mdm. Norzaiti bt. Samsudin	Communication & Media	norzaiti@upsi.edu.my	05-4506232
5.	Miss Norzalida bt. Bahtiar	International Language Academy	norzalida@upsi.edu.my	05-4507601
6.	*Mdm. Norlaila bt. Kamarudin	Ethnic	laila@upsi.edu.my	05-4506174
7.	Mdm. Norlaila bt. Kamarudin		laila@upsi.edu.my	05-4505286



FACULTY OF MUSIC AND PERFORMING ARTS

BIL.	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Yanty Marhainis bt. Omar	Performing Arts	yanty@upsi.edu.my	05-4506523
2.	Mdm. Nazatul Shima bt. Wahid	Music & Music Education	nazatulshima@upsi.edu.my	05-4506523
3.	Mdm. Rosni bt. Abd Rahman		rosni@upsi.edu.my	05-4505563



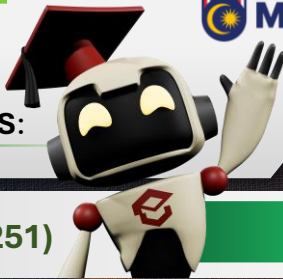
FACULTY OF HUMAN DEVELOPMENT

BIL.	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Siti Mahfudza bt. Sharif	Early Childhood Education	mahfudza@upsi.edu.my	05-4507624
2.	Mdm. Nuramalina bt. Abdul Karim	Education Learning	nuramalina@upsi.edu.my	05-4507506
3.	Mdm. Norzaliza bt. Mohd Ayob	Special Education	zaliza@upsi.edu.my	05-4507553
4.	Mdm. Nur Salniza bt. Abdul Sani	Caunseling	nursalniza@upsi.edu.my	05-4507606
5.	Mdm. Nur Ain bt. Mohd Rizar	Psychology	ain.rizar@upsi.edu.my	05-4507441
	Mr. Mohamad Zaid b. Tahir		zaidtahir@upsi.edu.my	05-4507283



INFORMATION

TO FACILITATE STUDENTS DURING THE
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SCHEDULING UNIT BHEA

SEMESTER 1 SESSION 2025/2026 (A251)

CHE Q

FACULTY OF MANAGEMENT & ECONOMICS

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Noraini bt. Aminuddin	Economics	noraini.a@upsi.edu.my	05-4507301
2.	Mdm. Norhaslina bt. Mohd Taharim	Accounting & Finance	norhaslina@upsi.edu.my	05-4507924
3.	Mdm. Siti Sarah bt. Zolkifli	Business Management & Entrepreneurship	sitisarah@upsi.edu.my	05-4507597
4.	Mdm. Nurasyikin bt. Mohamad Ilas		nurasyikin@upsi.edu.my	05-4507597



FACULTY OF SPORTS SCIENCE & COACHING

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Maria bt. Jemari	Coaching Science	maria.jemari@upsi.edu.my	05-4507319
2.	Mdm. Maria bt. Jemari	Health Sciences	maria.jemari@upsi.edu.my	05-4507319
3.	Mr. Ahmad Fazli b. Ahmad Rasmi	Physical Education & Sports Science	mohd_fadli@upsi.edu.my	05-4507160
4.	Mdm. Norkhalilah bt. Duriat		norkhalilah@upsi.edu.my	05-4507315



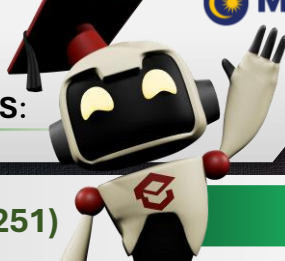
FACULTY OF SCIENCE & MATHEMATICS

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Siti Khairatul Azwa bt. Mohd Farok	Mathematics	azwa83@upsi.edu.my	05-4507400
2.	Mdm. Aryani bt. Adnan	Chemistry	aryaniadnan@ict.upsi.edu.my	05-4507575
3.	Mdm. Parizah bt. Hassan	Biology	parizah@upsi.edu.my	05-4507576
4.	Mdm. Nashimatul Aliana bt. Kamarul Bahrin	Physics	aliana@upsi.edu.my	05-450 7655
5.	Mdm. Norliana bt. Zainudin		norliana@upsi.edu.my	05-4507673



INFORMATION

TO FACILITATE STUDENTS DURING THE
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SCHEDULING UNIT BHEA

SEMESTER 1 SESSION 2025/2026 (A251)

CHE Q

FACULTY OF TECHNICAL & VOCATIONAL

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Norlina bt. Hazamuri	Hospitality & Consumer Science	norlina@upsi.edu.my	05-4506922
2.	Mdm. Mazuwa bt. Mat Fathil @ Ahmad Fadzil	Engineering Technology	mazuwa.m@upsi.edu.my	05-4506955
3.	Mdm. Maisarah bt. Isa	Argricultural Science	maisarah.i@upsi.edu.my	05-4506920
4.	Mr. Nazatul Azuwam b. Mohd Nazari		azuwam@upsi.edu.my	05-4506161

FACULTY OF HUMAN SCIENCES

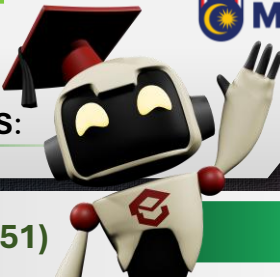
BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mr. Sharil b. Mat Esa	Geography & Enviroment	sharil@upsi.edu.my	05-4506915
2.	Mdm. Erlyyana bt. Harizon (AT35) / Mdm. Kasyidah Aminah bt. Abdullah @ Abu Bakar (AT36)	Islamic Studies	erlyyana@upsi.edu.my / rashidatul@upsi.edu.my	05-4505040
3.	Mdm. Norhafiza bt. Mohd Ramli	Malaysian Studies	Norhafiza.mr@jpphb.upsi.edu.my	05-4506320
4.	Mdm. Nurashikin bt. Kamaruzaman	Moral Studies, Civics & Character Development	shikin.zaman@upsi.edu.my	05-4505007
5.	Mdm. Hamiziah bt. Permizi	History	hamiziah@upsi.edu.my	05-4505070
6.	Mdm. Nurul Husna bt. Abdullah		nhusna@upsi.edu.my	05-4505043

FACULTY OF ART, SUSTAINABILITY & CREATIVE INDUSTRY

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Nor Hidayah bt. Ahmad	Arts & Design	norhidayah.a@upsi.edu.my	05-4505970
2.	Mdm. Rosnah bt. Mhd Sapiee	Creative Multimedia	rosnah@upsi.edu.my	05-4505923
3.	Miss Nur Assyakinah bt. Sofuan		assyakinah@upsi.edu.my	05-4505923

INFORMATION

TO FACILITATE STUDENTS DURING THE ADD AND DROP WEEK, STUDENTS MAY E-MAIL THE FACULTY STAFF AS FOLLOWS:



SCHEDULING UNIT BHEA

SEMESTER 1 SESSION 2025/2026 (A251)

CHE Q

FACULTY OF COMPUTING & META-TECHNOLOGY

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Nurul Sherina bt. Ahmad Azman	Software Engineering & Smart Technology	nurul_sherina@uspsi.edu.my	05-4506643
2.	Mdm. Syaidatul Hamera bt. Mohd Radzi	Computer Science & Digital Technology	syaidatul@upsi.edu.my	05-4506637
3.	Mdm. Norul Haslina bt. Alias		nhaslina@upsi.edu.my	05-4506885
4.				

HOTLINE : 019-3463387

CO-CURRICULUM CENTRE

BIL	FACULTY STAFF	DEPARTMENT	E-MAIL	TEL. NO
1.	Mdm. Nurul Amira Shakila bt. Zulkepli	Academik & Quality Unit	pusat_kokurikulum@upsi.edu.my	05-4507700
2.	Mdm. Nurr Zam bt. Seenii Mohamed		pusat_kokurikulum@upsi.edu.my	05-4507709

FOR MORE INFORMATION PLEASE CONTACT SCHEDULING UNIT



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HOTLINE 013-4623016