TO: FOUNDATION STUDENTS – SUNGAI LONG CAMPUS

PRE-REGISTRATION OF UNITS FOR MAY 2016 TRIMESTER

Kindly be informed that you are required to register units to be taken for the May 2016 trimester within the following stipulated period.

Period for view of unit timetable

• 8th April 2016 (Friday) 9:00 a.m. ~ 13th April 2016 (Wednesday)

Period for Pre-Registration of units

• Foundation in SCIENCE
  14th April 2016 (Thursday) 9:00 p.m. ~ 17th April 2016 (Sunday) 5:00 p.m.

• Foundation in ARTS
  15th April 2016 (Friday) 9:00 p.m. ~ 17th April 2016 (Sunday) 5:00 p.m.

Students are kindly reminded to register the units promptly before the end of each unit registration exercise. If student failed to register one or more units owing to unforeseen circumstance, late registration can be done manually via Unit Add/Drop Form during Week 1 and 2 in the coming trimester with the approval of his/her Academic Advisor. Any late registration is subjected to the availability of classes.

All Health Science students (MBBS, TCM, Nursing and Physiotherapy) are not required to participate in the unit registration exercise.

Important:

Students who do not meet their Academic Advisor are not allowed to register any unit.

ACADEMIC LOAD FOR FOUNDATION STUDIES

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<thead>
<tr>
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<th>Normal Status</th>
<th>Probation Status</th>
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<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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HOW TO LOGIN TO THE SYSTEM

Open your web browser and type in the COURSE REGISTRATION SYSTEM 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 and click UTAR PORTAL > COURSE REGISTRATION to display the LOGIN page.

BILL GENERATION AND PAYMENT FOR MAY 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 : 13th June 2016 (Monday)
Deadline of Payment : 24th June 2016 (Friday)

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

Thank you.

Faculty General Office
Foundation General Office – CFS Sungai Long Campus

23 March 2016