## Important Reminders

**You are advised to adhere to the following:**

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<th><strong>Academic Advisory System</strong></th>
<th>- Meet your academic advisor at least once per trimester from the 5th week onwards. Please consult your advisor for any academic problems/issues.</th>
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| 2 | **Application for Course Transfer** | - Application for existing course transfer (changing foundation course) should be done within the first 2 weeks.  
- Application for course transfer (changing degree course) can be done at anytime.  
- Application form can be submitted to FGO. |
| 3 | **Change of Lecture or Tutorial Group** | - Can be done online within the first 2 weeks. (not applicable for trimester 1 students) |
| 4 | **Adding & Dropping of Subjects** | - Must be done online within the first 2 weeks.  
- You are strongly advised to consult your academic advisor before adding or dropping any subject.  
- You are strongly advised to follow the guided course structure. |
| 5 | **Attendance** | - Attendance is compulsory.  
- You need 80% of class attendance to sit for final examination.  
- A reminder will be issued in Week 5 to habitual latecomers and absentees. |
| 6 | **Leave Application** | - Apply for leave at FGO whenever you are unable to attend classes.  
- For sick leave, please submit your MC to FGO within 3 working days. |
| 7 | **Probation of Study** | - You will be put on probation if your GPA < 2.0000 for a trimester. |
| 8 | **Termination of Study** | - You will be terminated if your GPA < 2.0000 and CGPA < 2.0000 in 2 consecutive trimesters.  
- Appeal against termination must be done in 1 week after the release of results. |
| 9 | **UTAR Student’s Online Survey** | - You should participate in UTAR student’s online survey by the end of every trimester. |
| 10 | **Online English Proficiency Test** | - It is compulsory for 1st trimester students to complete the Online English Proficiency Test by 26 May 2013.  
- To complete the entry survey, you should log on to http://www.utar.edu.my/cfskampar. Then, click on ‘ENGLISH PROFICIENCY TEST’. |
| 11 | **CFS Students Online Entry Survey** | - It is compulsory for 1st trimester students to complete the online entry survey by 26 May 2013.  
- To complete the entry survey, you should log on to http://www.utar.edu.my/cfskampar. Then, click on ‘ENTRY SURVEY’. |
| 12 | **Safety and Conduct** | - You are required to adhere to proper dress code whenever you’re in the UTAR campuses. Habitual offenders might be sent for counseling or be barred from entering the campus.  
- All students should take more caution on road, especially cyclists.  
- Do not leave your valuables unattended. All valuables should be properly kept and locked. |
| 13 | **UTAR Email** | - Check your UTAR email frequently for important information/notification. |
| 14 | **Important Websites of UTAR** | a) UTAR home page [http://www.utar.edu.my](http://www.utar.edu.my)  
b) CFS, Kamper home page [http://www.utar.edu.my/cfskampar](http://www.utar.edu.my/cfskampar)  
c) UTAR Portal [http://portal.utar.edu.my](http://portal.utar.edu.my)  
d) UTAR WBLE [http://wble.utar.edu.my](http://wble.utar.edu.my)  
e) UTAR Course Registration System [http://unitreg.utar.edu.my](http://unitreg.utar.edu.my) |

*Note: FGO here refers to Foundation General Office (2nd Floor, Heritage Hall, in Kampar Campus)*

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