COURSE REGISTRATION
GD-ICTC-001

REVISION HISTORY

Revision No.	Effective Date	Affected Page	Change Description
0	07/04/2009	All	New Issue

TABLE OF CONTENTS
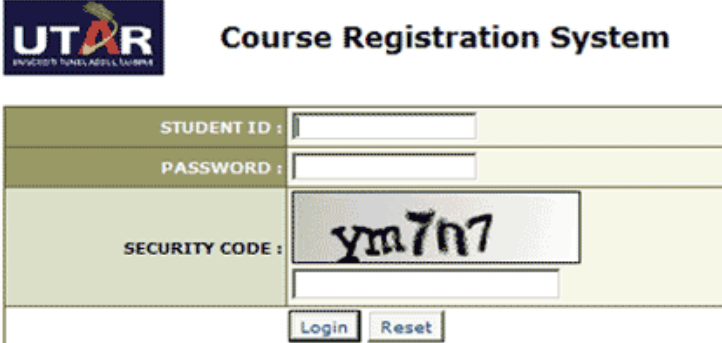
1.0   Introduction

This guide provides general information and instructions for students enrolling in online courses via the **Course Registration System**. It is intended for use by the **"Flexible"** course students and provides step-by-step instructions to register for online courses that are offered by their faculty during the scheduled registration periods. During registration periods, students can modify their course selection by adding or dropping courses. However, when the registration period is over, all previously registered courses by the students will be viewable in the system.

2.0   How to Login to the System

Step 1   Open your web browser and type in the **Course Registration System** **http://unitreg.utar.edu.my** in the **Address** field and then press **Enter** key.

   OR

   Go to UTAR homepage at **http://www.utar.edu.my** and click **UTAR Portal → Course Registration** to display the **Login** page. You will see the following page.

Step 2   Click on the **View** next to the faculty to view the course registration periods for each session. This will display a list of registration period for the courses offered for the faculty that you have selected as below. These course registration periods may be different from one course to another.

SESSION	FACULTY	COURSE	START DATE & TIME	END DATE & TIME
200905	FCI	AV	17/03/2009 08:30 AM	27/03/2009 11:59 PM
200905	FCI	BC	17/03/2009 08:30 AM	27/03/2009 11:59 PM
200905	FCI	CH	17/03/2009 08:30 AM	27/03/2009 11:59 PM
200905	FCI	EL	17/03/2009 08:30 AM	27/03/2009 11:59 PM

Step 3   Type your 7 digits **Student Identification Number, Password** and **Security Code** in the appropriate fields and click on the **Login** button to access **Course Registration System**. If your login is successful, a welcome message containing your **Full Name** and **Student Identification Number** will appear as well as the main menu.

> **Note:**
> - If you have forgotten your password, you must visit your local computing help desk in person to have it reset by presenting your Student ID Card.
> - Login ID and Password are case-sensitive.

3.0   How to Logout from the System

When you have finished using the **Course Registration System**, click on the **Log Out** tab at the top menu. You will be presented with a message box asking you to confirm that you wish to log out of the **Course Registration System**. Click **Yes** to logout or **Cancel** to cancel logout.

> **Note:**
> There is a 10 minute inactivity timeout period, after which you will need to login again.

4.0   How to Look Up Classes

This page allows the student to search for courses by unit, day, duration and other attributes. By default, the system will display the list of classes that are available for your courses.

Use the selection options to search the class schedule. When you selection is complete, click on the **Search** button. All course sections matching your criteria will be displayed on this screen.

Course Timetable Preview

Course Timetable Preview	My Unit Registration

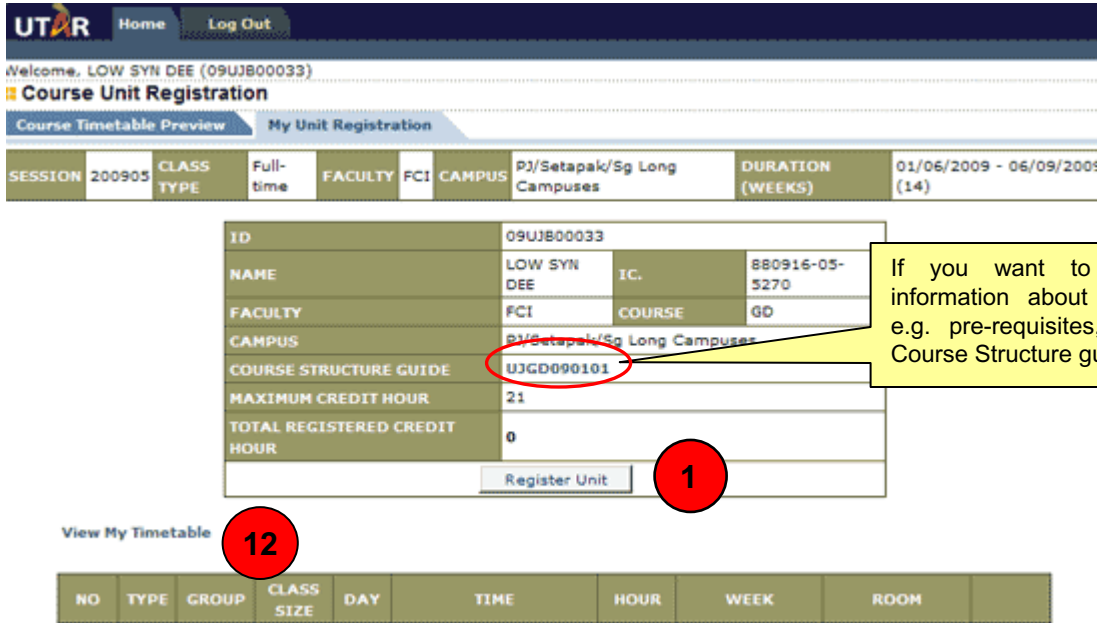| SESSION | 200905 | CLASS TYPE | Full-time | FACULTY | FCI | CAMPUS | PJ/Setapak/Sg Long Campuses | DURATION (WEEKS) | 01/06/2009 - 06/09/2009 (14) |

UNIT		Search
DAY	Any ▼	
DURATION	From Any ▼ To Any ▼	
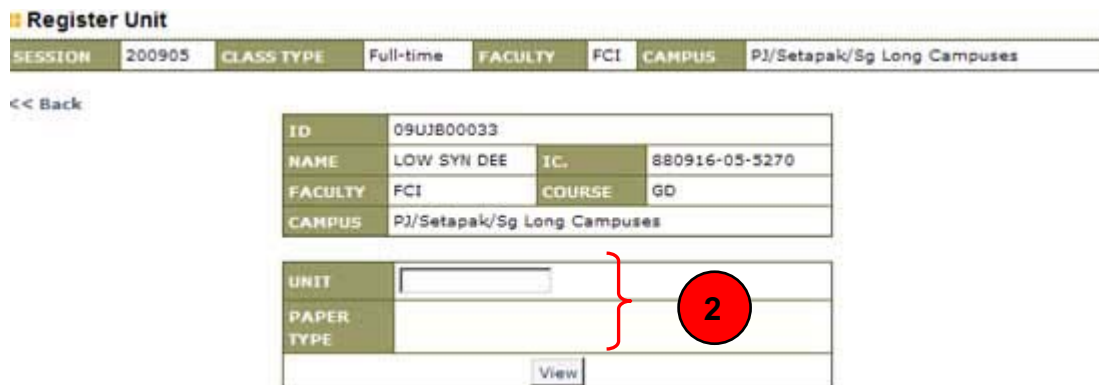
NO	TYPE	GROUP	CLASS SIZE	DAY	TIME	HOUR	WEEK	ROOM
UALE1013 - ENGLISH FOR MASS COMMUNICATION [3.00]								
1	L	1	50	Mon	08:00 AM - 10:00 AM	2.0	1-14	PC206
2	L	2	50	Wed	08:00 AM - 10:00 AM	2.0	1-14	PC206
3	L	3	50	Tue	03:00 PM - 05:00 PM	2.0	1-14	PC206
4	L	4	25	Thu	08:00 AM - 10:00 AM	2.0	1-14	PC121
5	T	1	25	Tue	10:00 AM - 11:30 AM	1.5	1-14	PC108
6	T	2	25	Mon	02:00 PM - 03:30 PM	1.5	1-14	PC033
7	T	3	25	Mon	03:00 PM - 04:30 PM	1.5	1-14	PC109
8	T	4	25	Tue	01:00 PM - 02:30 PM	1.5	1-14	PC218
9	T	5	25	Thu	10:00 AM - 11:30 AM	1.5	1-14	PC109
10	T	6	25	Thu	11:30 AM - 01:00 PM	1.5	1-14	PC109
UJMD1033 - COLOUR STUDIES [3.00]								
11	L	2	100	Mon	10:30 AM - 12:30 PM	2.0	1-14	PC203

5.0   How to Register

a)   Adding a Class

To register classes to your schedule, follow these steps:

Step 1   Click on the **Register Unit** button to display the **Register Unit** page as shown below.

Step 2   Type the **Unit** you wish to register in the **Unit** field e.g. UJMD1063 and then click on the **View** button. If the unit is offered, a description of the unit and the type of paper will be displayed. The details of all the classes available for UJMD1063 of your course will appear as shown below

In the example below, this unit UJMD1063 has a **lecture (L)** and **tutorial (T)** component. You must register for associated lecture and tutorial sections at the same time that you register for the class.

This Unit Needs 1 Lecture, 1 Tutorial

NO	TYPE	GROUP	CLASS SIZE	WEEK	DAY	TIME	HOUR	ROOM			
UJMD1063 - DRAWING II											
1	L	1	100	1-14	Tue	12:00 PM - 01:00 PM	1.0	PC203	0	100	☐
2	T	1	25	1-14	Fri	10:00 AM - 01:00 PM	3.0	PC105	0	25	☐
3	T	2	25	1-14	Wed	12:30 PM - 03:30 PM	3.0	PC105	0	25	☐
4	T	3	25	1-14	Wed	03:30 PM - 06:30 PM	3.0	PC105	0	25	☐

3

Add   4

Step 3   Select the activity of the classes you wish to add by ticking on the appropriate checkbox. If the activity (lecture [L], tutorial [T] or practical [P]) of the class is available for registration, a checkbox will appear at the last column of that section.

> **Note:**
> Once the class is fully enrolled, the checkbox of that particular section will be hidden.

Step 4   Once you have identified a class you wish to register, click on the **Add** button at the bottom of the page. If no error occurs, the class is added to your schedule (you are registered) and this will return you to the **Register Unit** page. If you receive an error message, refer to the **5e) Registration Error Messages** section in this guide.

Repeat instructions from **Step 1-4** to register for the rest of your courses.

The following terms help to explain the sections:

FIELDS	DESCRIPTION
SESSION	Display only. A current academic session which the student is currently studying.
CLASS TYPE	Display only. The mode of the programme which the student is currently studying. • Full-Time • Evening & Weekends
FACULTY	Display only. The faculty where the student is currently attached to.
CAMPUS	Display only. The physical location from where the student is located. • Perak • PJ/Setapak/Sg Long Campuses

FIELDS	DESCRIPTION
DURATION (WEEKS)	Display only. The beginning and end dates of the course.
ID	Display only. The Student Identification Number.
NAME	Display only. The student full name.
IC.	Display only. The student new identification number (NRIC).
COURSE	Display only. The programme code where the student is currently attached to.
COURSE STRUCTURE GUIDE	Hyperlink. The student's course structure.
MAXIMUM CREDIT HOUR	Display only. The maximum numbers of credit hours a student is allowed to register.
TOTAL REGISTERED CREDIT HOUR	Display only. The total number of credit hours a student has been registered.
NO	Display only - A sequence number automatically generated by the system.
TYPE	Display only. The class activity. - L – Lecture - T – Tutorial - P – Practical
GROUP	Display only. The class group.
CLASS SIZE	Display only. The maximum number of students allowed to register in a unit.
DAY	Display only. The day(s) of the unit is offered. Mon, Tue, Wed, Thu, Fri, Sat, Sun
TIME	Display only. The time(s) of the unit is offered.
HOUR	Display only. The number of hours of a class is offered.
WEEK	Display only. The week of the unit is offered.
ROOM	Display only. The building and classroom where course will meet.
REG.	Display only. The current number of students registered for the unit.
AVAIL	Display only. The number of available remaining seats in the unit.

b)   Dropping Class from Schedule

Step 5   This page displays the details of all sections in which a student is currently enrolled for the selected term (if any). To drop a class, tick on the checkbox labeled **Delete** for each class you wish to drop.

Step 6   Once you have identified a class you wish to drop, click on the **Submit** button at the bottom of the page to submit the request.

Step 7   A message box will appear asking you to confirm the deletion. Click **Yes** to delete or **Cancel** the class dropping. The unit of the class will be removed from your schedule.

Note:

You cannot add or drop a class from your schedule through the **Course Registration System** after the **registration period is over**.

c) Changing Class Schedule

Step 8   This page displays the details of all sections in which a student is currently enrolled for the selected term (if any). To change a class, click on ✎ icon next to the unit that you wish to change. The following page will appear.

Step 9   Use the radio button to choose an alternative class at the last column of that section that you wish to change.

Step 10   Once you have identified a class you wish to change, click on the **Change** button to submit the request.

Step 11   A message box will appear asking you to confirm to change the class. Click **Yes** to change or **Cancel** the class changing.

d) Viewing Timetable

Step 12   When you have registered for all of your courses, click on the **View My Timetable** link to view your timetable (available at the bottom of the **My Unit Registration** page). A grid showing your current timetable will be displayed in a new browser. You can also see the day and time, room and date, information for all your requested classes.

e) Registration Error Messages

You may receive a registration error message during your course registration process. They are:

- **Insert failed, the time of selected units are clashed**

  The student will not be allowed to register for courses where any of the class hours (including lectures, tutorials & practical) are overlapped.

- **Insert failed, the time of selected units are clashed with the other registered units, please verify**

  The students are not permitted to register a new unit that clashed with their previously registered unit(s).

- **Insert failed, duplicate course**

  This error indicates that you have tried to register the same unit twice You can verify your current registration by viewing the classes in the **My Unit Registration** page.

- **Insert failed, please select a valid class combination.**

  This error indicates the student does not register for all the required activities because the unit is comprised more than one activity e.g. lecture, practical or tutorial.

- **You are not permitted to register for a class that has a prerequisite if you have not completed that prerequisite**

  This error indicates another class is required to be completed prior to enrolling in this course. Please refer to your course structure to view pre-requisite required.

- **Unit is not found in your course structure**

  This error indicates the unit does not exist in your course structure. Please refer to your course structure.

- **Invalid Unit Code**

  The 8 digit Unit code you entered is not recognised by the system.

- **You are not permitted to register an exempted unit**

  The student will not be permitted to register a unit that is already exempted.

- **Unit not offer**

  The unit is not offered at that particular session.

- **Insert failed, your schedule has exceeded the maximum number of credit hours allowed**

  This error indicates your total registered credit hours have exceeded the maximum number of credit hours allowed.

- **Insert failed, the class has reached maximum of enrolment capacity. Please select another class**

  This error indicates a course is full and has reached its seat limit of students. At this time, no further registration is allowed. Please check the class seating status periodically as the class seats may become available if someone drops the class