



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اوپي سي
سولتان ايدريس



BAHAGIAN HAL EHVAL AKADEMIK
DIVISION OF ACADEMIC AFFAIRS

UPSI
No.1
PENDIDIKAN

SCHEDULING UNIT

ATTENTION

TO ALL UNDERGRADUATE
STUDENTS (DEGREE)

FOR INFORMATION

BACHELOR'S DEGREE STUDENTS MAY ADD AND DROP COURSES ONLINE.
HOWEVER, STUDENTS ARE ALLOWED TO ADD COURSES ACCORDING TO THE PACKAGE
SPECIFIED BY THE FACULTY.

GUIDELINES

FOR THE ADD AND DROP WEEK THAT STUDENTS NEED TO ADHERE TO:

1

STUDENTS CAN ADD COURSES ONLINE THROUGH THE UNISIS
STUDENT SYSTEM (MYSIS).



* IF THE COURSE IS FULL AND NOT IN THE LIST OF
COURSES IN MYSIS SYSTEM *

**STUDENTS NEED TO CONTACT THEIR RESPECTIVE
FACULTIES / FACULTIES THAT OFFER COURSES FOR
THE FOLLOWING MATTERS:**

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



(ONLINE APPLICATION THROUGH
UNISIS STUDENT SYSTEM -MYSIS)

2

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

THROUGHOUT THE ADD AND DROP WEEK UP TO THE
7TH WEEK OF LECTURES



(ACCORDING TO THE DATE SPECIFIED)

TO SEE THE LATEST LECTURE SCHEDULE
FOR SEMESTER 1 SESSION 2022/2023,
PLEASE VISIT :

<https://unistudent.upsi.edu.my/home>



THE LECTURE SCHEDULE IS SUBJECT TO
AMENDMENT FROM TIME TO TIME

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT



015-48797075 / 7985



HOTLINE

013-4623016



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اوپريستي قنديديتن سلطان ادرس
SULTAN IDRIS EDUCATION UNIVERSITY



BAHAGIAN HAL EHVAL AKADEMIK
DIVISION OF ACADEMIC AFFAIRS

UPSI
No.1
PENDIDIKAN

SCHEDULING UNIT

ADD AND DROP

WEEK SCHEDULE

SEMESTER 2 SESSION 2022/2023

DEGREE

ADD WEEK

17 OCTOBER 2022
UNTIL
30 OCTOBER 2022

**A FINE IS
IMPOSED
BEGINNING**

31 OCTOBER 2022

NOTES

ADD WEEK BEGINS ON



FIRST WEEK LECTURES

UNTIL



SECOND WEEK LECTURES

*** WEEK (1 - 2)**



DROP WEEK

17 OCTOBER 2022
UNTIL
4 DECEMBER 2022

**A FINE IS
IMPOSED
BEGINNING**

5 DECEMBER 2022

NOTES

DROP WEEK BEGINS ON



FIRST WEEK LECTURES

UNTIL



SEVENTH WEEK LECTURES

*** WEEK (1 - 7)**



DATE OF NOTICE | 3 September 2022

ISSUED BY | ACADEMIC AFFAIRS DIVISION
(SCHEDULING UNIT)

VALID DATE OF NOTICE 30 September 2022 – 5 December 2022

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT



015-48797995 / 7075 / 7985



HOTLINE

013-4623016



INFORMATION

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

FACULTY OF LANGUAGES AND COMMUNICATION

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [05-450(EXT)]
1.	Cik. Nurul Sahira bt. Mohd Nor	Malay Language & Literature	sahiramn@upsi.edu.my	6036
2.	Pn.Nor Aisyah bt. Yusof	Modern Language	nor_aisyah@upsi.edu.my	6232
3.	Pn. Norlida bt. Hamid@Ahmad	English Language & Literature	norlida@upsi.edu.my	6174
4.	Pn. Norzaiti bt Samsudin	Communication & Media	norzaiti@upsi.edu.my	6458
5.	Cik Norzalida bt Bahtiar	Skill Language Centre	norzalida@upsi.edu.my	01548797935
6.	Pn. Norlaila bt. Kamarudin		laila@upsi.edu.my	6036

FACULTY OF MUSIC AND PERFORMING ARTS

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [05-450(EXT)]
1.	Cik Juma Aini bt Ramli	Performing Arts	juma@upsi.edu.my	6702
2.	Pn. Nur Atiqah bt. Salim	Music & Music Education	nur_atiqah@upsi.edu.my	6702
3.	Pn. Nor Azura bt. Arshad		norazura@upsi.edu.my	5563

FACULTY OF HUMAN DEVELOPMENT

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [015-4379(EXT)]
1.	Pn.Noor Faridah bt. Mohd Saaidin	Early Childhood Education	nfaridah@upsi.edu.my	7624
2.	Pn. Nuramalina binti Abdul Karim	Education Learning	nuramalina@upsi.edu.my	7506
3.	Pn. Norzaliza bt Mohd Ayob	Special Education	zaliza@upsi.edu.my	7454
4.	Pn. Nur Salniza bt Abdul Sani	Psychology & Counseling	nursalniza@upsi.edu.my	7606
5.	Pn. Mastika Junaidah bt. Mohd Salih		mastika@upsi.edu.my	7503

FOR MORE INFORMATION PLEASE CONTACT
SCHEDULING UNIT

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INFORMATION

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MAY E-MAIL THE FACULTY STAFF AS FOLLOWS:

FACULTY OF MANAGEMENT AND ECONOMICS

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [015-4379(EXT)]
1.	Pn.Norhaslina bt Mohamad Taharim	Economics	norhaslina@upsi.edu.my	7774
2.	Pn.Nor Ashira bt Abdul Rashid	Accounting & Finance	norashira@upsi.edu.my	7771
3.	Pn.Norshidahwati bt Mohd Noor	Business Management & Entrepreneurship	shidah@upsi.edu.my	7136
4.	Pn.Nurasyikin bt. Mohamad Ilas		nurasyikin@upsi.edu.my	7545

FACULTY OF SPORTS SCIENCE AND COACHING

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [015-4379(EXT)]
1.	Pn. Maria bt Jemari	Sports Science & Coaching Healths Science	maria.jemari@upsi.edu.my	7164
2.	Pn.Norkhairiah bt Musa	Sports Science	norkhairiah_musa@upsi.edu.my	7160
3.	Pn. Norkhalilah bt Duriat		norkhalilah@upsi.edu.my	7160

FACULTY OF SCIENCE AND MATHEMATICS

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [015-4379(EXT)]
1.	Pn.Siti Khairatul Azwa bt Mohd Farok	Mathematics	azwa83@upsi.edu.my	7400
2.	Pn. Aryani bt Adnan	Chemistry	aryaniadnan@ict.upsi.edu.my	7575
3.	Pn. Parizah bt Hassan	Biology	parizah@upsi.edu.my	7576
4.	Pn.Nurshuhada bt. Mohd Saad	Physics	nurshuhada@upsi.edu.my	7655
5.	En.Anuar Azizi bin Anuar Basha		anuar_azizi@upsi.edu.my	7205

CO-CURRICULUM CENTRE

BILL	CENTRE STAFF	DEPARTMENT	E-MAIL	NO.TEL [015-4379(EXT)]
1.	En. Muhamad Hafiz bin Abd Manap	Co-Curricular Centre	hafiz.manap@upsi.edu.my	7700

FOR MORE INFORMATION PLEASE CONTACT
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INFORMATION

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MAY E-MAIL THE FACULTY STAFF AS FOLLOWS:

FACULTY OF TECHNICAL AND VOCATIONAL

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [05-450(EXT)]
1.	Pn. Norlina bt Hazamuri	Family & Consumer Science	norlina@upsi.edu.my	6244
2.	Pn.Mazuwa bt Mat Fathil@Ahmad Fadzil	Engineering Technology	mazuwa.m@upsi.edu.my	6656
3.	Pn. Maisarah bt Isa	Argricultural Science	maisarah.i@upsi.edu.my	6215
4.	En.Nazatul Azuwam bin Mohd Nazari		azuwam@upsi.edu.my	6656

FACULTY OF HUMAN SCIENCES

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [05-450(EXT)]
1.	En. Sharil bin Mat Esa	Geography & Enviroment	sharil@upsi.edu.my	6915
2.	Pn. Nurashikin bt Kamaruzaman	Islamic Studies	shikin.zaman@upsi.edu.my	5040
3.	En. Irwan Hamdi b. Mohamad	Social Studies & Citizenship	hamdi@upsi.edu.my	6320
4.	Pn.Norfarah Hanani bt. Abu Kassim	Moral, Civics & Character Building	norfarah@upsi.edu.my	6320
5.	Pn.Yanty Marhainis bt.Omar	History	yanty@upsi.edu.my	5070
6.	Pn.Noriah bt.Mohamad		norie@upsi.edu.my	5043

FACULTY OF ART, COMPUTING AND CREATIVE INDUSTRY

BILL	FACULTY STAFF	DEPARTMENT	E-MAIL	NO.TEL [05-450(EXT)]
1.	Pn. Nurul Akmar bt Abdul Razak	Computing	nurulakmar@upsi.edu.my	5970
2.	Pn. Nor Hidayah bt Ahmad	Arts & Design	norhidayah.a@upsi.edu.my	5970
3.	Pn. Rosnah bt. Mhd Sapiee	Creative Multimedia	rosnah@upsi.edu.my	5921
4.	Pn. Ruzaimah bt. Rahaman		ruzaimah@upsi.edu.my	5836

FOR MORE INFORMATION PLEASE CONTACT
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