

Centre for Foundation Studies, Kampar Campus (CFS-Kampar)
Important Reminders

You are advised to adhere to the following:

Week	Task	Description	
Before trimester start	Online Entry Survey (for Trimester 1 students only)	<ul style="list-style-type: none"> ▪ Compulsory to be completed by 3rd February 2017 (Friday). ▪ To complete the entry survey, you should log on to http://www.utar.edu.my/cfskampar. Then, click 'ENTRY SURVEY'. 	
Week 1 – Week 2	Application for Programme Transfer	<ul style="list-style-type: none"> ▪ Application for existing programme transfer (to change foundation programme) should be done within the first 2 weeks. Please refer to HOD asap. ▪ Application for programme transfer (to change degree programme). Please refer to HOD asap. ▪ Application form must be submitted to FGO. 	
	Add / Drop of Course	<ul style="list-style-type: none"> ▪ Must be done within the first 2 weeks. ▪ You are strongly advised to consult your academic advisor before adding or dropping any course. ▪ You are strongly advised to follow the guided programme structure. ▪ Application form must be submitted to FGO. 	
Week 3	Student Bill (Trimester 2 onwards)	<ul style="list-style-type: none"> ▪ Print your student bill from Week 3 onwards and pay by the end of Week 4. ▪ Online verification of student's particulars. 	
Week 5 – Week 6	Online Course Verification Exercise	<ul style="list-style-type: none"> ▪ All courses registered for the trimester must be verified at UTAR Portal. 	
Week 5 – Week 10	Academic Advisory System	<ul style="list-style-type: none"> ▪ Meet your academic advisor at least once per trimester. ▪ Please consult your advisor for any academic problems/issues. 	
Week 9 - Week 10	UTAR Online Survey	<ul style="list-style-type: none"> ▪ You should participate in UTAR online survey by the end of every trimester. 	
Week 12	Withdrawal of Course	<ul style="list-style-type: none"> ▪ Should be done by Week 12 for Jan and May trimester. ▪ ** Week 10 for Oct trimester. 	
Week 13	Bar List	<ul style="list-style-type: none"> ▪ Refer to CFS-KPR notice board (in front of FGO) or CFS-KPR website. 	
	Online Course Preview	<ul style="list-style-type: none"> ▪ Available at UTAR Portal. ▪ Plan your own timetable of the following trimester wisely. 	
Week 14	Online Pre-Registration of Courses	<ul style="list-style-type: none"> ▪ Pre-register the courses based on your plan earlier. ▪ Pre-registration system is on a first come, first served basis. ▪ Always print your timetable after completing the pre-registration. 	
	Examination Authorization Slip	<ul style="list-style-type: none"> ▪ Print your own examination authorization slip at UTAR portal ▪ Please take note of your exam subjects, time and venue properly. 	
	Final Examination	<ul style="list-style-type: none"> ▪ Bring your exam authorization slip to examination venues together with student ID. ▪ Only examination index number will be used throughout the entire examination. ▪ Check the exam subjects, date, time and venue properly to avoid unnecessary problems. 	
1	Attendance	<ul style="list-style-type: none"> ▪ Attendance is compulsory. You need 80% of class attendance to sit for final examination. 	
2	Leave Application	<ul style="list-style-type: none"> ▪ Apply for leave at FGO whenever you are unable to attend classes. Kindly have the courtesy to inform your lecturers and tutors accordingly. ▪ For medical leave, please submit your MC to FGO within 3 working days. Any late submission will not be processed. 	
3	Probation Status	<ul style="list-style-type: none"> ▪ You will be put under probation status if your GPA < 2.0000 for a trimester. 	
4	Termination Status	<ul style="list-style-type: none"> ▪ You will be put under termination status if your GPA < 2.0000 and CGPA < 2.0000 in 2 consecutive trimesters. ▪ Appeal against termination must be done within 1 week after the release of exam results. 	
5	Safety and Conduct	<ul style="list-style-type: none"> ▪ All students, especially cyclists, should take safety precautions on the road. ▪ Do not leave your valuables unattended. All valuables should be kept properly and locked. ▪ You are required to adhere to proper dress code whenever you are in the UTAR campuses. Habitual offenders will be sent for counseling or be barred from entering the campus. 	
6	UTAR Email	<ul style="list-style-type: none"> ▪ Check your UTAR email frequently for important information/notification. 	
7	Important Websites of UTAR	a) UTAR home page	http://www.utar.edu.my
		b) CFS-KPR (CFS Kampar) home page	http://www.utar.edu.my/cfskampar
		c) UTAR Portal	http://portal.utar.edu.my
		d) UTAR WBLE	https://wble-kpr.utar.edu.my
		e) UTAR Course Pre-Registration System	http://unitreg.utar.edu.my

Note: FGO refers to Foundation General Office (2nd Floor, Heritage Building, Kampar Campus)
HOD refers to Head of Department

For more details, please refer to UTAR Student Academic Handbook available at UTAR Portal.