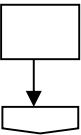
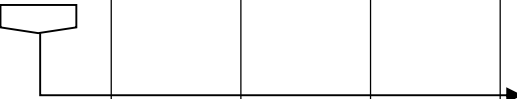
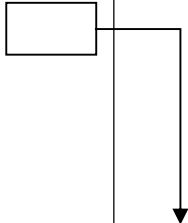

	<b>UNIVERSITY OF ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.02.06
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF RE-REGISTRATION AND COURSE REGISTRATION</b>		Dr. H. Saifullah, M.Hum	

<p>Legal basis:</p> <ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>	<p>Executor Qualifications:</p> <ul style="list-style-type: none"> <li>• Department Executor Staff</li> <li>• Devison. Finance</li> <li>• IT and administration skills</li> </ul>
<p>Linkage:</p> <ul style="list-style-type: none"> <li>• Head of Study Program</li> <li>• Secretary of the Study Program</li> <li>• Academic Advisor</li> <li>• Subdivision of Academic, Student, and Alumni Faculty</li> <li>• Study Program Executor Staff</li> <li>• Finance Divison</li> <li>• Student</li> </ul> <p>Linkage to other SOPs</p> <ul style="list-style-type: none"> <li>• SOP of Course Registration Change</li> <li>• SOP of Course Schedule</li> <li>• SOP of Teaching Decree</li> </ul>	<p>Tools/equipment:</p> <ul style="list-style-type: none"> <li>• Computer Set</li> <li>• Stationary</li> <li>• Validate payment receipt from finance department/division</li> <li>• Stamp</li> </ul>
<p>Notice:</p> <ul style="list-style-type: none"> <li>• Re-registration after the date specified in the academic calendar will result in the student being considered inactive.</li> <li>• Course registration after the date specified in the academic calendar will result in the student being considered not enrolled in courses (Study Leave).</li> <li>• Registration requests must present a receipt validated by the Finance Department.</li> <li>• Course programming must follow the Faculty's Academic Guidebook.</li> </ul>	<p>Recording and Registration</p> <p>Recap of Course Registration Data</p> <p>Recap of Active Student Numbers</p> <p>Recap of Course Requests</p> <p>Class Schedule</p>

No.	Activities	Executor							Standard Quality			Note
		Student	Finance Division	Academic Advisor	Head/Secretary of Study Program	Executor Staff/Secretary of Study Program	Faculty Academic Subdivision		Requirements	Time	Output	
1	Making the payment within the specified time through the designated bank, then requesting validation of the payment deposit proof.								<ul style="list-style-type: none"> <li>Students' Card</li> <li>Proof of tuition deposit</li> </ul>	5 minutes		
2	Validating the deposit proof and registering the student accordingly								<ul style="list-style-type: none"> <li>Students' Card</li> <li>Proof of tuition deposit</li> </ul>	5 minutes	Validated Payment Receipt	
3	Completing the Course Registration Form (KRS)								User ID Password	2 minutes		
4	Printing the completed and saved Course Registration Form (KRS).								User ID Password	2 minutes	Printable the Course Registration Form (KRS) form from SIAKAD	
5	Requesting validation (signature) of the Course Registration Form (KRS) from the Academic Advisor								Study Program Card Form	According to the Academic Calendar	Printable the Course Registration Form (KRS) form from SIAKAD	
6	Providing approval/validation (signature)								Printable Course Registration Form (KRS) form from SIAKAD		Printed the Course Registration (KRS) Form filled out and approved/validated by the Academic Advisor	Time is conditional
7	Providing approval/validation (signature).								Printed Course Registration Form (KRS) form that has been filled in		Printed the Course Registration (KRS) Form filled out and approved/validated	Time is conditional

No.	Activities	Executor							Standard Quality			Note
		Student	Finance Division	Academic Advisor	Head/Secretary of Study Program	Executor Staff/Secretary of Study Program	Faculty Academic Subdivision		Requirements	Time	Output	
									and approved / authorized by the Academic Advisor		d by the Academic Advisor and the Head/ Secretary of the Study Program	
8	Submitting the completed and approved/validated the Course Registration Form (KRS).								Printable Course Registration Form (KRS) form that has been filled in and approved / authorized by the Academic Advisor and Head / Secretary of the Study Program	2 minutes		
												
9	Inputting and reporting the recap of students who have completed the Course Registration Form (KRS).								Printed Course Registration Form (KRS) form that has been filled in and approved by the academic Advisor and the Head of the Study Program	5 minutes/Sample	<ul style="list-style-type: none"> <li>Recap of students who have completed the KRS</li> <li>Recap of the number of active students</li> </ul>	
10	Recording, processing, and archiving the Course Registration Form (KRS) recap from each department for routine reporting.								<ul style="list-style-type: none"> <li>Data Recapitulation of students who have filled out Course Registration Form (KRS)</li> <li>Recap of the</li> </ul>	1 Week	<ul style="list-style-type: none"> <li>Recap of students who have completed the KRS within the Faculty of Sharia</li> <li>Recap of the number of active students in the</li> </ul>	

No.	Activities	Executor							Standard Quality			Note
		Student	Finance Division	Academic Advisor	Head/Secretary of Study Program	Executor Staff/Secretary of Study Program	Faculty Academic Subdivision		Requirements	Time	Output	
									number of active students		Faculty of Sharia	