MEMO

To: All FBF Students
From: FBF / FGO
Date: 10 November 2014
Re: FBF PRE-REGISTRATION UNIT FOR JANUARY 2015 TRIMESTER

Please be informed the preview and pre-registration for units offered for January 2015 Trimester is now available based on the following stipulated period:

a) Duration to view all units offered and the available time slots is from Monday, 17 November 2014 till Saturday, 22 November 2014.

b) However, the pre-registration of unit(s) for your programme is from Wednesday, 19 November 2014 till Saturday, 22 November 2014.

Kindly refer to the schedule of FBF pre-registration unit for January 2015 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>Wednesday</td>
<td>19/11/2014</td>
<td>11:00 AM</td>
<td>Saturday</td>
<td>22/11/2014</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>AC (*CH 41-80)</td>
<td>Wednesday</td>
<td>19/11/2014</td>
<td>1:00 PM</td>
<td>Saturday</td>
<td>22/11/2014</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>AC (*CH &lt; 41)</td>
<td>Wednesday</td>
<td>19/11/2014</td>
<td>3:00 PM</td>
<td>Saturday</td>
<td>22/11/2014</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>BA</td>
<td>Thursday</td>
<td>20/11/2014</td>
<td>9:00 AM</td>
<td>Saturday</td>
<td>22/11/2014</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>MK</td>
<td>Thursday</td>
<td>20/11/2014</td>
<td>11:00 AM</td>
<td>Saturday</td>
<td>22/11/2014</td>
<td>5:00 PM</td>
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<tr>
<td>BF</td>
<td>Thursday</td>
<td>20/11/2014</td>
<td>1:00 PM</td>
<td>Saturday</td>
<td>22/11/2014</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>FN</td>
<td>Thursday</td>
<td>20/11/2014</td>
<td>3:00 PM</td>
<td>Saturday</td>
<td>22/11/2014</td>
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<td>Friday</td>
<td>21/11/2014</td>
<td>9:00 AM</td>
<td>Saturday</td>
<td>22/11/2014</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 units 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 unit at the student portal.

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

3. Please be reminded that Industrial Training (i.e. UBXX 3376) students are required to pre-register for the Industrial Training unit by filling in the Add/Drop/withdrawal of Units form (FM-IAD-001) and submit it at the FGO counter.
**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