### Important Reminders

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<th>Week</th>
<th>Task</th>
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| Before trimester start | CFS Students Online Entry Survey (for trimester 1 students only) | - It is **compulsory** to complete the online entry survey by 31<sup>st</sup> May 2014 (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 on ‘ENTRY SURVEY’. |
| Before trimester start | English Proficiency Test (for trimester 1 students only) | - It is **compulsory** to complete the online English proficiency test by 31<sup>st</sup> May 2014 (Saturday).  
- To complete the test, you should log on to [http://wble-pk.utar.edu.my](http://wble-pk.utar.edu.my). Under “My courses”, click on ‘English Proficiency Test (Jan 2014)’. |
| Week 1 - Week 2 | Application for Course Transfer | - Application for **existing course transfer** (to change foundation course) should be done within the first 2 weeks.  
- Application for **course transfer** (to change degree course). Please refer to HOD ASAP.  
- Application form must be submitted to FGO. |
| Week 1 - Week 2 | Adding & Dropping of Subjects | - Must be done 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. |
| Week 3 | Student Bill (for trimester 2 onwards) | - Print out your student bill from week 3 onwards and pay latest by end of week 4. |
| Week 5 - Week 6 | Unit Verification Exercise | - You must verify all the subjects taken for the trimester. |
| 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 | - Last week allowable for Jan and May trimester.  
- Week 10 for Oct trimester. |
| Week 12 | Barred List | - Refer to CFS-PK notice board (in front of FGO) or CFS-PK website. |
| Week 13 | Online Course Preview | - Plan your own timetable wisely. |
| Week 14 | Online Pre-Registration | - Pre-Register your next trimester time table based on your plan earlier.  
- Pre-registration system will be on first come first serve basis.  
- Always print out your time table after completing it. |
| Week 14 | Examination authorization slip | - Students have to print out your own examination authorization slip from UTAR portal.  
- Please take note of your exam subjects, time and venue properly. |
| Week 15 | Final Examination | - Print and bring exam authorization and time table slip to examination hall together with student ID and IC.  
- Only examination index number will be used throughout 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 under probation status if your **GPA < 2.0000** for a trimester.

4. **Termination Status**  
- You will be under terminated 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 should take safety pre-caution on the road, especially cyclists.  
- 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)  
   b) CFS-PK (CFS Kampar) 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: [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 here refers to Foundation General Office (2<sup>nd</sup> Floor, Heritage Hall, in Kampar Campus)

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