MEMO

To : All FBF Students
From : FBF / FGO
Date : 25 March 2016
Re : FBF PRE-REGISTRATION COURSE FOR MAY 2016 TRIMESTER

Please be informed the preview and pre-registration for courses offered for May 2016 Trimester is now available based on the following stipulated period:

a) Duration to view all courses offered and the available time slots is from Saturday, 9 April 2016 (12.00 noon) to Sunday, 17 April 2016 (5 pm)

b) However, the pre-registration of course(s) for your programme is from Thursday, 14 April 2016 to Sunday, 17 April 2016.

Kindly refer to the schedule of FBF pre-registration course for May 2016 Trimester as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Day</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Day</th>
<th>End Date</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC (*CH &gt; 80)</td>
<td>Thursday</td>
<td>14/04/2016</td>
<td>9:00 AM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>AC (*CH 41-80)</td>
<td>Thursday</td>
<td>14/04/2016</td>
<td>11:00 AM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>AC (*CH &lt; 41)</td>
<td>Thursday</td>
<td>14/04/2016</td>
<td>1:00 PM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>FE, EN</td>
<td>Thursday</td>
<td>14/04/2016</td>
<td>3:00 PM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>BA</td>
<td>Friday</td>
<td>15/04/2016</td>
<td>9:00 AM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
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<tr>
<td>MK</td>
<td>Friday</td>
<td>15/04/2016</td>
<td>11:00 AM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
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<tr>
<td>BF</td>
<td>Friday</td>
<td>15/04/2016</td>
<td>1:00 PM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
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<tr>
<td>FN</td>
<td>Friday</td>
<td>15/04/2016</td>
<td>3:00 PM</td>
<td>Sunday</td>
<td>17/04/2016</td>
<td>5:00 PM</td>
</tr>
</tbody>
</table>

* Note (for AC students only)

CH = Total Credit Hours earned up to the last trimester.

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

Remark:

1. Students are required to meet with your respective Academic Advisors to enable you to pre-register the courses for the next trimester. Please adhere to the following procedures:
   i. Meet with your Academic Advisor
   ii. Check the report by your Academic Advisor via student portal. Click the “Submit” button to complete the report.
   iii. Proceed to pre-register your course at the student portal.

2. The Final Year Project (i.e. UBXZ30X6) course is spread over two long trimesters; therefore, students are required to pre-register this course for ONCE in EACH OF TWO LONG TRIMESTERS.

3. Please be reminded that Industrial Training (i.e. UBXX 3376) students are required to pre-register for the Industrial Training course by filling in the Add/Drop/Withdrawal of Units form (FM-IAD-001) and submit it at the FGO counter.
4. The Management has the right to make necessary changes to the scheduled timetable without prior/further notice.

**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 pre-registration.

Thank you.

Faculty General Office
Faculty of Business and Finance