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**SENIOR STUDENT
ROOM REGISTRATION**

Version No: 01
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1.0 OBJECTIVE

The purpose of this guideline is to manage senior student room registration at Mahallah.

2.0 GUIDELINE(S) ON SENIOR STUDENT ROOM REGISTRATION

- 2.1 Room registration shall be done through Mahallah Online Room Registration (MORR).
 - 2.1.1 MORR for senior student includes confirmation of room, change of room and change of mahallah when applicable.
 - 2.1.2 MORR is offered on a semester basis, two weeks after course registration at the end of every semester.
 - 2.1.3 Active student who has registered subject for the coming semester and has a record of staying at mahallah before is eligible to perform MORR.
 - 2.1.4 Student has to collect the room key within the Mahallah registration period determined by the University Authority. Failure to do so without any valid reason, the specified room shall be released accordingly.
 - 2.1.5 Eligible student who does not perform MORR shall be compounded.
- 2.2 The University Authority reserves its right to impose administrative fee for manual registration.

3.0 REFERENCES

- 3.1 IIUM Room Rate for IIUM Students, Non-IIUM Students and Public.
- 3.2 Manual of Financial Policies and Procedures (Student Related Matters Section)
- 3.3 Refund Form from Finance Division
- 3.4 Standard Operating Procedures (SOP) on Room Registration
- 3.5 Addendum on Resident Accommodation Fee for special needs students