# IMPORTANT DATES OF MAHALLAH REGISTRATION

**SEM. 2, 2015/2016 VACATION**

**06th JUNE – 19th JUNE 2016**

<table>
<thead>
<tr>
<th>IMPORTANT DATES</th>
<th>PARTICULARS</th>
</tr>
</thead>
</table>
| 10th May – 13th May 2016  
(Tuesday - Friday) | Mahallah Manual Pre-Registration for all Undergraduate & Postgraduate Students  
(for Semester 3, 2015/2016) |
| 10th May – 27th May 2016  
(Tuesday - Friday) | Application for Live-in During Vacation (LIDV) Semester 2, 2015/2016 |
| 30th May – 5th June 2016  
(Monday - Sunday) | Registration for Live Off Campus (LOC)  
Semester 1, 2016/2017  
(Submission of LOC Registration Form)  
~ For Semester 3, 2015/16, students are not required to register for LOC |
| 6th June 2016  
1st Ramadhan 1437H  
(Monday) | Mahallah Online Pre-Registration for all Undergraduate Students  
(for Semester 1, 2016/2017) |
| 8.00 am – 4.00 pm | Final date for all students to check out  
*All Undergraduate students must totally vacate their rooms due to evacuation and reshuffling exercise. All rooms/compartments must be left clean and tidy |
| 19th June 2016 (Sunday)  
9.00 am – 4.00 pm  
(14th Ramadhan 1437H) | Room Check-out / Check- in for LIDV (vacation Sem. 2, 2015/16)  
~ Office hours during Ramadhan : 8.00 am – 4.00 pm ~ |
| 20th June 2016  
(Monday)  
(during office hours only) | Mahallah Registration for Semester 3, 2015/2016  
(Inclusive those who LIDV)  
*Students will be placed only at certain block depending on the number of students taking semester 3. Please refer to your mahallah office for further arrangement on the placement.  
~ Office hours during Ramadhan : 8.00 am – 4.00 pm ~ |
| 4th September 2016  
(Sunday)  
9.00 am – 5.00 pm  
(No lunch break) | Mahallah Registration for Semester 1, Session 2016/2017  
(Check Out LIDV for Semester 3, 2015/2016 & Check-in Semester 1, 2016/2017) |
| 5th September 2016  
(Monday)  
During office hours only | |

~ FOR FURTHER DETAILS OF THE ABOVE EXERCISES PLEASE REFER TO THE NEXT PAGE ~

Date issued : 10th May 2016
NOTES:

1. All offences with regard to the above exercises 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.

APPLICATION FOR LIVE- IN DURING VACATION (LIDV)

i. Personal reason / Final Year Final Sem. (local students) / Graduated International Students:
   a. To apply for Short Term Rental at the Residential and Services Department (RSD) within the period of LIDV application
   b. To pay rental fee on daily rate (RM5.50/Quad Sharing, RM6.50/Twin Sharing and RM12/Single room) at Bank Muamalat (Acc. No: 14070000004716)
   c. To submit a copy of bank in slip to the mahallah office upon check-in for LIDV

ii. Academic related matters (LAP / Practical / Internship):
   a. Students to register for LIDV and submit the related letter/supporting document from Kulliyyah to Mahallah Office
   b. To check-in on the pre-determined date. Failure to register, compound will be issued.

iii. University Programme:
   a. To fill in the LIDV application form by a representative for the programme.
   b. To attach supporting letter and a list of students involved. Please categorize according to their level of participation (committee members, facilitator or participants).
   c. To check-in on the pre-determined date. Failure to register, compound will be issued.

iv. All International students are considered as LIDV unless they return the room key and evacuate the room. They must ‘Check-in’ for Sem. 3, 2015/2016 during the Mahallah Registration Period.

v. Students will be placed at identified blocks only (depending on the requirements).

vi. Students who LIDV without permission will be imposed a maximum penalty of RM50.00 and rental rate will be charged for LIDV period.

• NOTES: All applications/registration must be done during the application period only, application after the said period will be considered as short term rental.

REGISTRATION FOR LIVE OFF CAMPUS (LOC)

i. New LOC registration is required to fill in the form which is available at the mahallah office/printed from Mahallah Pre-registration System and submit to Mahallah office.

ii. The mahallah office will update the LOC status of those who are already on LOC unless earlier notification on the changes.
ROOM CHECK-OUT & RETURNING ROOM KEYS

i. Students must check-out and return room keys.

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 request to borrow the key for the weekend. **The borrowed key** must be put in the envelope (written personal details and room no.) 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/compartment must be left clean and tidy.** A maximum penalty of RM50.00 will be imposed on occupants of any dirty rooms/compartment.

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 room. The Mahallah office are not liable in any form of loses and damage.

MAHALlah REGISTRATION FOR SEMESTER 3, 2015/2016 (Inclusive those who LIDV)

i. Please produce your matric card 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.

iii. If for some reasons, students could not able to check-in within the required time, please notify Mahallah Office in writing, either through letter or e-mail at least one week before the Mahallah Registration start.