

CORRECT UNIT ENROLMENT & CLASS LIST FOR EACH TERM OF STUDY

Students

1. Students can only participate in Lectures, tutorials, Workshops, Laboratories and other activities only if their names appear on the class list for the course of study.
2. Student whose name is not in the class list is required to enrol in the Student Management System first into courses as per Academic Calendar of the term before sitting in class.
3. Any addition/correction/withdrawal of courses has to be done within the term as per policy.
4. The following excerpts from Part V (Page 39) of the University Academic & Student Regulations (UASR) applies:
 - 2.1 Students must comply with the relevant admission, registration into course(s), exemption and transfer procedures applying to each programme or course.
 - 2.1.1 Students are to ensure that the prerequisite and any other criteria as per approved programme structure are met prior to enrolling in a course.
 - 2.1.3 Students who are registered and have paid their enrolment fees shall have their names in the Student Management System generated class list which teaching staff shall follow.
 - 2.1.4 Students shall enrol in the given time frame for enrolment.
 - 2.1.6 Students are to ensure that they have a copy of an approved programme structure.

Teaching Staff

1. All teaching staff is to ensure that the Class List is generated from the Student Management System for all units and programmes.
2. As per UASR, Part V (Page 39):
 - 2.1.5 The teaching staff shall not accept assessments and shall not allow students whose names are not on the class list to participate in any teaching and learning activity.