

KOLEJ ASA <i>we care for your education</i> No.6-1 Jalan Bandar Rawang 11 Pusat Bandar Rawang 48000 Rawang Selangor Darul Ehsan DK 061 (B)	ACADEMIC MEMO				
	Programme Briefing				
	Ref.No: ACM/08/2021/1				

To : Programme Coordinators, Respective Lecturer, Supporting and Marketing Staffs
From : Registrar
Date : 08th August 2021
Re : Welcoming students (New intake & Re-enroll August 2021)

Greetings,

To be inform, the welcoming students for the upcoming Academic Session (August 2021-December 2021 Session) will be held as follows:

Enroll Students:

Date	Programme	Time	Person In charged	Participant	Venue
16.08.2021	Subjects Registration	09.00 am – 04.00 pm	Ms Azliza	Returning students	LMS (Link will be upload in LMS on the 16.08.2021)
Classes commencing on the 17.08.2021					

New Intake students:

Date	Programme	Time	Person In charged	Participant	Venue
16.08.2021	General Briefing (College environment, facilities, rules and regulations, PTPTN Application, Examination procedure etc.)	10.00 am – 10.30 am	Mrs Seriwah Yuni	New Intake students	Zoom Meeting (Link will be given on 15.08.20 21)
	Fees and Finance matters	10.30 am – 11.00 am	Mrs Sheila		
	Programme Briefing (Course structure, duration study, project, practical training, re-sit, retake and deferment matters etc.)	11.00 am - 11.30 am	Mrs Norshahrizan		
	Learning Management System (LMS) Registration	12.00 pm – 01.00 pm	Ms Azliza		
	Subjects Registration				
Classes commencing on the 17.08.2021					

Warmest regards,

SERIWAH YUNI AHMAD
 Registrar
 KOLEJ ASA