



ANNOUNCEMENT ON COURSE REGISTRATION PROCEDURES

EVEN SEMESTER OF AY 2023/2024



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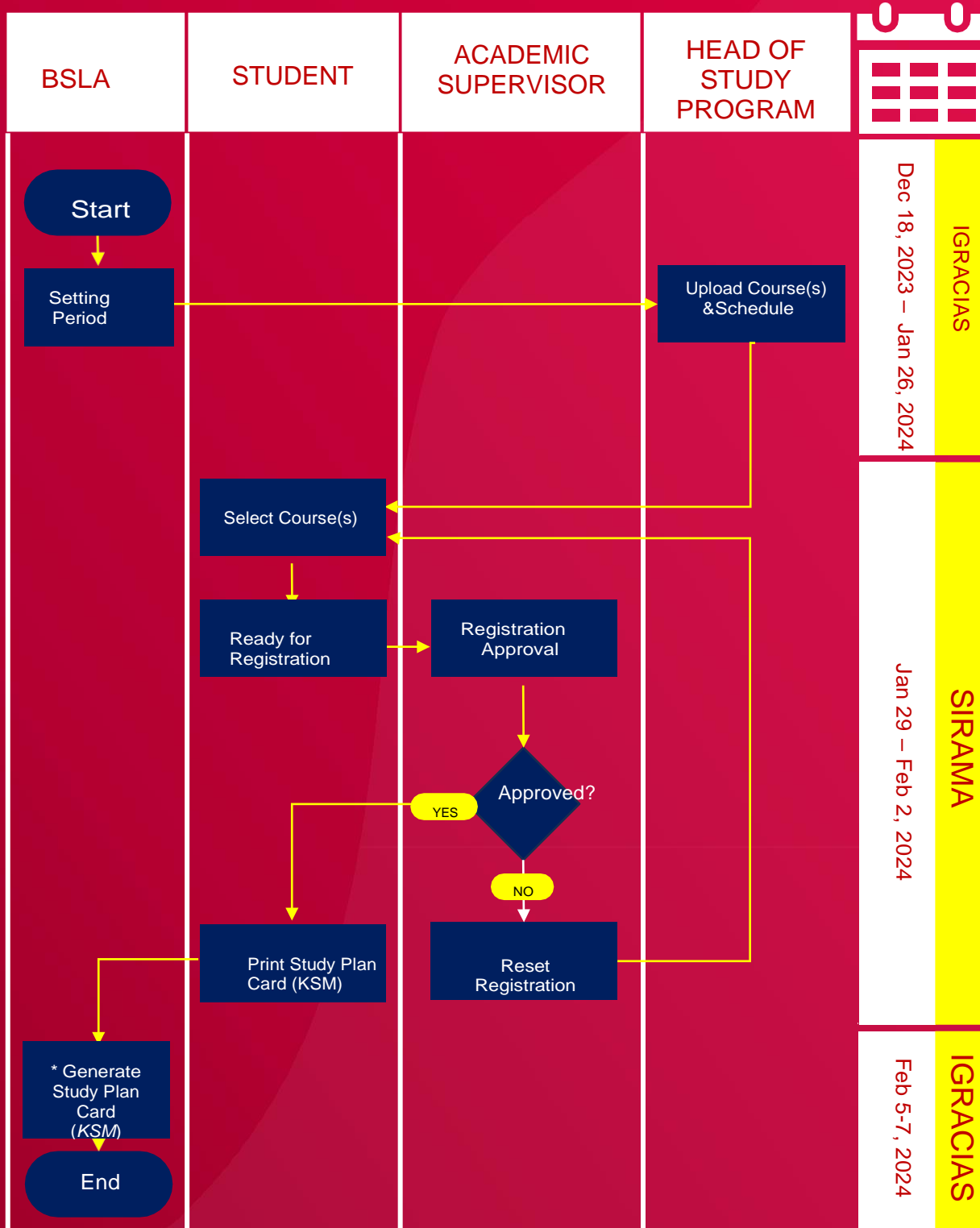
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COURSE REGISTRATION PROCEDURES FOR 01

THE EVEN SEMESTER OF AY 2023/2024

Course Registration Procedures for Students of Regular Study Program
<https://sirama.telkomuniversity.ac.id>



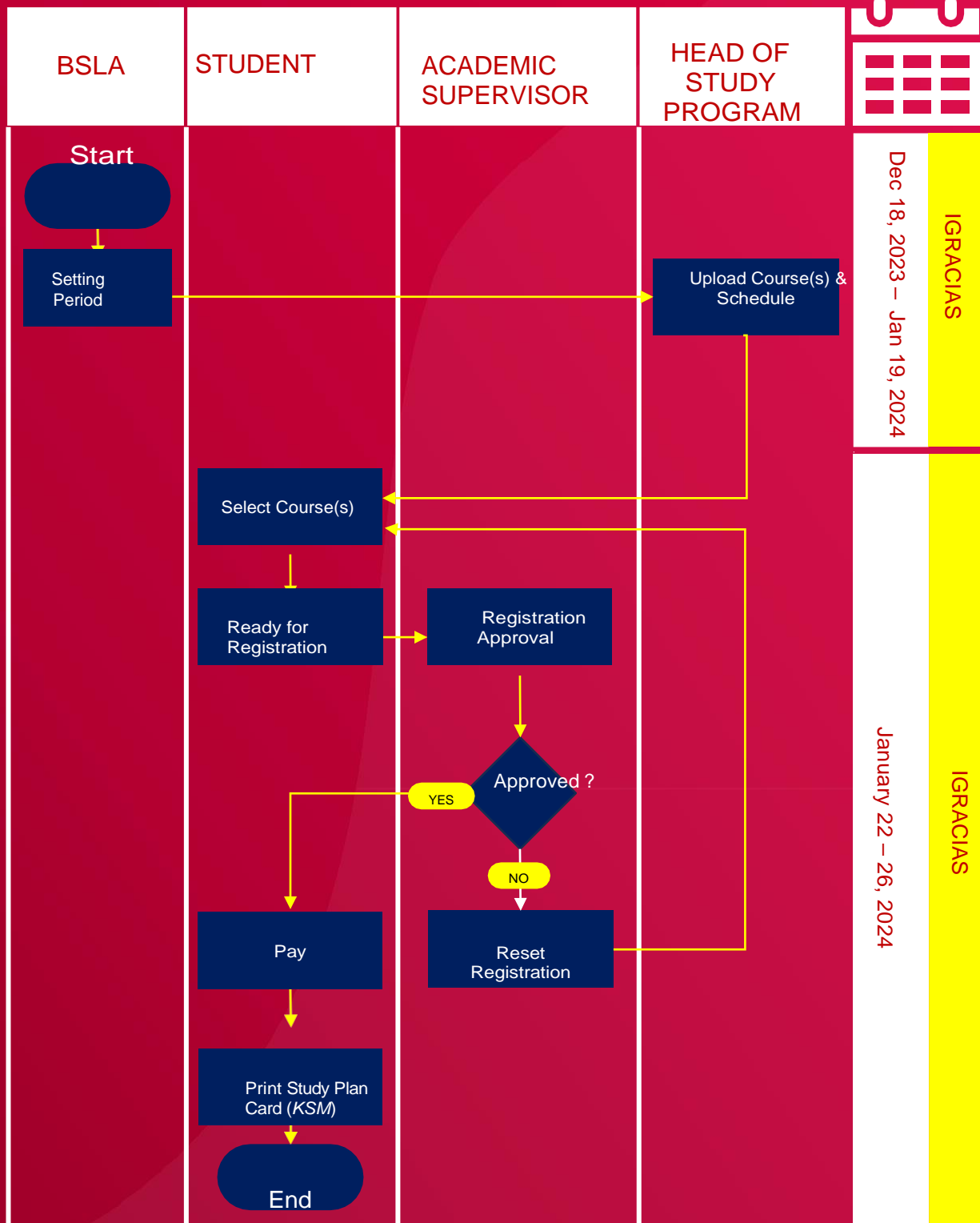
* Generate KSM KSM is printed: If the Payment Status is Fully-Paid and KRS Status is Printed.

COURSE REGISTRATION PROCEDURES FOR THE EVEN SEMESTER OF AY 2023/2024

02

Course Registration Procedures for Students of Distance Learning Study Programs

<https://igracias.telkomuniversity.ac.id>



REGISTRATION SCHEDULE FOR THE EVEN SEMESTER OF AY 2023/2024

03

A. Payment of Tuition Fee (*BPP*):

1. Regular Study Programs: Jan 8 – Feb 2, 2024.
2. Distance Learning Study Programs: Jan 22 – 26, 2024.
3. Payment Method for the Tuition Fee is selected based on the information available on:

<https://tel-u.ac.id/carabayarmala>.

B. Academic Supervision and Course (*MK*) Input:

The Schedule for Academic Supervision and Course (MK) Input is presented in the following table:

1. Students of Regular Study Programs

Batch of	Start date	End date
2018, 2019	29-01-2024, 08.00 WIB	31-01-2024, 14.00 WIB
2020	29-01-2024, 14.00 WIB	31-01-2024, 16.00 WIB
2021	30-01-2024, 08.00 WIB	01-02-2024, 16.00 WIB
2022	31-01-2024, 08.00 WIB	02-02-2024, 14.00 WIB
2023	02-02-2024, 08.00 WIB	02-02-2024, 16.00 WIB

*Students of *Diploma 3* program of 2019, *Diploma 4/Bachelor's* degree program of 2017, *Master's* degree program of 2020 (Those Exceeding the Maximum Study Period) can contact their Academic Supervisor or the Head of the Study Program regarding the course registration.

2. Students of Distance Learning Study Programs

Batch of	Start date	End date
2018- 2023	22-01-2024, 08.00 WIB	26-01-2024, 16.00 WIB

*Students if *Master's* Degree Program of 2020 (Those Exceeding the Maximum Study Period) can contact their Academic Supervisor or the head of the Study Program regarding the course registration.

REGISTRATION SCHEDULE FOR THE EVEN SEMESTER OF AY 2023/2024

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- C. Period for Generating the Students' Study Card (KSM): February 05 – 07, 2024.
- D. Period for Changing Study Plan (PRS): February 26 – March 1, 2024.
- E. Course Start Date: February 19, 2024.
- F. Deadline for Academic Leave and Withdrawal Request: March 1, 2024.

When finishing/completing a Course (*MK*) registration, please make sure to print the Study Plan Card (*KRS*).

Students are declared active for the current semester upon obtaining a Student Study Card (*KSM*), which is issued once they meet two requirements: having the Study Plan Card (*KRS*) and having a full-payment status.

Student Study Card (*KSM*) is generated in a specified period. Please ensure that you have printed the Study Plan Card (*KRS*) and fully paid the *BPP*. Registration beyond the specified deadline will incur a fine. Students who do not complete the registration by the last day of Change of Study Plan (*PRS*) period will be designated as non-active and be subjected to absence fine in accordance with the applicable regulations.

REGISTRATION GUIDELINES FOR THE EVEN SEMESTER OF AY 2023/2024

A. General Requirements of Registration

1. Course Registration comprises of course input, academic supervision (academic supervisor's approval), and Study Plan Card (KRS) print out.
2. Financial Registration is the payment process for the tuition fee (*BPP*).
3. Registration is the process of recording students' active status through the course and financial registration processes indicated by printing out the Student Study Card (*KSM*).
4. Late registration, exceeding the last day of Change of Study Plan (*PRS*) period, will result in inactive status and both financial and nonfinancial fines in accordance with the applicable regulations.
5. Students who successfully complete the Thesis Defense/Judicium no later than the last day of the Change of Study Plan (*PRS*) period (1 Mar 24) are exempt from any registration obligations for the even semester of AY 2023/2024.
6. Information on Normal Study Period and Exceeding Normal Study Period for Each Batch and Degree is as follow:

	Diploma 3		Diploma 4/Bachelor		Master		Doctoral
	Normal Study Period	Exceeding Normal Study Period	Normal Study Period	Exceeding Normal Study Period	Normal Study Period	Exceeding Normal Study Period	Normal Study Period
Batch of	2023	2020	2023	2019	2023	2021	2023
	2022	2019	2022	2018	2022	2020	2022
	2021		2021	2017			2021
			2020				

REGISTRATION GUIDELINES FOR THE EVEN SEMESTER OF AY 2023/2024

B. Specific Requirements for Students of Regular Study Program

1. Students can pay for the tuition fee during the specified payment period.
2. Students register for their course and send the study plan approval to the academic supervisor through SIRAMA application.
3. After the academic supervisor approves their study plan, students are required to print Study Plan Card (*KRS*).
4. Students must generate their Student Study Card (*KSM*) for the student status activation for the current semester, which is processed on iGracias by BSLA in accordance with the specified period, by checking their Student Study Card (*KRS*) print out and payment status.

C. Specific Requirements for Students of Distance Learning Study Programs

1. Students register for their courses during the designated course registration period through iGracias.
2. After the study plan is approved, students make the payment in accordance with the invoice. The invoice must be paid no later than January 26, 2024.
3. After the payment, students are required to print the Students' Study Card (*KSM*) on iGracias.

D. Academic Supervision

1. Academic Supervision, in the form of academic supervisor's approval, is conducted after the students input their courses through SIRAMA.

REGISTRATION GUIDELINES FOR THE EVEN SEMESTER OF AY 2023/2024

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2. The courses taken, as advised for respective batch (not for the higher or lower batch), should align with the class to which the students belong to.
3. The courses taken are prioritized based on the completion of each academic year, which can be discussed with the Academic Supervisors.

E. Changing the Study Plan (*PRS*)

1. *PRS* is performed on *iGracias* during the specified time.
2. Students are permitted to drop and retake courses with approval from the Academic Supervisor.
3. Adding/Changing Courses can be done to prevent unavoidable conflicting schedule with the approval from the Head of the Study Program.
4. Students are required to reprint their *KSM* after the *PRS*.

F. Academic Leave and Withdrawal Request

1. Request Procedures: fill in and complete the stated requirements of the academic leave and withdrawal form on *iGracias*, print the form and sign it, reupload them on *iGracias* along with other required documents, and send the original documents along with the enclosures to the school's Academic and Administrative Services (LAA). Students are required to contact their Academic Supervisor and the Head of the Study Program for approval of their academic leave and withdrawal request.

REGISTRATION GUIDELINES FOR THE EVEN SEMESTER OF AY 2023/2024

2. Students are required to monitor the status of their academic leave/withdrawal request. Approval from the School (Vice Dean I) beyond the specified deadline of March 1, 2024, will cause the students to receive an inactive or absent status.
3. Students who neither submit the academic leave/withdrawal request nor register will be considered inactive or absent.
4. Once the students are on academic leave, withdrawn, and inactive status, they lose access to *iGracias*.

G. Registration for Scholarship Students

1. Course (*MK*) registration is performed by referring to the registration mechanism for regular students.
2. For more information on scholarships, please contact the Directorate of Student Affairs at: +62 812-1424-2600.

H. Registration for Students on Leave after One-Semester of Absence

1. Submit a request and send the student activation request form along with a recommendation from the Academic Supervisor and the Head of the Study Program to the Director of Academic Affairs before the registration period starts (the student activation request form is available in the School's Academic and Administrative Services).
2. The student reactivation request follows the specified registration period. After approval, students must pay the registration absent fee as well as the tuition fee (BPP).

REGISTRATION GUIDELINES FOR THE EVEN SEMESTER OF AY 2023/2024

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I. Students' Responsibilities


1. Students should register and make a payment within the specified timeframe.
2. Students should consider the total Credit Hours in accordance with the Semester GPA (IPS) when taking Courses.
3. Students should consider Prerequisite, Unaccomplished, T-graded or Ungraded courses when registering for a course.
4. Students should consider the class quotas.
5. Students should consider class schedules to avoid conflicting schedule.
6. Students should print the Study Plan Card (*KRS*).
7. Students should monitor the Student Study Card (*KSM*) printing status starting from the generating time by BSLA on February 05 – 07, 2024 on *iGracias*. *KSM* will be printed if students have the status of full-payment and *KRS* has been successfully printed.
8. When submitting the academic leave/withdrawal request, students must monitor the approval status from the School (Vice Dean I) no later than March 1, 2024.

J. Academic Supervisor's Responsibilities


1. Academic Supervisors make approvals for Course registration.
2. Academic Supervisors should consider the Prerequisite, Unaccomplished, T-Graded, and Ungraded Courses when the Course Registration process.
3. Academic Supervisors should consider the Fast-Track Courses.
4. Academic Supervisor considers total Credit Hours (SKS) in accordance with the Semester GPA (IPS) during the course selection.
5. Academic Supervisors should consider the *KRS* and *KSM* printing status

COURSE REGISTRATION / SIRAMA FEATURES

A. SIRAMA Features for Students

 SIRAMA MODULES	STATUS	REMARKS
<ul style="list-style-type: none"> • SELECT COURSE • SEE SCHEDULE • SEE STUDY PLAN CARD (KRS) ARCHIVE • SEE REGISTRATION HISTORY • PRINT STUDY PLAN CARD (KRS) 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<p>Available Courses include</p> <ul style="list-style-type: none"> • Those offered and uploaded by the Head of the Study program and the BPA. • The total Credit Hour is based on the IPS. • The maximum total of credit hours is 24. • Class quota has been met <p>KRS can be printed after approval by the Academic Supervisor/Head of the Study Program.</p> <p>Preload courses cannot be excluded except by the Academic Supervisor or Head of the Study Program.</p>

B. SIRAMA Features for Academic Supervisors

 SIRAMA MODULES	STATUS	REMARKS
<ul style="list-style-type: none"> • VIEW STUDENT LIST • VIEW STUDENTS' COURSE LIST • VIEW COURSE (MK) STUDENT LIST • VIEW SCHEDULE • VIEW STUDY PLAND CARD (KRS) ARCHIVE • VIEW REGISTRATION HISTORY • KRS APPROVAL <ul style="list-style-type: none"> • Check Prerequisite and Unaccomplished courses. • View Fast-Track Courses. • Check total Credit Hours (SKS) based on Semester GPA (IPS). • Check maximum total Credit Hours (SKS). • Check the sufficient class quota • View non-conflicting Schedule • RESET STUDY PLAN CARD (KRS) 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ⊘ ⊘ ✓ ✓ ✓ ✓ ✓ 	<p>Requirements for approval</p> <ul style="list-style-type: none"> • Prerequisite and Unaccomplished Courses • Considering the taking of cross-level courses (MK Fast-Track) • Total Credit Hour (SKS) is based on Semester GPA (IPS) • The maximum number of Credit Hours (SKS) is 24 • Class quota has been met • No conflicting schedule

COURSE REGISTRATION/ SIRAMA FEATURES

C. SIRAMA Features for the Head of Study Program

 SIRAMA MODULES	STATUS	REMARKS
<ul style="list-style-type: none"> • VIEW LIST OF STUDENTS • VIEW STUDENTS' COURSE LIST • VIEW COURSE (MK) STUDENT LIST • VIEW SCHEDULE • VIEW STUDY PLAN CARD (KRS) ARCHIVE • VIEW REGISTRATION HISTORY • STUDY PLAN CARD (KRS) APPROVAL <ul style="list-style-type: none"> Check Prerequisite and Unaccomplished Courses (MK) • Check cross-level courses (MK Fast-Track) • Check total Credit Hours (SKS) based on Semester GPA (IPS) • Check the maximum total Credit Hours (SKS) of 24 • Check the fulfilled class quota • Check nonconflicted schedule • RESET STUDY PLAN CARD (KRS) • MANAGE COURSES <ul style="list-style-type: none"> • Manage Classification • Manage Allocation • Manage Quota • Manage Target Hour, prak etc. • Manage lecturer • Manage coordinator lecturer • Manage team teaching • Non active • Delete • Import • MANAGE SCHEDULE <ul style="list-style-type: none"> • View Schedule List • Add Schedule • Edit Schedule • Delete Schedule • Import 	<p style="text-align: center;">                                 </p>	<p>Requirements for approval</p> <ul style="list-style-type: none"> • Prerequisite and Unaccomplished Courses • Considering the taking of cross-level courses (MK Fast-Track) • Total Credit Hour (SKS) is based on Semester GPA (IPS) • The maximum number of Credit Hours (SKS) is 24 • Class quota has been met • No conflicting schedule • <p>Manage Courses</p> <ul style="list-style-type: none"> • The deletion and deactivation of courses are permissible only when there are no enrolled students in the course, and the course schedule has not been set.