



Kulliyah of Information and Communication Technology

International Islamic University Malaysia (IIUM)

Course Registration FAQ Handbook

Bachelor of Computer Science (Honours) & Bachelor of Information Technology (Honours)

(For Batch 201, Batch 241, and Batch 261)

Department of Computer Science (DCS) & Department of Information Systems (DIS)

KULLIYAH OF ICT · IIUM

Course Registration FAQ

Bachelor of Computer Science (BCS) & Bachelor of Information Technology (BIT)

For undergraduate students of the BCS and BIT programmes. Covers the full registration cycle — from pre-registration checks through add/drop, withdrawal and special registrations.

Applies to: BCS & BIT, full-time | Portal: i-Ma'luum

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1. Before you register

Most registration failures happen here, not at the portal.

What do I need to settle before the registration window opens? (BCS + BIT)

- **Outstanding fees.** A financial hold will block registration entirely. Clear it with the Finance Division first.
- **Your study plan.** Know which courses your batch is scheduled to take this semester. BCS and BIT follow different study plans — use the one issued for your batch, not a senior's.
- **Prerequisites.** Check that you passed the prerequisite for every course you intend to take. The system will reject the registration otherwise.
- **Advisor meeting.** Recommended for everyone, mandatory if you are on probation, repeating courses, or deviating from the study plan.

Who is my academic advisor and how do I reach them? (BCS + BIT)

Every student is assigned an academic advisor from their department — the Department of Computer Science for BCS students, and the Department of Information Systems for BIT students. You can book an appointment through the Kulliyyah office or contact the advisor directly to discuss your study plan, course selection and progression.

Programme	Department	Advisor list / contact
BCS	Computer Science (DCS)	<i>Asst. Prof. Dr. Siti Asma binti Mohammed</i> Email: siti_asma@iium.edu.my Tel: 03-6421 5688
		<i>Asst. Prof. Dr. Nurul Nadhrah binti Kamaruzzaman</i> Email: nadhrah@iium.edu.my Tel: 03-6421 6440
BIT	Information Systems (DIS)	<i>Asst. Prof. Dr. Atikah Balqis Basri</i> Email: atikahbalqis@iium.edu.my Tel: 03-6421 5637
		<i>Mr. Muhd Rosydi bin Muhammad</i> Email: mrosydi@iium.edu.my Tel: 03-6421 5689

Where do I find the registration dates? (BCS + BIT)

The IIUM academic calendar sets the registration window, the add/drop period and the last day for withdrawal each semester. The Kulliyyah normally circulates the same dates through i-Ma'lum announcements and the KICT student groups. Diarise the add/drop closing date — it is the one deadline that causes the most problems when missed.

2. Registering on i-Ma'luum

The mechanics of getting courses into your slip.

Step by step

1. **Log in to i-Ma'luum** using your matric number and password during your assigned registration window.
2. **Open the course registration module** and select the current semester.
3. **Search by course code** (e.g. CSC- or INFO-prefixed codes) rather than by title — titles vary slightly between batches.
4. **Check the section, day, time and venue** before confirming. A clash will be rejected at submission, not at selection.
5. **Submit and print your registration slip.** Nothing is confirmed until the slip shows the course. Keep a copy.
6. **Re-check after add/drop closes.** Sections are sometimes cancelled or merged; the slip you printed in week one may not be the slip you are graded on.

The course I need is full. What are my options? (BCS + BIT)

7. Check whether another section of the same course has vacancies.
8. Keep monitoring during add/drop — places open as other students drop.
9. If the course is a study-plan course for your batch and no section is available, submit an appeal to the kulliyyah office or relevant department. Quotas are sometimes raised for students whose graduation depends on it.
10. If it still fails, meet your advisor to re-sequence — taking the course next semester may affect the courses that depend on it.

Appeal channel: email to kict_academic@iium.edu.my

I have not met the prerequisite but I need the course. Can I register anyway? (BCS + BIT)

Not directly. Prerequisite waivers are exceptional and require the approval of the offering department. Apply in writing through the kulliyyah office with justification, and do not assume approval — do not skip class waiting for a decision, and do not assume the seat is held for you.

Can I register for a course offered by another kulliyyah? (BCS + BIT)

Yes for university required courses and, where permitted, free electives. The course must appear in your study plan category and must not clash with your KICT classes. Confirm with your advisor that it will be counted toward the right category before you register — a course taken in the wrong category still costs credit hours but may not count toward graduation.

3. Credit hours and study load

How much you may take, and what each programme requires overall.

What is the minimum and maximum credit hours per semester? (BCS + BIT)

Full-time students normally take 12–18 credit hours. The minimum is 12; above 18 (up to a maximum of 20) requires special approval, typically on the basis of CGPA and expected semester of graduation.

Underloading below 12 credit hours affects full-time status, and can affect hostel eligibility, scholarship or loan disbursement, and visa status for international students. Speak to your advisor before dropping under the minimum.

How many credit hours do I need to graduate? (BCS + BIT)

The total differs by programme and by batch. Follow the study plan issued for your own batch.

Programme	Department	Total credit hours for graduation
BCS (Hons) & BIT (Hons)	Computer Science & Information Systems	Batch 201: At least 130 — published as 132 for Malaysian students and 130 for international students.
		Batch 241 and onwards: At least 125 — published as 125 for Malaysian students and 125 for international students.

A minimum CGPA of 2.0 is required to graduate; honours classification requires a higher CGPA.

What does each programme's credit breakdown look like? (BCS + BIT)

Category	BCS/BIT (Batch 201)	BCS/BIT (Batch 241)	BCS/BIT (Batch 261)
University required	20 + 2	20 + 2	18
Kulliyah / core computing	39	21	21
Department / discipline core	33	36	36
Specialisation / field electives	21	18	18
Free electives	—	12	12
Final Year Project	8	7 (FYP I & II)	7 (FYP I & II)
Industrial attachment	9	9	11

Use this to check that the courses you register each semester are drawing down the right categories. Loading up on electives early while leaving core courses late is the most common cause of a delayed graduation.

4. Specialisation and electives

Where the two programmes diverge most.

When and how do I choose my specialisation? (BCS + BIT)

From year 3, BCS & BIT students select specialisation courses carrying 21 credit hours (roughly seven courses) for study plan Batch 201, 18 credit hours (roughly six subjects) for study plan Batch 241 & Batch 261 in the track that best matches their career direction — for example Software Engineering or Network and Security, alongside the department's other offerings such as data science, analytics and digital forensics areas. Selection is made at registration; confirm the track's compulsory courses with your advisor before you register, because the sequence matters.

How do field electives and free electives work? (BCS + BIT)

BCS and BIT students take 18 credit hours of field electives (within the IT discipline) and 12 credit hours of free electives. Field electives must come from the approved list for your batch. Free electives are wider but still need to be countable — check with your advisor before registering something outside the kulliyyah.

Can I change my specialisation or track after starting it? (BCS + BIT)

As a general caution: courses already taken under the previous track may be recounted as electives rather than specialisation credits, which can add a semester. Discuss it with your advisor before making any registration changes.

5. Add, drop and withdrawal

Three different actions with three different consequences.

What is the difference between dropping and withdrawing? (BCS + BIT)

Action	When	On transcript	Affects CGPA
Drop	During add/drop period	No	No
Withdraw	Within the specified withdrawal period after add/drop closes	Yes — grade "W"	No
Abandon (stop attending without withdrawing)	Never do this	Yes — failing grade	Yes

Late withdrawal is not permitted except under exceptional circumstances, supported by documents and approved by the kulliyyah.

I withdrew from a core course. What happens next? (BCS + BIT)

You must retake it, and you should check immediately what it blocks. Core courses are prerequisites for later courses in both programmes, so one withdrawal can push back a chain of registrations — including, in the worst case, your eligibility for FYP or industrial attachment. Book an advisor session in the same semester you withdraw, not the next one.

Does withdrawing take me below 12 credit hours? (BCS + BIT)

Check your slip before you confirm the withdrawal. If it does, you need to understand the consequences for your full-time status first — see Section 3.

6. Special registrations

Industrial attachment, FYP and exam-related applications.

How do I register for Industrial Training / Industrial Attachment? (BCS + BIT)

Industrial attachment is compulsory in both programmes and carries 9 credit hours for Batch 201 and Batch 241. For Batch 261, the industrial attachment carries 11 credit hours. It is normally taken in the third or fourth year. Applications go through the kulliyah's Industrial Training Coordinator: you secure a placement, register the course for the relevant semester, and submit your reports on completion. Placement confirmation deadlines usually fall well before the registration window, so start early.

Industrial Training Coordinator contact person:

- 1) Dr. Ayub bin Abdul Rahman (Email: ayub@iium.edu.my)
- 2) Dr. Nurul Liyana binti Mohamad Zulkufli (Email: liyanazulkufli@iium.edu.my)

What are the prerequisites for registering FYP? (BCS + BIT)

Students must have completed at least 90 credit hours for study plan Batch 201 & Batch 241, and at least 78 credit hours for study plan Batch 261. All students must pass the relevant core courses before registering for the Final Year Project, and must have a proposal approved by a supervisor. For study plan Batch 201, BCS & BIT splits it into FYP I and FYP II totalling 8 credit hours; and for study plan Batch 241 onwards, BCS & BIT splits it into FYP I and FYP II totalling 7 credit hours.

How do I apply for a re-sit or special examination? (BCS + BIT)

Re-sit and special exams are granted only under specific conditions such as illness or emergency. Submit the application to the kulliyah office with supporting documents within the stated period. This is separate from registration — passing a re-sit does not automatically register you for the next course in the chain.

7. Common problems

Quick triage.

Problem	First step
Cannot log in to i-Ma'luum	Reset via the portal; if it persists, contact ITD Service Desk Email: servicedesk@iium.edu.my WhatsApp: 016-9832415
Registration blocked — financial hold	Finance Division, then re-attempt. Blocks are not lifted retroactively for missed deadlines. Kulliyah does not involved or responsible for financial matters.
Course not appearing in search	Check the code against your batch's study plan; the course may not be offered this semester.
Timetable clash	Change section if possible; otherwise re-sequence with your advisor.

Problem	First step
Missed the registration window entirely	Report to the kulliyyah office immediately — late registration may carry a penalty and is not guaranteed.
Registered for the wrong course	Fix it during add/drop. After add/drop, withdrawal is the only route and leaves a “W”.
Slip does not match what you registered	Screenshot both and raise it with the kulliyyah office before add/drop closes. Please email to KICT academic for this matter Email: kict_academic@iium.edu.my

8. Who to contact

Route your question to the right desk the first time.

Issue	Contact
Course selection, study plan, progression, BCS & BIT specialisation matters, field / free electives, course descriptions & outlines	<i>Asst. Prof. Dr. Siti Asma binti Mohammed</i> Email: siti_asma@iium.edu.my Tel: 03-6421 5688 <i>Asst. Prof. Dr. Nurul Nadhrah binti Kamaruzzaman</i> Email: nadhrah@iium.edu.my Tel: 03-6421 6440 <i>Asst. Prof. Dr. Atikah Balqis Basri</i> Email: atikahbalqis@iium.edu.my Tel: 03-6421 5637 <i>Mr. Muhd Rosydi bin Muhammad</i> Email: mrosydi@iium.edu.my Tel: 03-6421 5689
Registration errors, appeals, quota	KICT Kulliyyah Office (kict_academic@iium.edu.my)
Industrial attachment	KICT Industrial Training Coordinator Email: servicedesk@iium.edu.my WhatsApp: 016-9832415
Fees and financial holds	Finance Division Location: Finance Division Level 1, Muhammad Abdul-Rauf Building Email: finance@iium.edu.my Contact: +603-6421 2063 ext: 3871 / 3191 / 3184 / 3192 / 5941 / 5944 / 5943 / 5945 / 5184
Portal / IT access	ITD Helpdesk Email: servicedesk@iium.edu.my WhatsApp: 016-9832415