MEMO

To: All FBF Students
From: FBF / FGO
Date: 20 November 2012
Re: FBF UNIT REGISTRATION FOR JANUARY 2013 TRIMESTER

Kindly view the student timetable and register your respective unit(s) for January 2013 Trimester based on the following stipulated period:

Duration to view student timetable (Monday, 26 November 2012 – Saturday, 1 December 2012)
- to view all units offered and the student timetable.

Duration for registration of unit(s) (Wednesday, 28 November 2012 – Saturday, 1 December 2012)
- to register for the unit(s) following the scheduled student timetable of your programme.

Kindly refer to the schedule of FBF unit registration for January 2013 Trimester as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>28/11/2012</td>
<td>9:00 a.m.</td>
<td>1/12/2012</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>AC</td>
<td>28/11/2012</td>
<td>11:00 a.m.</td>
<td>1/12/2012</td>
<td>5:00 p.m.</td>
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<tr>
<td>AC</td>
<td>28/11/2012</td>
<td>1:00 p.m.</td>
<td>1/12/2012</td>
<td>5:00 p.m.</td>
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<tr>
<td>FN, EN</td>
<td>29/11/2012</td>
<td>9:00 a.m.</td>
<td>1/12/2012</td>
<td>5:00 p.m.</td>
</tr>
<tr>
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<td>1/12/2012</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>FE</td>
<td>29/11/2012</td>
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<td>1/12/2012</td>
<td>5:00 p.m.</td>
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<tr>
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<td>1/12/2012</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>MK</td>
<td>30/11/2012</td>
<td>1:00 p.m.</td>
<td>1/12/2012</td>
<td>5:00 p.m.</td>
</tr>
</tbody>
</table>

**Remark:**

a) Please be reminded that Industrial Training students are required to register for the Industrial Training unit by filling in the Add/Drop/Withdrawal of Units form (FM-IAD-001) and submit it at the FGO counter.

b) In order to complete the Final Year Project (i.e. UBXZ30X6) unit, which is spread over two trimesters, thus students are required to register this unit TWICE in the respective Long Trimesters.

**How to login to the system**

Click on the web browser and follow the steps below:

i. [http://unitreg.utar.edu.my](http://unitreg.utar.edu.my) and then press the ENTER key

OR

ii. Go to UTAR HOMEPAGE at [http://www.utar.edu.my](http://www.utar.edu.my) AND click UTAR PORTAL -> COURSE REGISTRATION to display the LOGIN PAGE.

Please read through the Course Registration User Guide before registration.

**Note**

*CH = Total credit hours earned up to last trimester. This is compulsory for AC students for unit registration purpose.

You may log in to your Student Portal, then proceed to “My Account” to view your total credit hours earned.

Thank you.

Faculty General Office
Faculty of Business and Finance