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# Part One

## General Information

### 1.1 Overview

This guide provides general information and guidelines for CFS Sungai Long students in using *Course Registration System* [<http://unitreg.utar.edu.my/>] to register course(s) in coming trimester.

If you are first time using the *Course Registration System*, please read refer to the general **Course Registration Guide (MN-SODEMC-042)** [UTAR Portal→ Guideline→ Academic Handbook→ Appendices→ Appendix 6: Course Registration (Student)] in understanding how to use the *Course Registration System*.

In this guide, a unit is referred to a subject/course (e.g. FHSC1114 Physical Chemistry).

# Part Two

## Registration Guide

### 2.1 Registration

For the May 2017 Trimester,

Foundation in **Arts**

Preview of Courses: 12<sup>th</sup> April 2017 (Wednesday) 9:00 a.m. - 17<sup>th</sup> April 2017 (Monday)

Release of Guide: 12<sup>th</sup> April 2017 (Wednesday) 9:00 a.m.

Course Registration: 19<sup>th</sup> April 2017 (Wednesday) 9:00 p.m. - 21<sup>st</sup> April 2017 (Friday) 5:00 p.m.

Foundation in **Science**

Preview of Courses: 12<sup>th</sup> April 2017 (Wednesday) 9:00 a.m. - 17<sup>th</sup> April 2017 (Monday)

Release of Guide: 12<sup>th</sup> April 2017 (Wednesday) 9:00 a.m.

Course Registration: 18<sup>th</sup> April 2017 (Tuesday) 9:00 p.m. - 21<sup>st</sup> April 2017 (Friday) 5:00 p.m.

Students are strongly encouraged to seek advice from his/her Academic Advisor in formulating study plan and in ensuring all course requirements are met prior to the course registration exercise.

Students are kindly reminded to register the courses promptly before the end of each course registration exercise.

Students are encouraged to register course(s) based on the recommended programme structures as stated in *Part 3: Programme Structures*. The recommended programme structures provide a comprehensive overview in registering your courses.

All course registration being conducted during this duration must be done through the online *Course Registration System*.

### 2.2 Late Registration

For late registration, registration can be done manually via *Add/Drop/Withdrawal of Courses Form* during Week 1 and 2 in the coming

trimester with the approval of his/her Academic Advisor. Any late registration is subjected to the availability of classes.

## 2.3 Academic Load

### January 2017 Intake

Foundation Students who are **not on probation** shall normally be allowed to register for a **maximum of 18 credit hours** and a minimum of 1 course in a **14 lecture-week** long trimester and a **maximum of 14 credit hours** and a minimum of 1 course in a **12 lecture-week** long trimester.

Foundation Students on **Probation** shall be allowed to register for a **maximum of 12 credit hours** and a minimum of 1 course in a **14 lecture-week** long trimester and a **maximum of 10 credit hours** and a minimum of 1 course in a **12 lecture-week** long trimester.

	<b>Normal Status</b>	<b>Probation Status</b>
<b>January &amp; May Trimester</b> (14 lecture-week trimester)	Max 18 credit hours	Max 12 credit hours
<b>October Trimester</b> (12 lecture-week trimester)	Max 14 credit hours	Max 10 credit hours

Students who do not register for at least 1 taught course in a trimester must apply for leave of absence for that trimester, provided if it is a teaching trimester. Failing to do so, students shall be deemed to have withdrawn from the University.

## 2.4 Add/Drop/Withdrawal of Courses

Add/Drop of courses should be done within 2 weeks upon the commencement of each trimester.

Withdrawal of registered programme course(s) is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester.

## 2.5 Bill Generation & Payment for May 2017 Trimester

Student bill are made available on *Student Portal*. Students are required to print the PDF version of the e-bill for record and payment purposes.

**Release of e-Bill : 13<sup>th</sup> June 2017 (Tuesday)**  
**Deadline of Payment : 23<sup>rd</sup> June 2017 (Friday)**

## Part Three

### Programme Structure JANUARY 2017 INTAKE

### 3.1 Foundation in Arts - Social Science

For **January 2017 Intake** students,

Students are required to pre-register all courses for Trimester Two at a stipulated duration which will be announced in the *CFS Website* and *Student Portal* at the end of Trimester One. Students may register one or more courses with the recommendation from their Academic Advisor.

Category	Trimester II		
	Course Code	Course Name	Credit
General Paper	FHHM1012	Critical Thinking	2
English	FHEL1024	Academic English	4
Social Studies	FHHM1134	Introduction to Social Psychology	4
Management and Mathematics	FHBM1124	Marketing	4
Economics and Humanities	FHBM1024	Microeconomics and Macroeconomics	4
<b>Total Credit Hours</b>			<b>18</b>

A complete programme structure guide can be obtained from respective Programme Structure documents made available on *CFS Website* and *Student Portal*.

### 3.2 Foundation in Arts - Graphic Design, Multimedia & Architecture

For **January 2017 Intake** students,

Students are required to pre-register all courses for Trimester Two at a stipulated duration which will be announced in the *CFS Website* and *Student Portal* at the end of Trimester One. Students may register one or more courses with the recommendation from their Academic Advisor.

Category	Trimester II		
	Course Code	Course Name	Credit
General Paper	FHHM1012	Critical Thinking	2
English	FHEL1024	Academic English	4
Social Studies	FHHM1134	Introduction to Social Psychology	4
Management and Mathematics	FHBM1124	Marketing	4
Arts and Design	FHAD1024	Analytical Drawing	4
<b>Total Credit Hours</b>			<b>18</b>

A complete programme structure guide can be obtained from respective Programme Structure documents made available on *CFS Website* and *Student Portal*.

### 3.3 Foundation in Arts - Management & Accountancy

For **January 2017 Intake** students,

Students are required to pre-register all courses for Trimester Two at a stipulated duration which will be announced in the *CFS Website* and *Student Portal* at the end of Trimester One. Students may register one or more courses with the recommendation from their Academic Advisor.

Category	Trimester II		
	Course Code	Course Name	Credit
General Paper	FHCT1012	Computing Technology	2
English	FHEL1024	Academic English	4
Mathematics for Business	FHMM1324	Mathematics for Business II	4
Accounting, Economics and Business	FHBM1124	Marketing	4
	FHBM1224	Financial Management	4
<b>Total Credit Hours</b>			<b>18</b>

A complete programme structure guide can be obtained from respective Programme Structure documents made available on *CFS Website* and *Student Portal*.



### 3.4 Foundation in Science - Stream P

For **January 2017 Intake** students,

Students are required to pre-register all courses for Trimester Two at a stipulated duration which will be announced in the *CFS Website* and *Student Portal* at the end of Trimester One. Students may register one or more courses with the recommendation from their Academic Advisor.

Category	Trimester II		
	Course Code	Course Name	Credit
General Paper	FHMM1022	Effective Communication Skills	2
Mathematics	FHMM1024	Mathematics II	4
Physics	FHSC1024	Thermodynamics and Electromagnetism	4
Chemistry	FHSC1124	Organic Chemistry	4
Biology	FHSB1224	Biology II	4
<b>Total Credit Hours</b>			<b>18</b>

A complete programme structure guide can be obtained from respective Programme Structure documents made available on *CFS Website* and *Student Portal*.

### 3.5 Foundation in Science - Stream S

For **January 2017 Intake** students,

Students are required to pre-register all courses for Trimester Two at a stipulated duration which will be announced in the *CFS Website* and *Student Portal* at the end of Trimester One. Students may register one or more courses with the recommendation from their Academic Advisor.

Category	Trimester II		
	Course Code	Course Name	Credit
General Paper	FHCT1022	Programming Concepts	2
Mathematics	FHMM1024	Mathematics II	4
Physics	FHSP1024	Physics II	4
Chemistry	FHSC1124	Organic Chemistry	4
Biology	FHSC1224	Introduction to Physiological Systems	4
<b>Total Credit Hours</b>			<b>18</b>

A complete programme structure guide can be obtained from respective Programme Structure documents made available on *CFS Website* and *Student Portal*.

## Part Four

### Courses Offered

#### 4.1 Courses Available for Registration

The following are list of selected courses made available for registration.

All students are required to plan their course taking each trimester in reference with the given programme structure. Any student who wishes to rearrange their plan must ensure the plan is in accordance to the *Course Offering Guide*.

A complete overview on all courses offered in Year 2017 can be obtained from *Course Offering Guide* made available on *CFS Website*.

#### May Trimester

No	Course Code	Course Name	Credit
1	FHAD1014	Design Fundamentals	4
2	FHAD1024	Analytical Drawing	4
3	FHBM1014	Principles of Economics	4
4	FHBM1024	Microeconomics and Macroeconomics	4
5	FHBM1124	Marketing	4
6	FHBM1214	Financial Accounting	4
7	FHBM1224	Financial Management	4
8	FHCT1012	Computing Technology	2
9	FHCT1022	Programming Concepts	2
10	FHEL1012	English for Academic Study	2
11	FHEL1014	Basic English	4
12	FHEL1024	Academic English	4
13	FHHM1012	Critical Thinking	2
14	FHHM1022	Effective Communication Skills	2
15	FHHM1114	Introduction to Sociology	4
16	FHHM1134	Introduction to Social Psychology	4
17	FHMM1014	Mathematics I	4
18	FHMM1024	Mathematics II	4
19	FHMM1214	Mathematics for Social Science	4
20	FHMM1314	Mathematics for Business I	4
21	FHMM1324	Mathematics for Business II	4

22	FHSB1214	Biology I	4
23	FHSB1224	Biology II	4
24	FHSC1014	Mechanics	4
25	FHSC1024	Thermodynamics and Electromagnetism	4
26	FHSC1114	Physical Chemistry	4
27	FHSC1124	Organic Chemistry	4
28	FHSC1214	Fundamentals of Cell Biology	4
29	FHSC1224	Introduction to Physiological Systems	4
30	FHSP1014	Physics I	4
31	FHSP1024	Physics II	4