# Important Dates of Mahallah Registration

**Semester 1, 2011/2012 Vacation:**

(16th January – 7th February 2012)

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st – 30th December 2011</td>
<td>Application for Live-Off Campus (LOC) for Semester 2, 2011/2012</td>
</tr>
<tr>
<td>27th – 30th December 2011</td>
<td>Application for Change of Room</td>
</tr>
<tr>
<td>3rd – 13th January 2011</td>
<td>Application for Live-in During Vacation (LIDV) Semester 1, 2011/2012</td>
</tr>
<tr>
<td>16th January 2012</td>
<td>Final date for all students to check-out and return room keys</td>
</tr>
<tr>
<td>17th January 2012</td>
<td>Room Check-out / Check-in for LIDV (vacation Sem. 1, 2011/12)</td>
</tr>
<tr>
<td>3rd February 2012</td>
<td>Room Check-out for LIDV / Check-in for Sem. 2, 2011/12</td>
</tr>
<tr>
<td>7th - 9th February 2012</td>
<td>Mahallah Registration for Semester 2, 2011/2012</td>
</tr>
<tr>
<td>(Tuesday to Wednesday)</td>
<td></td>
</tr>
<tr>
<td>9.00 a.m. – 5.00 p.m.</td>
<td></td>
</tr>
<tr>
<td>13th – 17th February 2012</td>
<td>Application for Change of Mahallah</td>
</tr>
</tbody>
</table>

---

**Notes:**

1. All offences mentioned above are in accordance with the procedures in Rule 34 of Students’ Discipline Rules 2004 (Amendment 2006)

2. You are required to display your matric card when dealing with the Mahallah Office.

3. For any enquiry, please refer to the Mahallah Office.

---

Date issued 19th December 2011
APPLICATION FOR CHANGE OF ROOM & CHANGE OF MAHALLAH
i. Those with valid reasons may apply by filling in the form which is available at the mahallah office.

APPLICATION FOR LIVE- OFF CAMPUS (LOC)
i. New applicants for LOC are required to fill in the application form which is available at the mahallah office. All relevant documents need to be attached.
ii. The current LOC students who wish to continue LOC are not required to submit new application. The mahallah office will update your LOC status and the LOC slip is available upon request.

APPLICATION FOR LIVE- IN DURING VACATION (LIDV)
i. Students involved in university programme must appoint one representative to submit a group application at their respective mahallah.
ii. The application must be supported with the approval or supporting letter from the relevant K/C/D and the complete list of students involved must be attached.
iii. International students will automatically be considered as LIDV unless they return the room key. ‘Check- out’ for current semester and ‘Check-in’ for LIDV is not compulsory but they MUST ‘Check- in’ for Sem.2, 2011/2012 during the stipulated dates.
iv. Those who had applied and got approval for LIDV must check in individually.
v. Students will be placed at certain blocks only (depending on the requirements).
vi. Graduating International students who intend to LIDV must obtain special permission from the mahallah office.
vii. Students who LIDV without permission will be imposed a maximum penalty of RM50.00.

ROOM CHECK-OUT & RETURNING ROOM KEYS
i. Students must check-out and return room keys in person.
ii. Those who have completed their exams may check out earlier than the above-mentioned date.
iii. Those who intend to go back during weekend must check-out on Friday and may keep the keys. The borrowed key must be put in the envelope (available at the Mahallah office) and dropped in the box provided. A maximum penalty of RM50.00 will be imposed to those who failed to return the keys.
iv. All rooms/ compartments must be left clean and tidy. A maximum penalty of RM50.00 will be imposed on occupants of any dirty rooms/ compartments.
v. Please report on any defects or maintenance problems to the mahallah office before leaving.
vi. Students are advised not to leave any valuable items in their rooms. The mahallah office is not liable in any form of loses.

ROOM CHECK-OUT / CHECK-IN FOR LIDV- SEM. 1, 2011/12
i. Room check-out and check-in for LIDV Sem.1, 2011/2012 must be done within the stipulated time.
ii. Graduating International students who LIDV will be assigned to a temporary room. They are allowed to stay there until 20th February 2012 to settle the graduating clearance.
iii. For those students who need to extend the duration given, please refer to Residential Management, Student Affairs & Development Division for short term rental process.

ROOM CHECK-OUT / CHECK-IN FOR LIDV- SEM. 2, 2011/12
i. Students who LIDV are first, and later to check in for Sem. 2, 2011/2012 on the dates mentioned.

MAHALLAH REGISTRATION FOR SEMESTER 2, 2011/2012
i. Please produce your matric card and pre-registration slip during the mahallah registration for collection of key.
ii. Those who failed to register within the stipulated dates will be imposed a maximum penalty of RM50.00.