MEMO

To : Y1S1 & Y1S2 (Flexi Course Students)
From : FBF / FGO
Date : 4th September 2009
Re : UNIT REGISTRATION FOR OCT 2009 TRIMESTER

Kindly view the teaching timetable and register units to be studied in October 2009 Trimester in the following stipulated period.

**Period For View Of Teaching Timetable (8th Sept 2009 & 9th Sept 2009)**
- to view all units offered and the teaching timetable.

**Period for Registration of unit (10th Sept 2009 – 19th Sept 2009)**
- to register units following the scheduled teaching timetable for your programme.

Please follow the steps below on :-

**How To Login To The System**

Go to UTAR homepage at [http://www.utar.edu.my](http://www.utar.edu.my) and click UTAR PORTAL -> COURSE REGISTRATION related links to display the LOGIN page.

Please take note :

1. For the [Bachelor of Commerce (Hons) Accounting students](http://www.utar.edu.my) who are under the course structure of [UBAC090102](http://www.utar.edu.my), you are required to select one of the Co-Curriculum units :-
   a. USCC1012 – Communication Skills (Oral Communication)
   b. USCC1042 – Teambuilding And Leadership Skills
   c. USCC1052 – Emotional Intelligence At The Workplace

2. Full-time students who are [Not On Probation](http://www.utar.edu.my) shall be allowed to register for a maximum of 12 credit hours and a minimum of 1 unit in a 7 lecture-week trimester.

3. Full-time students who are [On Probation](http://www.utar.edu.my) shall be allowed to register for a maximum of 6 credit hours and a minimum of 1 unit in the 7 lecture-week trimester.

Please read through course registration user guide before registration.

Thank you.

Faculty General Office
Faculty of Business And Finance