MEMO

To: FBF Students
From: FBF / FGO
Date: 1st October 2014
Re: REGISTRATION OF REPEAT UNIT(S) and ADD / DROP UNIT(S)

For Existing Students

- Please be informed that the faculty will open its online unit(s) registration starting from Monday, 13.10.2014 (8:30am) until Friday, 24.10.2014 (5:00pm).
- You may check the seat availability of the unit(s) that you want to take via the Course Registration System in the UTAR Portal (Student Intranet).
- For those who want to repeat their failed unit(s) and those who want to add / drop unit(s), you may register on-line.

**Important Information**

1. Students who are *Not On Probation* shall be allowed to register the units up to a maximum of 12 credit hours and a minimum of 1 unit in a 7 lecture-week trimester.
2. Students who are *On Probation* shall be allowed to register the units up to a maximum of 6 credit hours and a minimum of 1 unit in the 7 lecture-week trimester. You are required to drop the additional unit(s) if your registered units have exceeded the stated credit hours.

For New Students

- Please be informed that the unit(s) registration period is from Monday, 13.10.2014 (9:00am) until Friday, 24.10.2014 (5:00pm).
- Students who want to add / drop unit(s), you are required to fill in the Add/Drop form and submit to the FGO counters after getting the recommendation of the respective Head of Department (HoD).
- The form can be obtained from the FGO counters starting from Monday, 13.10.2014 (9:00am) until Friday (Week 2), 24.10.2014 (5:00pm). Any late submission SHALL NOT be entertained.

**Important Information**

1. Students shall be allowed to register the units up to a maximum of 12 credit hours and a minimum of 1 unit in a 7 lecture-week trimester.

Please read through [course registration user guide](http://www.utar.edu.my) before registration. If you need further clarification, please consult your respective Head of Department.

Thank you.

Faculty of Business & Finance
Faculty General Office

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