

DAFTAR NILAI MAHASISWA

Nama MataKuliah : PENGANTAR KESUSASTRAAN JEPANG
 Kelas : JPG238SAJE(A)
 Dosen : AULIA RAHMAN
 Semester : Genap 2019/2020

No	No. BP	Nama Mahasiswa	Program Studi	Nilai	Pengubah Nilai	Tanggal Update
1	1610751006	Nur Adha Intan Putri	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-21 12:29:27
2	1910751001	IDA YATUL UVIZA	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:16:01
3	1910751003	AMELIA PUTRI	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:42:02
4	1910751005	PUTRI REDHA LUTHFA SALSABILA	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:46:07
5	1910751007	ANNISA FAUZA RAHMI	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:12:42
6	1910751009	AISHA SALSABILA EDWARD	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:45:03
7	1910751011	WISHA REVEZI ANGGRAINI	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:51:47
8	1910751013	ADELIA RIZKI AZIZAH LUBIS	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:46:26
9	1910751015	RAFIKA ANDRIANI	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:45:23
10	1910751017	NAFATILLA ARINDA	Sastra Jepang	A-	RIMA DEVI	2020-04-05 16:45:54
11	1910751019	WITRI SRI REZEKI	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:16:18
12	1910751021	ILMI HAFIZAH	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:46:45
13	1910751023	SILVA FAUZIAH	Sastra Jepang	A	AULIA RAHMAN	2020-06-20 15:31:25
14	1910751025	SITI AISYAH	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:52:05
15	1910751027	DONI AMANDOLA PUTRA	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:13:00
16	1910751029	SALSABILA SAFENIA	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 10:24:23
17	1910751031	REZA HELYANA PUTRI	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:17:47
18	1910752001	AIDIYA SYAKURA	Sastra Jepang	B-	RACHMIDIAN RAHAYU	2020-06-21 12:31:18
19	1910752003	AZALIA SALSHABILA PUTRI	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 10:22:49
20	1910752005	FACHRUL ROZI	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:14:38
21	1910752007	PUTRI DEWI GITA	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:42:06
22	1910752009	FARAHDINA AZZAHRA PUTRI PRAWIRA	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:49:02
23	1910752011	FADILATUL HUSNI	Sastra Jepang	A	AULIA RAHMAN	2020-06-20 15:32:11
24	1910752013	AKBAR ALFAIN ZAHRY	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:17:14
25	1910752015	AMALIA FADILLA	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:44:14
26	1910752017	JHORGI ARYA PRATAMA	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:45:11
27	1910752019	JIHAD MARDHI	Sastra Jepang	C+	RIMA DEVI	2020-04-05 16:42:26
28	1910752021	AZIL HIRANSA AZDY	Sastra Jepang	A	AULIA RAHMAN	2020-04-05 21:13:23
29	1910752023	YUDHA PRATAMA	Sastra Jepang	B	RIMA DEVI	2020-04-05 16:45:26
30	1910752025	YUSUF SIDIQ CHAHYO NUGROHO	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:47:05
31	1910753001	ADITYA PRADHANA WIRANATA	Sastra Jepang	A	AULIA RAHMAN	2020-06-20 15:29:32
32	1910753003	SARAH AUDITA SARI	Sastra Jepang	A	AULIA RAHMAN	2020-06-20 15:36:24
33	1910753005	DIMAS ALFI FAIZ	Sastra Jepang	C+	RACHMIDIAN RAHAYU	2020-06-22 09:46:15
34	1910753007	DYREN MIKENDY ROYANTO	Sastra Jepang	E	AULIA RAHMAN	2020-06-20 15:33:18
35	1910753009	MUHAMAD SUHENDRI NOER	Sastra Jepang	C+	RIMA DEVI	2020-04-05 16:43:25
36	1910753011	FACHRI BINTANG FARHAN	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 09:42:27

37	1910753013	PUTRI NURAZIZAH DARMA	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:44:35
38	1910753015	KHAIRUL IRSYAD	Sastra Jepang	A	RIMA DEVI	2020-04-05 16:47:52
39	1910753017	ADILLA NUR FARAHAIN	Sastra Jepang	A	RACHMIDIAN RAHAYU	2020-06-22 10:23:46
40	1910753019	HABIBIE TRIAN AUSTAR	Sastra Jepang	B+	RACHMIDIAN RAHAYU	2020-06-22 09:49:21

Dosen

: AULIA RAHMAN

.....



Kementerian Pendidikan Nasional R.I
Universitas Andalas
FAKULTAS ILMU BUDAYA

DAFTAR HADIR KULIAH

Semester : Genap 2019/2020

Mata Kuliah : JPG238 - PENGANTAR KESUSASTRAAN JEPANG - (Sks)
 Nama Kelas : JPG238SAJE(A)
 Dosen : RIMA DEVI, Dr., M.Si,
 RACHMIDIAN RAHAYU, S.Hum, M.Hum,
 AULIA RAHMAN, S.S., M.A.

Program Studi : Sastra Jepang
 Jumlah Peserta : 40

No.	No BP	Nama	Ke	Pertemuan Ke																Absen
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
				Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	
1.	1910751006	Nur Adha Intan Putri	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
2.	1910751001	IDA YATUL UVIZA	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
3.	1910751003	AMELIA PUTRI	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
4.	1910751005	PUTRI REDHA LUTHERA S	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
5.	1910751007	ANNISA FAUZA RAHMI	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
6.	1910751009	AISHA SALSABILA EDWA	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
7.	1910751011	WISHA REVEZI ANGGRA	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
8.	1910751013	ADELIA RIZKI AZIZAH LI	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0
9.	1910751015	RAFIKA ANDRIANI	0	01/10/19	02/10/19	03/10/19	04/10/19	05/10/19	06/10/19	07/10/19	08/10/19	09/10/19	10/10/19	11/10/19	12/10/19	13/10/19	14/10/19	15/10/19	16/10/19	0

MAHASISWA

KAMIS 10.00 - 11.40 H.2.9

10.	1910751017	NAFATILLA ARINDA	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11.	1910751019	WITRI SRI REZEKI	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
12.	1910751021	ILMI HAEZAH	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
13.	1910751023	SILVA FAUZIAH	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
14.	1910751025	SITI AISYAH	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
15.	1910751027	DONI AMANDOLA PUTRA	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
16.	1910751029	SALSABILA SAENIA	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
17.	1910751031	REZA HELYANA PUTRI	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
18.	1910752001	AIDIYA SYAKURA	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
19.	1910752003	AZALIA SALSABILA PUTRI	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
20.	1910752005	FACHRUL ROZI	0	Handwritten signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		



Kementerian Pendidikan Nasional R.I
Universitas Andalas
FAKULTAS ILMU BUDAYA

DAFTAR HADIR KULLIAH

Semester : Genap 2019 / 2020

Mata Kuliah : JPG238 - PENGANTAR KESUSASTRAAN JEPANG - (Sks)
 Nama Kelas : JPG238SAJE(A)

Program Studi : Sastra Jepang
 Jumlah Peserta : 40

Dosen : RIMA DEVI, Dr., M.Si,
 RACHMIDIAN RAHAYU, S.Hum, M.Hum,
 AULIA RAHMAN, S.S., M.A.

No.	No BP	Nama	Ke	Pertemuan Ke																Absen						
				01 Tgl 23/1	02 Tgl 30/1	03 Tgl 14/2	04 Tgl 20/2	05 Tgl 27/2	06 Tgl 10/3	07 Tgl 17/3	08 Tgl 17/3	09 Tgl	10 Tgl	11 Tgl	12 Tgl	13 Tgl	14 Tgl	15 Tgl	16 Tgl							
21.	1910752007	PUTRI DEWI GITA	0	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
22.	1910752009	FARAHDJINA AZZAHRA PI	0	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
23.	1910752011	FADILATUL HUSNI	0	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
24.	1910752013	AKBAR ALFAIN ZAHRY	0	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
25.	1910752015	AMALIA FADILLA	0	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
26.	1910752017	JHORGI ARYA PRATAMA	0	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
27.	1910752019	JIHAD MARDHI	0	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
28.	1910752021	AZIL HIRANSA AZDY	0	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
29.	1910752023	YUDHA PRATAMA	0	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
30.	1910752025	YUSUF SIDIQ CHAHYO N	0	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	X	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	

31.	1910753001	ADITYA PRADHANA WIR	0																	
32.	1910753003	SARAH AUDITA SARI	0																	



Kementerian Pendidikan Nasional R.I
 Universitas Andalas
 FAKULTAS ILMU BUDAYA

DAFTAR HADIR KULIAH

Semester : Genap 2019/2020

Mata Kuliah : JPG238 - PENGANTAR KESUSASTRAAN JEPANG - (Sks)
 Nama Kelas : JPG238SAJE(A)

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 Jumlah Peserta : 40

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 AULIA RAHMAN, S.S., M.A.

No.	No BP	Nama	Ke	Pertemuan Ke																Absen
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
				Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl	Tgl		
33.	1910753005	DIMAS ALFI FAIZ	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
34.	1910753007	DYREN MIKENDY ROYAN	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
35.	1910753009	MUHAMMAD SUHENDRI N	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
36.	1910753011	FACHRI BINTANG FARHA	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
37.	1910753013	PUTRI NURAZIZAH DARI	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
38.	1910753015	KHAIRUL IRSYAD	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
39.	1910753017	ADILLA NUR FARAHAIN	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
40.	1910753019	HABIBIE TRIAN AUSTAR	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
				DOSEN PENGAJAR																
1.	132303181	RIMA DEVI, Dr., M.Si	0																	
2.	132327397	RACHMIDIAN RAHAYU, S.S., M.A.	0																	

3.	187000042	AULIA RAHMAN, S.S., N 0												<i>ts</i>	<i>ts</i>	<i>ts</i>	<i>ts</i>	<i>ts</i>	<i>ts</i>	<i>ts</i>	
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Padang, 20 Januari 2020
 Mengetahui
 Wakil Dekan I

 DR. FERDINAL, M.A
 NIP: 196607091992031002



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS ANDALAS
FAKULTAS ILMU BUDAYA

Alamat : Kampus Universitas Andalas Limau Manis Padang Kode Pos 25163
Telp / Fax : 0751-71227
Laman : <http://fib.unand.ac.id> Pos-el : dekan@fib.unand.ac.id

BATAS MATERI PERKULIAHAN

SEMESTER : 2
JURUSAN : Saje
KELAS : PKJ A

KODE/MATA KULIAH : JPS 238
SKS/MTK SEMESTER : 2
DOSEN : 1. Rima Davi
2. Raehmidian
3. Aulia Rahma

NO	HARI	TANGGAL	TOPIK PERKULIAHAN	DOSEN	TANDA TANGAN
1	Kamis	23/01 2020	Kontrak perkuliahan, materi, dll	Rachmidian Rahayu	<i>[Signature]</i>
2	Kamis	30/01 2020	Presentasi kel. 1 & 2 Kesustraan 2. Jazebi	Rachmidian Rahayu	<i>[Signature]</i>
3	Kamis	13/02 2020	Presentasi Kel. 3 & 4 Kesusastan 2. Heran	Rachmidian Rahayu	<i>[Signature]</i>
4	Kamis	20/02 2020	Presentasi Kel. 5 & 6 Kesusastan Abad pertengahan	Rachmidian Rahayu	<i>[Signature]</i>
5	Kamis	27/2-20	Pengantar	Rima	<i>[Signature]</i>
6	Selasa	10/3-20	Presentasi kel 7 & 8	Rima	<i>[Signature]</i>
7	Kamis	12/3 20	Presentasi kel 9 & 10	Rima	<i>[Signature]</i>
8	Selasa	17/3 20	Presentasi kel 10 & 12	Rima	<i>[Signature]</i>
9	Kamis	19/3 20	Presentasi kel 13 & 14	Aulia	<i>[Signature]</i>
10	Kamis	25/3 20	Presentasi kel 15 & 16	Aulia	<i>[Signature]</i>
11	Kamis	2/4 20	Presentasi kel 17 & 18	Aulia	<i>[Signature]</i>
12	Kamis	9/4 20	Evaluasi penguasaan UAT	Aulia	<i>[Signature]</i>
13	Kamis	15/4 20	Bimbingan per dosen puster	Ayu, Rima, Aulia	<i>[Signature]</i>
14	Kamis	23/4 20	Bimbingan per dosen puster	Ayu, Rima, Aulia	<i>[Signature]</i>
15	Kamis	30/4 20	Bimbingan per dosen puster	Ayu, Rima, Aulia	<i>[Signature]</i>
16			UAT		

Catatan : Absen kuliah harus masuk ke jurusan masing – masing paling lambat satu minggu setelah perkuliahan selesai setiap semesternya.