

FAQ - Access Academic Adviser Information from Student Portal (CFS)

Part One: Log Into Student Portal

1. Launch your favourite Web browser (e.g. Internet Explorer, Mozilla Firefox)
2. Go to <http://portal.utar.edu.my/>
3. Key in your username and password.

The screenshot shows the 'Staff & Student Portal Login' page. The page has a blue header with the text 'welcome to'. Below the header, the title 'Staff & Student Portal Login' is displayed. Underneath, it says 'Please login with your network Username and Password.' There are two input fields: 'Username:' and 'Password:'. The 'Username:' field is highlighted with a red box, and a yellow callout box points to it with the text 'Username is your Registration ID No. without UHF'. The 'Password:' field is also highlighted with a red box, and a yellow callout box points to it with the text 'Your default password is your IC number with '-''. Below the input fields is a 'Login' button. At the bottom left, there is a link: 'Please [email us](#) for any further assistance.' At the bottom right, there is a 'Related Link' section with a bullet point: 'Alumni Portal'. At the very bottom, there is a dark blue footer with the text 'Home | [Legal Statement](#) | [Terms of Usage](#)'.

Part Two: My Course

Step 1: Academic Adviser

1. Click on "My Course"

The screenshot shows a web interface with a blue navigation bar at the top containing links: Home, My Course (circled in red), My Co-Curriculum, My Billing, My Account, and My Info Gateway. Below the navigation bar is a 'Welcome,' message. On the left is a vertical menu with various options like Announcements, Constitution, DSSC Programmes, etc. The main content area is titled 'Announcements' and contains a table with columns for 'Date' and 'Subject'. Each row in the table has a checkbox on the left.

| | Date | Subject |
|--------------------------|------------|--|
| <input type="checkbox"/> | 10/06/2009 | US Study Tour 2009 |
| <input type="checkbox"/> | 09/06/2009 | Digital Gold Currency - A Solution to the Global Fin... |
| <input type="checkbox"/> | 08/06/2009 | Notification for Collection of Foundation Academic T... |
| <input type="checkbox"/> | 05/06/2009 | Essay Witing & Photography Competition |
| <input type="checkbox"/> | 04/06/2009 | Cervical Cancer Campaign - Free Health Talk, Free Screening and Subsidized HPV Vaccine |
| <input type="checkbox"/> | 03/06/2009 | Influenza A (H1N1) Virus |
| <input type="checkbox"/> | 01/06/2009 | STUDENT VERIFICATION EXERCISE |
| <input type="checkbox"/> | 22/05/2009 | Students Eligible for Replacement/Supplementary E... |
| <input type="checkbox"/> | 22/05/2009 | Influenza A (H1N1) virus |
| <input type="checkbox"/> | 21/05/2009 | The Application For MUET Is Open On 18 May until 3... |
| <input type="checkbox"/> | 19/05/2009 | Notification of April 2009 Examination Results (Four Campus) |
| <input type="checkbox"/> | | The Symposium on Progress in Information and Co... |


2. Click "Academic Adviser"

The screenshot shows the same web interface as above, but the 'Academic Adviser' link in the left-hand menu is circled in red. The main content area is titled 'Academic Calendar' and displays 'Trimester Dates for Year 2009'. It lists details for 'LONG TRIMESTER' and 'SHORT TRIMESTER' periods, including teaching weeks, study weeks, examination periods, and holidays, along with their respective start and end dates.

| Trimester Dates for Year 2009 | | Publ |
|-------------------------------|--|------|
| LONG TRIMESTER | | Date |
| Teaching Week: | 12 January 2009 - 19 April 2009 (14 weeks) | 01 J |
| Study Week: | 20 April 2009 - 24 April 2009 | 26 J |
| Trimester Examination: | 25 April 2009 - 12 May 2009 | 27 J |
| Trimester Holidays: | 13 May 2009 - 31 May 2009 (3 weeks) | 01 F |
| | | 8 Fe |
| | | 9 Ma |
| | | 19 A |
| Teaching Week: | 1 June 2009 - 6 September 2009 (14 weeks) | 01 M |
| Study Week: | 7 September 2009 - 11 September 2009 | 09 M |
| Trimester Examination: | 12 September 2009 - 29 September 2009 | 06 J |
| Trimester Holidays: | 30 September 2009 - 18 October 2009 (3 weeks) | 31 A |
| | | 07 S |
| SHORT TRIMESTER | | |

3. You may contact your Academic Adviser by using the contact information provided.

Please meet your Academic Adviser at the least once a Trimester.

| Academic Adviser | | | | | | | | | | | | | |
|---|--|------|------------|---------------------|------------|------------|-----------|-------------|-------------|-------------|-------------|---------------|-------|
|  | <table border="1"><tr><td>Name</td><td>Ms P. Shar</td></tr><tr><td>Faculty / Institute</td><td>Centre for</td></tr><tr><td>Department</td><td>Departmen</td></tr><tr><td>Designation</td><td>Assistant L</td></tr><tr><td>Contact No.</td><td>Office : 03</td></tr><tr><td>Email Address</td><td>sha @</td></tr></table> | Name | Ms P. Shar | Faculty / Institute | Centre for | Department | Departmen | Designation | Assistant L | Contact No. | Office : 03 | Email Address | sha @ |
| Name | Ms P. Shar | | | | | | | | | | | | |
| Faculty / Institute | Centre for | | | | | | | | | | | | |
| Department | Departmen | | | | | | | | | | | | |
| Designation | Assistant L | | | | | | | | | | | | |
| Contact No. | Office : 03 | | | | | | | | | | | | |
| Email Address | sha @ | | | | | | | | | | | | |

| Consultation & Counseling Listing | | | |
|-----------------------------------|------------|---------|--------------------------|
| No | Serial No. | Session | Consultation Dat Time |

That's all 😊

For all latest students' news, you may obtain through
- Student Portal at <http://portal.utar.edu.my/> , or
- Centre's website at <http://www.utar.edu.my/cfs>