### Centre for Foundation Studies, Perak Campus

#### Important Reminders

You are advised to adhere to the following:

<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
</table>
| Before trimester start | Online Entry Survey (for Trimester 1 students only) | • Compulsory to be completed by 31\(^{st}\) January 2015 (Saturday).  
• To complete the entry survey, you should log on to [http://www.utar.edu.my/cfskampar](http://www.utar.edu.my/cfskampar). Then, click ‘ENTRY SURVEY’. |
| Before trimester start | English Proficiency Test (for Trimester 1 students only) | • Compulsory to be completed by 31\(^{st}\) January 2015 (Saturday).  
• To complete the test, you should log on to [http://www.utar.edu.my/cfskampar](http://www.utar.edu.my/cfskampar). Then click ‘English Proficiency Test’. |
| Week 1 - Week 2 | Application for Course Transfer | • Application for existing course transfer (to change foundation programme) should be done within the first 2 weeks. Please refer to HOD asap.  
• Application for course transfer (to change degree programme). Please refer to HOD asap.  
• Application form must be submitted to FGO. |
| | Add / Drop of Unit | • Must be done within the first 2 weeks.  
• You are strongly advised to consult your academic advisor before adding or dropping any units.  
• You are strongly advised to follow the guided course structure. |
| Week 3 | Student Bill (Trimester 2 onwards) | • Print your student bill from Week 3 onwards and pay by the end of Week 4. |
| Week 5 - Week 6 | Online Unit Verification Exercise | • All the units registered for the trimester must be verified at UTAR Portal. |
| Week 5 - Week 10 | Academic Advisory System | • Meet your academic advisor at least once per trimester.  
• Please consult your advisor for any academic problems/issues. |
| Week 9 - Week 11 | UTAR Online Survey | • You should participate in UTAR online survey by the end of every trimester. |
| Week 12 | Withdrawal of Unit | • Should be done by Week 12 for Jan and May trimester.  
** Week 10 for Oct trimester.  
| **Bar List | ** Refer to CFS-PK notice board (in front of FGO) or CFS-PK website. |
| Week 13 | Online Unit Preview | • Available at UTAR Portal.  
• Plan your own timetable of the following trimester wisely. |
| Week 14 | Online Pre-Registration of Units | • Pre-register the units 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 | • Print your own examination authorization slip at UTAR portal  
• Please take note of your exam subjects, date and venue properly. |
| Week 15 | Final Examination | • Bring your exam authorization slip to examination venues together with student ID and IC.  
• 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** | Attendance is compulsory. You need 80% of class attendance to sit for final examination. |
2. **Leave Application** | • Apply for leave at FGO whenever you are unable to attend classes. Kindly have the courtesy to inform your lecturers and tutors accordingly.  
• For sick leave, please submit your MC to FGO within 3 working days. Any late submission will not be processed. |
3. **Probation Status** | • You will be put under probation status if your GPA < 2.0000 for a trimester. |
4. **Termination Status** | • 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** | • 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** | • Check your UTAR email frequently for important information/notification. |
7. **Important Websites of UTAR** | a) UTAR home page [http://www.utar.edu.my](http://www.utar.edu.my)  
c) UTAR Portal [http://portal.utar.edu.my](http://portal.utar.edu.my)  
d) UTAR WBLE [https://wble-pk.utar.edu.my/cfs-pk](https://wble-pk.utar.edu.my/cfs-pk)  
e) UTAR Course Pre-Registration System [http://unitreg.utar.edu.my](http://unitreg.utar.edu.my) |

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

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