



# ANNOUNCEMENT – REGISTRAR’S OFFICE

## No: 12/2021 (17)

To:	All Student
Date:	29 December 2021
Circular No:	12/2021 (17)
Subject:	Postponement of the Re-enrolment Registration Day for January 2022 semester
Info:	<p>Dear Students,</p> <p>The College have decided to postponed the process on re-enrolment for January 2022 semester from 30 &amp; 31 December 2021 to 6<sup>th</sup> &amp; 7<sup>th</sup> January 2022 due to the recent flood disaster. Kindly refer to the attachment for the updated re-enrolment order and students are advice to make proper arrangement and preparation to return back to campus. The semester commencement will still remain to start on 3<sup>rd</sup> January 2022, and students will be informed by the school(s) / their lecturer(s) for the arrangement of the replacement classes.</p> <p><i>Disclaimer: The college deserves the right to make changes if it deems fit without prior notice.</i></p> <p>Thank you</p>
Contact Details:	<p>Should you need further assistance or clarification, please do not hesitate to contact the following:</p> <p><b>Student Central Department</b> 03 – 7965 2555 / kunawathe@mpic.edu.my</p>

Dear Students,

## Re-enrolment registration for January 2022 semester

As we are welcoming the new year of 2022, the College would like to announce that the campus will reopen to all students (face-to-face classes) starting **Monday 10<sup>th</sup> January 2022** onwards. All the computer laboratories, the Library, Discussion Spaces, common areas and the cafeteria are also open to all student.

The college will hold a physical re-enrolment process for January 2022 semester and below are the dates that students need to enter the campus to complete the re-enrolment registration for Jan 2022 semester:

No	Programme/Year	School	Date of Re-enrolment	Venue
1	Certificate of Business	School of Business and Accounting	<b>6<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	Level 4, Block A, MAIC
2	Diploma in Accounting		<b>6<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
3	Diploma in Business		<b>7<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
4	Diploma in Human Resources		<b>7<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
5	Diploma in Graphic Design	School of Creative Media Technology	<b>6<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
6	Diploma in Information Technology		<b>6<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
7	Diploma in Multimedia		<b>6<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
8	Certificate in Creative Design		<b>7<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	

Level 4, Block A, MAHSA Avenue, Jalan Ilmu, Off Jalan Universiti,

59100 Kuala Lumpur, Malaysia.

9	Diploma in Mass Communication		<b>7<sup>th</sup> Jan 2022</b> (9.30am – 5.00pm)	
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- Lunch hour will be from 1.00pm – 2.00pm, re-enrolment registration will resume back after 2.00pm.

On the re-enrolment day, students must settle all outstanding of fees or you may get consultation from the Finance Department on staggered payment. Please take note if payment is not made by the due date, the following sanctions will be imposed:

- **Loss of access to learning resources i.e. Library, LMS.**
- **Loss of registration status as active student**
- **Barred from any form of assessment.**

**Note:** Kindly bring along receipt of payment if you have made the payment via online or through CDM machine for further verification by the Finance Department.

**Disclaimer:** The college deserve the rights to make changes if it deems fit without prior notice based on any restrictions announced by the Government.

Attached together with this announcement, is the Re-enrollment Flow, and the January 2022 Semester Administrative Orders.

As we prepare to welcome you to the campus, we would like to provide guidance on the Standard Operating Procedures (SOPs) that will be in force.

## ENTRY INTO THE CAMPUS

In order to regulate entry into the college, two (2) entrances have been set up:

Accessibility	Entrance
<b>Category 1:</b> Student who are staying in the hostel	Block C, MAHSA Avenue
<b>Category 2:</b> Daily travel students and staff of MAIC	Block A, Main Entrance, Level G

## IMPORTANT:

Only **FULLY VACCINATED** individuals are allowed entry into the campus. This will be strictly enforced by college personnel at both entry points.

**Steps for entry into the Campus (Only for Fully Vaccinated Persons):**

- 1) Scan the MySejahtera QR Code available at the entrance.  
Display your MySejahtera Check-in information for our Entry Personnel to verify your Vaccination Status.
- 2) Scan the MAIC Student QR Code (available only at Block A entrance) and key in your temperature for college records.

**NOTE:** Anyone detected to have a temperature of 37.5 Degrees and above, or who display Covid-19 symptoms will not be allowed entry, and are advised to immediately seek medical attention.

**HEALTH AND SAFETY GUIDELINES WHILE ON CAMPUS:**

MAIC has implemented the following safety measures during this pandemic period, which are:

1. It is Compulsory for all Staff, Students and Guests to wear a mask upon entering the campus area.
2. Social distancing to be practiced all times.
3. It is compulsory to record your entrance in areas such as café, library, etc. using MySejahtera QR Code.
4. Use the hand sanitizer provided at all main entrances to building and lifts.
5. Disinfecting common areas and classrooms.

In the event, if a student fails to comply with any of the Safety & Health measures, a compoundable fine of RM1,000.00 will be imposed upon the offender which is in line with the penalty set by the government. Those who are recalcitrant or classified as repeated offenders shall be called to Disciplinary Board for severe disciplinary action.

College Security Personnel are empowered to deny entry to any persons who may pose a danger to the students and staff of MAIC. This may also include requesting individuals involved to leave the college immediately.

Welcome (back) to the College and we look forward to working together to ensure a safe and healthy learning and working environment for everyone.

Should you have any queries and need further details on this matter, please contact the Student Central Department via email at [studentcentral@maic.edu.my](mailto:studentcentral@maic.edu.my).

Thank you

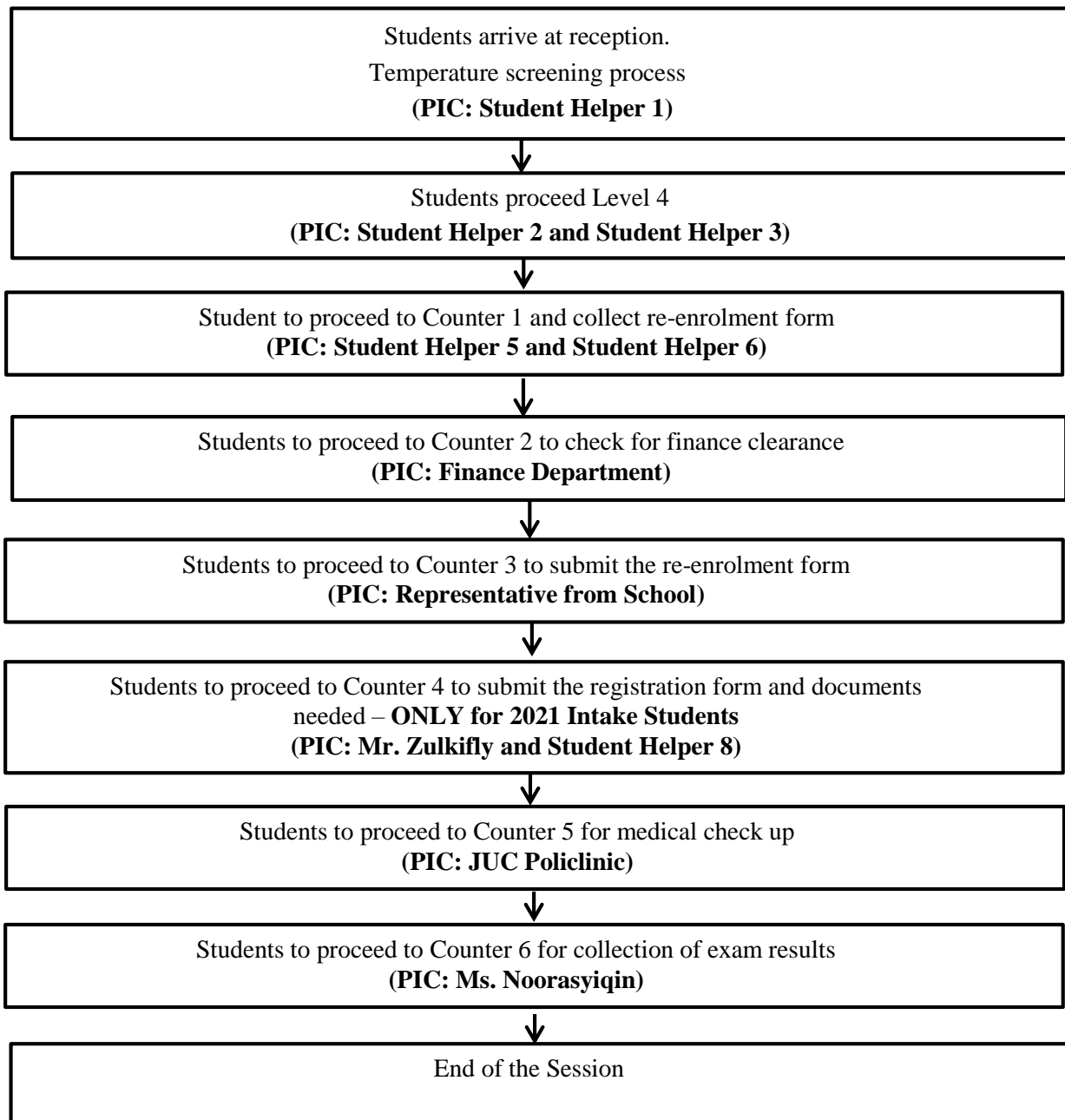


Shazanora Mohammad  
Registrar



**DATE: 6<sup>th</sup> Jan & 7<sup>th</sup> Jan 2022 TIME: 9.30 AM – 5.00 PM**

**FLOW OF RE-ENROLMENT SESSION**





**MAIC RE-ENROLMENT SESSION  
FLOW PLAN @ LEVEL 4  
DATE: 6<sup>th</sup> Jan & 7<sup>th</sup> Jan 2022 TIME: 10.00 AM – 5.00 PM**

