



## ACADEMIC ADMINISTRATION BUREAU REGULAR MORNING PROGRAM

### **ANNOUNCEMENT TO STUDENTS OF MORNING PROGRAM**

**No: 009/PU/AAB/XI/20**

**RE: ENROLLMENT SCHEDULE FOR EVEN SEMESTER ACADEMIC YEAR 2020 - 2021 (20202)**

Please be informed that The following is the online enrollment schedule:

REGULAR CLASS ENROLLMENT (Package Enrollment)		
DAY/DATE	STUDY PROGRAM	TIME
Thursday, Nov 12, 2020	<ul style="list-style-type: none"><li>Information Technology batch 2018</li><li>Information Technology batch 2019</li><li>Information Technology batch 2020</li><li>Information System batch 2018</li><li>Information system batch 2019</li><li>Information System batch 2020</li><li>Civil Engineering 2020</li></ul>	
Friday, Nov 13, 2020	<ul style="list-style-type: none"><li>Communications batch 2018</li><li>Communications batch 2019</li><li>Communications batch 2020</li><li>Law batch 2018</li><li>Law Batch 2019</li><li>Law batch 2020</li><li>PSTE batch 2018</li><li>PSTE batch 2019</li><li>PSTE batch 2020</li><li>Actuarial science 2020</li></ul>	<p><b>Batch 2018 :</b> <b>05:00-08:00 &amp; 14:00- 17:00</b></p> <p><b>Batch 2019 :</b> <b>08:00- 11:00 &amp; 17:00-20:00</b></p>
Monday, Nov 16, 2020	<ul style="list-style-type: none"><li>Business Administration batch 2018</li><li>Business Administration batch 2019</li><li>Business Administration batch 2020</li><li>Electrical engineering batch 2018</li><li>Electrical Engineering batch 2019</li><li>Electrical Engineering batch 2020</li><li>Mechanical engineering batch 2018</li><li>Mechanical Engineering batch 2019</li><li>Mechanical Engineering batch 2020</li></ul>	<p><b>Batch 2020 :</b> <b>11:00-14:00 &amp; 20:00- 23:59</b></p>
Tuesday, Nov 17, 2020	<ul style="list-style-type: none"><li>Accounting batch 2018</li><li>Accounting batch 2019</li><li>Accounting batch 2020</li><li>Civil Engineering batch 2018</li><li>Civil Engineering batch 2019</li><li>Actuarial batch 2018</li><li>Actuarial batch 2019</li></ul>	

Wednesday, Nov 18, 2020	<ul style="list-style-type: none"> <li>• International Relation batch 2020</li> <li>• Industrial Engineering batch 2019</li> <li>• Enviromental Engineering batch 2019</li> <li>• Enviromental Engineering batch 2020</li> </ul>	<p><b>Batch 2018 :</b> <b>05:00-08:00 &amp; 14:00-17:00</b></p> <p><b>Batch 2019 :</b> <b>08:00- 11:00 &amp; 17:00-20:00</b></p> <p><b>Batch 2020 :</b> <b>11:00-14:00 &amp; 20:00- 23:59</b></p>
Thursday, Nov 19, 2020	<ul style="list-style-type: none"> <li>• Management batch 2020</li> <li>• International Relation batch 2018</li> <li>• VCD batch 2018</li> </ul>	
Friday, Nov 20, 2020	<ul style="list-style-type: none"> <li>• Management batch 2018</li> <li>• Management batch 2019</li> <li>• Industrial Engineering 2018</li> <li>• Enviromental Engineering batch 2018</li> </ul>	
Monday, Nov 23, 2020	<ul style="list-style-type: none"> <li>• International Relation batch 2019</li> <li>• VCD batch 2020</li> <li>• VCD batch 2019</li> <li>• Industrial Engineering batch 2020</li> </ul>	

**\*Note from Finance Department:**

**For those who haven't paid the tuition fee for next semester (20202), you are not eligible to enroll for the upcoming semester. For further info please contact Finance Dept at ([finance@president.ac.id](mailto:finance@president.ac.id) or +6221 8910 9762-63 ext. 108 ).**

### ELECTIVE SUBJECT ENROLLMENT

The enrollment will be held on **November 24 – 25, 2020.**

### RE-TAKE AND ADDING SUBJECT ENROLLMENT

The enrollment will be held on **November 26 – 30 , 2020.** You may re-take or add subject subjects as long as:

- Total credit for one academic year (20201, 20202, and **20203**) is **still less than 48 credit.**
- There is no conflict schedule with other subjects.
- Capacity of the class is still available.

### THESIS AND INTERNSHIP ENROLLMENT

**Thesis and Internship** enrollment will be done online in PUISv2 on **January 18 – 19, 2021.**

### CHANGING MAJOR PROCESS

For those who want to change major for academic year **20202** the process can be **done from November 23, 2020.**

**Please do not enroll if you want to change your major.**

### Please pay attention to the following details:

- All process of enrollment is done in PUISv2 at :<http://puis2.president.ac.id>
- Enrollment detail procedure could be accessed at: <http://puis2.president.ac.id/news>
- Late enrollment for class will be charged a fine Rp. 25.000,-/day (maximum 2 weeks after the class begins).
- If you haven't enrolled until the semester begins, we will send warning letter 1.**
- If you have any problem related to enrollment please contact us by email ([aab\\_presuniv@president.ac.id](mailto:aab_presuniv@president.ac.id)) or by phone (021-89109762 ext: 118).** Phone calls will be answered during the working hours: Mon-Fri, 10am-4pm.
- Student can only enroll for subjects offered on this semester.
- No more changing class or schedule after you did the enrollment.**

Cikarang, October 10, 2020



**Lerissa Daniela, S.S., M.Pd.**

Head of Academic Administration Bureau