TO: ALL CFS - SUNGAI LONG STUDENTS

REGISTRATION OF UNITS FOR JANUARY 2016 TRIMESTER

Kindly be informed that students will able to add/drop units to be taken in the January 2016 Trimester during the stipulated period below:

➢ **Period for Add/Drop of units via Student Portal (ONLINE)**

15\textsuperscript{th} January 2016 (Friday) 9:00 a.m. ~ 24th January 2016 (Sunday) 9:00 p.m.

Students will also able to add the units manually via the *Unit Add/Drop Form* with the approval of his/her Academic Adviser.

➢ **Period for Registration of units via add/drop form**

15\textsuperscript{th} January 2016 (Friday) 8:30 a.m. ~ 29\textsuperscript{th} January 2016 (Friday) 5:00 p.m.

*(Add/Drop of units should be done within 2 weeks upon the commencement of each trimester)*

*Important:*

*Students who do not meet their Academic Adviser are not allowed to register any units.*

**ACADEMIC LOAD FOR FOUNDATION STUDIES**

<table>
<thead>
<tr>
<th></th>
<th>Normal Status</th>
<th>Probation Status</th>
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</thead>
<tbody>
<tr>
<td>October 2015 Trimester Onwards</td>
<td>Max 18 credit hours (14 lecture-week trimester)</td>
<td>Max 12 credit hours (14 lecture-week trimester)</td>
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</table>

**HOW TO LOGIN TO THE SYSTEM**

Open your web browser and type in the COURSE REGISTRATION SYSTEM [http://unitreg.utar.edu.my](http://unitreg.utar.edu.my) in the ADDRESS field and then press ENTER key.

OR

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.
BILL GENERATION AND PAYMENT FOR JANUARY 2016 TRIMESTER

Student bill are made available on Student Portal. Students are required to print the PDF version of the e-bill for record and payment purposes.

**Release of e-Bill** : 1st February 2016 (Monday)
**Deadline of Payment** : 12th February 2016 (Friday)

For more information, you may read our Unit Registration *Handbook, Unit Offering Guide* and respective *Course Structures* in *CFS Website*.

Thank you.

Foundation General Office - CFS- Sungai Long Campus
13th January 2016