

ORIENTATION HANDBOOK

@iic_college



@innova_tweets



@innovative international
college



@innovative.edu.my



Unit GL35, Main Lobby, Block C,
Kelana Square, Jalan SS7/26,
47301 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.



+603-2726 2436



info@innovative.edu.my

www.innovative.edu.my



Subject	Page
Foreword by CEO	1
Foreword by Student Council	1
Itinerary of Orientation	2
Faculty Contact Number	2
Registry Office	2
Finance	3
IMS	3
Library	3
Campus Directory	4
Hostel – Contact Number	4
Emergency Contact Number	4

Foreword by CEO

Welcome to Innovative International College.

Choosing where to continue your education is a major decision.

I extend a warm welcome and appreciate your interest in Innovative International College – the college that really values its students.



At Innovative, we want to give you the best that any college can offer and to help you in every way possible. With comprehensive advice on courses, excellent teaching and learning, and support provided by our qualified and committed staff, our students have access to the best resources and facilities.

If you are considering to study at Innovative, you will probably or already know of our reputation and success. At Innovative, you can be assured that you will be in good hands and destined to succeed.

Of course, by far the greatest recommendation for you will be the views and experience of our previous and current students.

We welcome your interest in our college and look forward to meeting you.

Foreword by Student Council

Welcome to Innovative International College.

Ladies and Gentlemen, it is my pleasure to welcome you to the Innovative International College. I am Winifred Tiong Xin Jiet, President of Student Council that represent all the Student Councils wish to congratulation each of you.



Your arrival at this college marks a new chapter in the story of your life. But this chapter will a bit different. Previous chapter of our life is written by parents or guardian, families and teachers to write our life chapter but now you will be the principal author of the next chapter.

You have an opportunity to determine the direction, plot of your story. I would like to share some of advice with you. Which is take the responsibility for your learning, involve more in college's activities and embrace different among the local and international students.

With those few words of advice I wish you every success at the innovative international college and I do believe you will show out your own talent that might be hide inside of you. Thank you

Date	10.00-12.00	2.00-3.00	3.00-4.00
Day 1	Registration		
Day 2	Registry	Registry	Finance, Hostel and operation
Day 3	Library and IMS	Group activities	Group activities
Day 4	Group activities	Group activities	Group activities

Itinerary of Orientation

Faculty Contact Number

No	Programme	Person in charge	Email
1	Law Enforcement	Patricia Louis	Patricia @innovative.edu.my
2	Business Administration	Farah Binti Yazit	Farah@innovative.edu.my
3	Information and Communications Technology	Dr. Jagdev	
4	Tourism Management	Siti Zafaliani Binti Mohamad Ali	Zafaliani@innovative.edu.my
5	Hotel Management	Asmurnie Ramli	Asmurnie@innovative.edu.my
6	Islamic Banking	Nor Hidayah Binti Sidi Ahmad	Hidayah@innovative.edu.my
7	Hajj and Umrah Management	Nurul Adibah Kamarudin	Adibah@innovative.edu.my

Registry

1. Finance opening hours is 9.00 a.m to 4.00 p.m daily except Wednesday 9.00 a.m to 3.00 p.m.
2. Academic calendar can refer to Innovative Management System.
3. Announcement usually inform through Innovative Management System.
4. Application for confirmation letter can be apply at Innovative Management System or please scan this QR Code to apply your letter.



Finance

1. Finance opening hours is 9.00 a.m to 4.00 p.m daily except Wednesday 9.00 a.m to 3.00 p.m.
2. Students need to fulfil their outstanding balance **3 weeks before final exam.**
3. All payments can be made through Cash, Online Transfer, Credit Card, Debit Card, Cash Deposit and Cheque to **3150989034 (Public Bank) – Pusat Komputer Unik Sdn. Bhd.**
4. After payment, send the receipt to finance's number, 011-60904547 (Miss Qiha).
5. There are 3 sessions intake for PTPTN which on February, May and October. Students needs to prepare PTPTN No Pin, SSPN Account, BIMB Account, 1 copy student I/C and parents, SPM result, Parent's Payment Slip and 2 pcs of Revenue Stamps.

Innovative Management System

1. Innovative international college use IMS for college system. IMS stand for Innovative Management System. With IMS, student can register, add or drop subject, view timetable, view outstanding, download notes, view attendance and course mark via online.
2. Student can access IMS by entering the web URL in any browser that has internet connection or simply go to college website :<https://innovative.edu.my>” and click on student portal on upper right corner.
3. The IMS website is

[https:// student.innovative.edu.my](https://student.innovative.edu.my)

IIC Library

1. Library opening hours during semester is 9:00 a.m. to 6:00 p.m. daily except Saturday, Sunday and Public Holidays.
2. Students must be formally and decently attired as defined in the college dress code.
3. Only reading and writing materials can be brought into the library. Other materials such as bags, umbrellas, parcels, crash helmet, etc., are not to be brought into the library.
4. Students are required to conduct themselves properly and cooperate fully with the staff to create a pleasant atmosphere in the library conducive for study and research.
5. Damaging or stealing library materials/properties will lead to strict disciplinary action.
6. Students are not allowed to remove or change the placement of chairs, tables or any other furniture in the library.
7. The library accepts no responsibility for loss of personal belonging(s) left unattended.
8. The library staff on duty has the authority to ask any student, who causes disturbance in the library to leave the premises.

9. Students may be required to show all books and items they carry for inspection before leaving the library.

Campus Directory



INNOVATIVE INTERNATIONAL COLLEGE

Unit GL35, Main Lobby, Block C,
Kelana Square, Jalan SS7/26,
47301 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.

Telephone: +603-2726 2436 (Hunting Line)

Fax: +603-2726 2437

Email: info@innovative.edu.my

Hostel – Contact Number

Person in Charge	Contact Number
Innovative International College	03 - 27262436
Mr. Azfar	011 - 12883063

Emergency Contact Number

Subject	Contact Number
Local Authorities	
MPPJ	03 – 7956 3544
MBSA	03 – 5510 5133
Transportation	
Kelana Jaya Rail Line	03 - 7625 6999
Ampang Rail Line	03 - 7625 6999



KTM	03 - 2273 8000
Rapid KL	03 - 7625 6999
Hospital	
Assunta Hospital	03 - 7782 3433
Sime Darby Hospital	03 - 5633 5910
Pusat Perubatan Universiti Malaya	03 - 7956 4422