Academic Guide for First Time UTAR FICT Students

Step by Step guide for new students who need to know the academic side of things in UTAR.
Your #1 Objective in UTAR

Graduate with a degree !!!

But how ?!

The following is a guide to help you to achieve this objective.
Steps to Graduate

Follow the 4 “simple” steps to reach your objective:

1. Get your course structure
   - Do this SOON !!

2. Register and go to classes
   - Do this SOON !!
   - Will do this in the beginning of every semester

3. Check your result and progress
   - Will do this at the end of every semester

4. Prepare for graduation
   - Do this before you graduate
What you 1st semester students need to do

What you need to do now:

1. Get your course structure first !!!!
2. For foundation, UEC, and STMP students
   - Double check that the FICT office has pre-registered the year 1 semester 1 units for you.
3. For transferred students:
   - Go to FICT office and get a Add/Drop form
   - Meet with an academic advisor (office will tell you who to meet)
   - Academic advisor will help you to select units, fill in and sign the add/drop forms.
   - Pass the add/drop forms back to the FICT office to be processed.
Step #1

Get your course structure.
What is a course structure?!

• This is the first phrase that you need to know in order to graduate.

• **Course Structure is**
  – a table that shows you all the subjects that you need to take in order to graduate.

• **It is different for every degree programs**
  – Because each degree programs has different subjects/units.
  – Please DON’T refer to the wrong one.
    • Networking students don’t go and get the computer science course structure.
Sample of CS course structure

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Year 1 Semester 2</th>
<th>Year 1 Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANGXXX3</td>
<td>NATIONAL LANGUAGE/OTHER LANGUAGES</td>
<td>Compulsory 3.0</td>
</tr>
<tr>
<td>UCCD1003</td>
<td>PROGRAMMING CONCEPTS AND DESIGN</td>
<td>Major 3.0</td>
</tr>
<tr>
<td>UCCD1013</td>
<td>ANALYSIS AND DESIGN OF INFORMATION SYSTEMS</td>
<td>Major 3.0</td>
</tr>
<tr>
<td>UCCD1203</td>
<td>DATABASE DEVELOPMENT AND APPLICATIONS</td>
<td>Major 3.0</td>
</tr>
<tr>
<td>UCCM1333</td>
<td>INTRODUCTORY DISCRETE MATHEMATICS</td>
<td>Minor 3.0</td>
</tr>
<tr>
<td>UCCM1353</td>
<td>BASIC ALGEBRA</td>
<td>Minor 3.0</td>
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</tbody>
</table>

**Total Credit Hours 18.0**

<table>
<thead>
<tr>
<th>Year 1 Semester 2</th>
<th>Year 1 Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>UBMM1011</td>
<td>SUN ZI’S ART OF WAR AND BUSINESS STRATEGIES</td>
</tr>
<tr>
<td>UCCD1023</td>
<td>DATA STRUCTURE AND ALGORITHM</td>
</tr>
<tr>
<td>UCCD1133</td>
<td>INTRODUCTION TO COMPUTER ORGANISATION AND ARCHITECTURE</td>
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<tr>
<td>UCCM1103</td>
<td>CALCULUS I AND APPLICATIONS</td>
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<td>UCCM2233</td>
<td>STATISTICS</td>
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<td>UCCN1003</td>
<td>DATA COMMUNICATIONS AND NETWORKS</td>
</tr>
<tr>
<td>USCC10X2</td>
<td>CO-CURRICULAR UNITS</td>
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</tbody>
</table>

**Total Credit Hours 10.0**

Pre-Requisite Unit(s) for UCCD1023
1. UCCD1003 - PROGRAMMING CONCEPTS AND DESIGN

LANGXXX3 ELECTIVE GROUP - Choose 1 Unit(s)
MPW2113 - BAHASA KEBANGSAAN (A) * FOR MALAYSIAN ONLY, WITHOUT SPM-BM CREDIT
MPW2123 - BAHASA KEBANGSAAN (B) ** FOR NON-MALAYSIAN ONLY
UALF1003 - INTRODUCTION TO FRENCH *** IF EXEMPTED FROM MPW2113
UALJ2013 - INTRODUCTION TO JAPANESE *** IF EXEMPTED FROM MPW2113
UALM1003 - INTRODUCTION TO TAMIL LANGUAGE *** IF EXEMPTED FROM MPW2113
UALT1003 - INTRODUCTION TO THAI LANGUAGE *** IF EXEMPTED FROM MPW2113

MPW2133 - PENGAJIAN MALAYSIA | Compulsory 3.0 |
UCCN1203 - FUNDAMENTALS OF COMPUTER SECURITY | Major 3.0 |

**Total Credit Hours 6.0**
## Sample of IA course structure

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Year 1 Semester 2</th>
<th>Year 1 Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIAFE04</strong></td>
<td><strong>BIAFE01</strong></td>
<td><strong>BIAFE01</strong></td>
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<tr>
<td>ENGLISH ELECTIVE</td>
<td>MINOR ELECTIVE 1</td>
<td>MINOR ELECTIVE 1</td>
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<td>Elective 3.0</td>
<td>Elective 3.0</td>
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<tr>
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<td><strong>MPW2113</strong></td>
<td><strong>MPW2113</strong></td>
</tr>
<tr>
<td>NATIONAL LANGUAGE/ OTHER LANGUAGES</td>
<td>PENGAJIAN MALAYSIA</td>
<td>PENGAJIAN MALAYSIA</td>
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<tr>
<td>Compulsory 3.0</td>
<td>Compulsory 3.0</td>
<td>Compulsory 3.0</td>
</tr>
<tr>
<td><strong>UCCD1003</strong></td>
<td><strong>MPW002</strong></td>
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<td>PROGRAMMING CONCEPTS AND DESIGN</td>
<td>MPW ELECTIVE II</td>
<td>WEB SITE DEVELOPMENT</td>
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<td>Compulsory 3.0</td>
<td>Major 3.0</td>
</tr>
<tr>
<td><strong>UCCD1013</strong></td>
<td><strong>UCCD1133</strong></td>
<td></td>
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<tr>
<td>ANALYSIS AND DESIGN OF INFORMATION SYSTEMS</td>
<td>INTRODUCTION TO COMPUTER ORGANISATION AND ARCHITECTURE</td>
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<td>Major 3.0</td>
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<td><strong>UCCN003</strong></td>
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<td>DATA COMMUNICATIONS AND NETWORKS</td>
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<td>Major 3.0</td>
<td>Major 3.0</td>
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<tr>
<td><strong>UCCM1333</strong></td>
<td><strong>USCC10X2</strong></td>
<td></td>
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<tr>
<td>INTRODUCTORY DISCRETE MATHEMATICS</td>
<td>CO-CURRICULAR UNITS</td>
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</tr>
<tr>
<td>Major 3.0</td>
<td>Major 2.0</td>
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</tr>
</tbody>
</table>

Total Credit Hours 18.0

### BIAFE04 ELECTIVE GROUP - Choose 1 Unit(s)
- UAEL1113 - ENGLISH FOR INFORMATION TECHNOLOGY
- UALL1053 - CRITICAL READING AND THINKING

### LANGXXX3 ELECTIVE GROUP - Choose 1 Unit(s)
- MPW2113 - BAHASA KEBANGSAAN (A) **FCR MALAYSIAN ONLY, WITHOUT SPM-BM CREDIT**
- MPW2123 - BAHASA KEBANGSAAN (B) **FOR NON-MALAYSIAN ONLY**
- UALF1003 - INTRODUCTION TO FRENCH **IF EXEMPTED FROM MPW2113**
- UALJ2103 - INTRODUCTION TO JAPANESE **IF EXEMPTED FROM MPW2113**
- UALM1003 - INTRODUCTION TO TAMIL LANGUAGE

### BIAFE01 ELECTIVE GROUP - Choose 1 Unit(s)
- UBEA1013 - ECONOMICS
- UBMH1013 - ORGANISATION AND HUMAN RESOURCE
- UBMN1013 - MANAGEMENT PRINCIPLES
- UBMN2013 - OPERATIONS MANAGEMENT
- UBMN2023 - ORGANISATIONAL BEHAVIOUR

### Pre-Requisite Unit(s) for UCCD1233
1. UCCD1023 - PROGRAMMING CONCEPTS AND DESIGN
Sample of IB course structure

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Category</th>
<th>Credits</th>
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<tbody>
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<td>BIBF03</td>
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<tr>
<td>LANGXXX3</td>
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<td>Compulsory</td>
<td>3.0</td>
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<tr>
<td>UBMM1011</td>
<td>SUN ZI’S ART OF WAR AND BUSINESS STRATEGIES</td>
<td>Major</td>
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<td>UCCB1213</td>
<td>PROGRAMMING FUNDAMENTALS</td>
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<tr>
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**Total Credit Hours: 19.0**

**Year 1 Semester 2**

<table>
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<tr>
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<tbody>
<tr>
<td>MPW2103</td>
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<tr>
<td>MPW202</td>
<td>MPW ELECTIVE II</td>
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<tr>
<td>UBAF1043</td>
<td>BUSINESS ACCOUNTING</td>
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<td>FUNDAMENTALS OF BUSINESS SYSTEMS</td>
<td>Major</td>
<td>3.0</td>
</tr>
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<td>UCCB1223</td>
<td>RAPID APPLICATION DEVELOPMENT</td>
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</tr>
<tr>
<td>UCCN1003</td>
<td>DATA COMMUNICATIONS AND NETWORKS</td>
<td>Major</td>
<td>3.0</td>
</tr>
<tr>
<td>USCC10X2</td>
<td>CD-CURRICULAR UNITS</td>
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**Total Credit Hours: 20.0**

**Year 1 Semester 3**

<table>
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</thead>
<tbody>
<tr>
<td>UBBM1011</td>
<td>MANAGEMENT PRINCIPLES</td>
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</tr>
<tr>
<td>UCCB1113</td>
<td>INTRODUCTION TO MULTIMEDIA</td>
<td>Major</td>
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<tr>
<td>UCCD1233</td>
<td>WEB SITE DEVELOPMENT</td>
<td>Major</td>
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</tr>
</tbody>
</table>

Pre-Requisite Unit(s) for UCCD1233
1. UCCB1213 - PROGRAMMING FUNDAMENTALS

Pre-Requisite Unit(s) for UCCB1223
1. UCCB1213 - PROGRAMMING FUNDAMENTALS
1. UCCD1203 - DATABASE DEVELOPMENT AND APPLICATIONS

**Total Credit Hours: 9.0**
## Sample of CN course structure

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Year 1 Semester 2</th>
<th>Year 1 Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANGXXX3: NATIONAL LANGUAGE/OTHER LANGUAGES</td>
<td>MPWE02: MPW ELECTIVE II</td>
<td>MPW2133: PENGAJIAN MALAYSIA</td>
</tr>
<tr>
<td>UALE1113: BASIC PROFESSIONAL WRITING</td>
<td>UALE1113: ENGLISH FOR INFORMATION TECHNOLOGY</td>
<td>Compulsory 3.0</td>
</tr>
<tr>
<td>UCCD1003: PROGRAMMING CONCEPTS AND DESIGN</td>
<td>UCCD1023: DATA STRUCTURE AND ALGORITHM</td>
<td>UCCD2103: OPERATING SYSTEMS</td>
</tr>
<tr>
<td>UCCD1013: ANALYSIS AND DESIGN OF INFORMATION SYSTEMS</td>
<td>UCCD1133: INTRODUCTION TO COMPUTER ORGANISATION AND ARCHITECTURE</td>
<td>UCCN1203: FUNDAMENTALS OF COMPUTER SECURITY</td>
</tr>
<tr>
<td>UCCD1203: DATABASE DEVELOPMENT AND APPLICATIONS</td>
<td>UCCM1213: INTRODUCTORY STATISTICS</td>
<td>Major 3.0</td>
</tr>
<tr>
<td>UCCM1233: INTRODUCTORY DISCRETE MATHEMATICS</td>
<td>UCCN1003: DATA COMMUNICATIONS AND NETWORKS</td>
<td>Major 3.0</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 18.0**

MPW2143: PENGAJIAN ISLAM
MPW2153: PENDIDIKAN MORAL

**LANGXXX3 ELECTIVE GROUP - Choose 1 Unit(s)**

- **MPW2113 - BAHASA KEBANGSAAN (A)**
  * For Malaysian Only, Without SPM-BM Credit
  ** For Non-Malaysian Only
- **UALJ1003 - INTRODUCTION TO FRENCH**
  *** If exempted from MPW2113
- **UALJ2013 - INTRODUCTION TO JAPANESE**
  *** If exempted from MPW2113
- **UALM1003 - INTRODUCTION TO TAMIL LANGUAGE**
  *** If exempted from MPW2113
- **UALT1003 - INTRODUCTION TO THAI LANGUAGE**
  *** If exempted from MPW2113

**Pre-Requisite Unit(s) for UCCD1023**

1. UCCD1003 - PROGRAMMING CONCEPTS AND DESIGN
Sample of CT course structure

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Year 1 Semester 2</th>
<th>Year 1 Semester 3</th>
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</thead>
<tbody>
<tr>
<td>LANGXX3</td>
<td>BCTFE04</td>
<td>MPW2133</td>
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<td>NATIONAL LANGUAGE/OTHER</td>
<td>COMPULSORY (LIBERAL ARTS</td>
<td>PENGAJIAN MALAYSIA</td>
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<tr>
<td>OTHER LANGUAGES</td>
<td>ELECTIVES)</td>
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<td>UCCE1003</td>
<td>UCCE1023</td>
<td>MPWED02</td>
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<td>PROGRAMMING CONCEPTS AND</td>
<td>DATA STRUCTURE AND ALGORITHM</td>
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<td>DESIGN</td>
<td>UCCE1033</td>
<td>MPW ELECTIVE II</td>
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<td>UCCE1013</td>
<td>ELECTRONIC DEVICES AND</td>
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<td>CIRCUIT THEORY</td>
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<td>SIGNALS AND SYSTEMS</td>
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<tr>
<td></td>
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**Pre-Requisite Unit(s) for UCCE1023**
1. UCCE1003 - PROGRAMMING CONCEPTS AND DESIGN

**Pre-Requisite Unit(s) for UCCE1043**
1. UCCE1023 - DIGITAL FUNDAMENTALS

**MPWE02 CORE GROUP - Choose 1 Unit(s)**
MPW2:43 - PENGAJIAN ISLAM
MPW2:53 - PENDIDIKAN MORAL

LANGXXX ELECTIVE GROUP - Choose 1 Unit(s)
- MPW2113 - BAHASA KEBANGSAAN (A)
  - For Malaysian only, without SPM BM CREDIT
- MPW2123 - BAHASA KEBANGSAAN (B)
  - For non-Malaysian only
- UALF1003 - INTRODUCTION TO FRENCH
  - If exempted from MPW2113
- UALJ1003 - INTRODUCTION TO JAPANESE
  - If exempted from MPW2113
- UALT1003 - INTRODUCTION TO TAMIL LANGUAGE
  - If exempted from MPW2113
- UALM1003 - INTRODUCTION TO THAI LANGUAGE
  - If exempted from MPW2113

UALE1083 - BASIC PROFESSIONAL WRITING
UALL3033 - PUBLIC SPEAKING AND ORAL PRESENTATION
UAMG1043 - INTERPERSONAL COMMUNICATION
UAPS2003 - INTRODUCTION TO SOCIOLOGY
UBMH1013 - ORGANISATION AND HUMAN RESOURCE
UBMM1013 - MANAGEMENT PRINCIPLES
UBMM2023 - ORGANISATIONAL BEHAVIOUR

UTAR UNIVERSITY TUN HAJI MUHAMMAD RAYHAN
Course Structure – Important !!!

• Learn how to read a course structure !!
• Stick it in the front of your bed
  – You are going to refer to it for the next three years (or before you graduate)
• If you finish all the subjects/units in the course structure with a passing grade.
  – YOU GRADUATE !!!
• You only change course structure if you change your degree program.
• Course structure is a “contract” between the university and YOU.
  – It won’t be changed as long as you are admitted to a particular program, at a particular semester.
• Same degree program may have different course structures depending on the time you join UTAR
How to get your course structure? - 1

• Log in to www.utar.edu.my
How to get your course structure? - 2

• If you don’t have a login name and password, get one as soon as possible.
How to get your course structure? - 3

Click here


University Rules And Regulations

Rules
- Student Attendance
- Student Code of Conduct
- Student Discipline and Appeals
- Enforcement of Rules & Regulations
- Examinations for Undergraduate Programmes
- Grading System of Undergraduate Degree Examinations

Regulations
- Administration of Academic Performance
- Examination Regulations
- Examination Instructions To Candidates
- Examination Invigilators
- Regulations on Societies and Student Activities
- Library Membership
- Library Regulations
- Library Book Loans
- Staff Code of Ethics
How to get your course structure? - 4

Click here

http://portal.utar.edu.my/intranet/acaHonours/index.jsp

Welcome, Choo Peng Yin (35295) choopy@utar.edu.my
• Enter your selection
How to get your course structure? - 6

- Click on the correct structure that belongs to you !!
- UCCN100101 = CN Year 2010 Jan 1st
- ULCN090501 = CN Year 2009 May 1st
Quick Quiz for CS students: Which one do you choose?
Sample Full Course Structure

- CN course structure for Jan semester 2010
- CT course structure for Jan semester 2010
- CS course structure for Jan semester 2010
- IA course structure for Jan semester 2010
- IB course structure for Jan semester 2010
- CN course structure for Jan semester 2008
# A simple Guide to Course Structure - 1

### FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY

**BACHELOR OF COMPUTER SCIENCE (HONS) - UCCS100101**

**COURSE STRUCTURE GUIDE**

<table>
<thead>
<tr>
<th>Year 1 Trimester 1</th>
<th>Year 1 Trimester 2</th>
<th>Year 1 Trimester 3</th>
</tr>
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<tbody>
<tr>
<td><strong>Unit code</strong></td>
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<td><strong>Unit code</strong></td>
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<tr>
<td>LANGXXX3</td>
<td>NATIONAL LANGUAGE/ OTHER LANGUAGES</td>
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<td>PROGRAMMING CONCEPTS AND DESIGN</td>
<td>Major</td>
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<tr>
<td>UCCD1013</td>
<td>ANALYSIS AND DESIGN OF INFORMATION SYSTEMS</td>
<td>Major</td>
</tr>
<tr>
<td>UCCD1203</td>
<td>DATABASE DEVELOPMENT AND APPLICATIONS</td>
<td>Major</td>
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<td>INTRODUCTORY DISCRETE MATHEMATICS</td>
<td>Minor</td>
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<td>BASIC ALGEBRA</td>
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<td><strong>Total Credit Hours</strong></td>
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</tr>
<tr>
<td>18.0</td>
<td>18.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

**Unit code**

**Unit “type”**

**Unit title**

**Unit credit hour**
• Unit code =
  – Determine the “ownership” of the unit, normally by a department of a faculty
  – More for the administrative purposes of the university
  – UCCD1003: “U” = bachelor; “C” = FICT; “D”=CS; ‘1’ = Year 1
    • The last alphabet ‘A’ = IA, ‘B’ = IB, ‘D’ = CS, ‘E’ = CT, ‘N’ = CN
    • Quick quiz: What can you tell from this code: UCCN2003?
• Unit title = description of the unit
  – Unit may have similar title but different code
  – For example, both Electronic Engineering and Computer Engineering offers an unit with the same title:
    • ULEG4183 DIGITAL SIGNAL PROCESSING
    • UCCE3053 DIGITAL SIGNAL PROCESSING
• Unit type = Major, minor or compulsory
  – To be elaborated in the “Step #2: Register for classes”
• **Credit hours**
  – Unit credit hours
  – Degree credit hours
    • The sum of all units credit hours within a course structure
    • Typically equal or more than 120 hours
    • If a degree have more credit hours, it means the degree has more units, and it takes longer to graduate.

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<table>
<thead>
<tr>
<th>No</th>
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<th>Full / Part Time</th>
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<th>Description</th>
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<td>Jan &amp; May 2006 Intake</td>
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<td>2</td>
<td>UBAC090102</td>
<td>Full Time</td>
<td>120.0</td>
<td>Jul 2009 Intake</td>
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<td>3</td>
<td>UBAC090503</td>
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<td>Full Time</td>
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Credit hours

- Unit credit hours
  - A typical unit has 3 credit hours
  - The higher the unit credit hour, the “longer in time” and more “complex” the unit will be
  - E.g. UBMM1011 (1 credits) is “much simpler” than UCCC2214 (4 credits)

- Degree credit hours
  - 120 credits / 3 credits = 40 units (max)
## A simple Guide to Course Structure - 5

### Year 2 Trimester 1

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>BCSFE04</td>
<td>ELECTIVE I (LIBERAL ARTS)</td>
<td>Major</td>
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<tr>
<td>UCCD2003</td>
<td>OBJECT-ORIENTED SYSTEM ANALYSIS AND DESIGN</td>
<td>Major</td>
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<td>OBJECT ORIENTED PROGRAMMING PRACTICES</td>
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</tr>
<tr>
<td>UCCD2103</td>
<td>OPERATING SYSTEMS</td>
<td>Major</td>
<td>3.0</td>
</tr>
<tr>
<td>UCCN2103</td>
<td>CALCULUS II AND APPLICATIONS</td>
<td>Minor</td>
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<tr>
<td>UCCN2003</td>
<td>TCP/IP INTERNETWORKING</td>
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**Total Credit Hours: 19.0**

### Year 2 Trimester 2

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<td>MPWE02</td>
<td>MPW ELECTIVE II</td>
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<td>UCCD2053</td>
<td>ARTIFICIAL INTELLIGENCE</td>
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<tr>
<td>UCCD2203</td>
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**Total Credit Hours: 19.0**

### Year 2 Trimester 3

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**Pre-Requisite 50 credit hours earned for UCCC2596**

(Including University Wide or LAN Subjects)

### Pre-Requisite Unit(s) for UCCD2003
1. UCCD1013 - ANALYSIS AND DESIGN OF INFORMATION SYSTEMS
2. UCCD1014 - DATABASE MANAGEMENT
3. UCCD1015 - DATABASE SECURITY

### Pre-Requisite Unit(s) for UCCD2044
1. UCCD1003 - PROGRAMMING CONCEPTS AND DESIGN
2. UCCD1004 - OBJECT-ORIENTED PROGRAMMING
3. UCCD1005 - DATABASE MANAGEMENT

### Pre-Requisite Unit(s) for UCCN2103
1. UCCN1002 - DATA COMMUNICATIONS AND NETWORKS
2. UCCN1003 - DATA COMMUNICATIONS AND NETWORKS
3. UCCN1004 - DATABASE MANAGEMENT

### Electives

<table>
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<td>CORE GROUP - Choose 1 Unit(s)</td>
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<tr>
<td>UCCM2113</td>
<td>THEORY OF INTEREST</td>
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<td>INTRODUCTORY NUMERICAL METHODS</td>
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<td>UCCM2243</td>
<td>APPLIED STATISTICS</td>
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<td>GRAPH THEORY AND APPLICATIONS</td>
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<td>OPERATIONS RESEARCH I</td>
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<td>OPERATIONS RESEARCH II</td>
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<td>UCCM3143</td>
<td>MATHEMATICS OF INSURANCE</td>
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<td>UCCM3154</td>
<td>MATHEMATICS OF FINANCIAL MARKETS</td>
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<td>UCCM3233</td>
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<td>UCCM3564</td>
<td>COMBINATORICS</td>
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<td>MPWE02</td>
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<td>MPW2153</td>
<td>PENDIDIKAN MORAL</td>
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</table>

### Pre-Requisite Unit(s) for UCCD2203
1. UCCD1203 - DATABASE DEVELOPMENT AND APPLICATIONS
A simple Guide to Course Structure - 6

• Pre-requisites
  – A unit that you MUST take prior to the desired subject
  – For example, in order to register for UCCD2003, you must take UCCD1013 first.

• Electives
  – You have the flexibility to choose units from a “group of units”
  – Normally for technical specialization
  – Required to discuss with your academic advisor

Pre-Requisite Unit(s) for UCCD2003
1. UCCD1013 - ANALYSIS AND DESIGN OF INFORMATION SYSTEMS

Pre-Requisite Unit(s) for UCCD2044
1. UCCB1213 - PROGRAMMING FUNDAMENTALS

BIBFE02 CORE GROUP - Choose 3 Unit(s)
UCCB3104 - BUSINESS INTELLIGENCE INFORMATION SYSTEMS
UCCB3113 - INFORMATION TECHNOLOGY CONTROL AND AUDIT
UCCB3204 - DATA WAREHOUSING
UCCB3213 - WEB APPLICATION DEVELOPMENT
UCCD3184 - MOBILE APPLICATION DEVELOPMENT
UCCD3213 - SOFTWARE ENGINEERING PRACTICES
Each year there are 3 trimesters
- 2 long trimesters and 1 short trimester
- 2 long trimesters
  - Jan semester and May semester
  - 14 weeks of class
- 1 short trimester
  - Oct semester
  - 7 weeks of class
- Please check the academic calendar.
- You study all year around.
  - Breaks (holidays) between semesters are about 2 to 3 weeks.
Changing course structure..

- If you want to change course structure, you need to change to another degree program (or vice-versa).
- Please note that you need to pay RM200 (course transfer fee), in order to transfer to a new degree program.
Flexi vs Fixed Course Structure

• **Fixed course structure**
  – The number units taken in a semester has been pre-determined by the university.
  – You have to take those units at a particular semester whether you like it or not.

• **Flexi course structure**
  – The number units taken in a semester is determined by the students (meaning YOU).
  – Of course, there are rules and regulations on the number of units that you can take.
Step #2

Register for class
Allowable credit hours in a semester?

4. Academic Load

(2) Full-time students who are not on probation shall be allowed to register for a maximum of 21 credit hours and a minimum of 1 unit in a 14 lecture-week trimester and a maximum of 12 credit hours and a minimum of 1 unit in a 7 lecture-week trimester.

(3) Full-time students on Probation shall be allowed to register for a maximum of 15 credit hours and a minimum of 1 unit in the 14 lecture-week trimester and a maximum of 6 credit hours and a minimum of 1 unit in the 7 lecture-week trimester.

(6) Students who did not register for at least 1 unit in a trimester must apply for leave of absence for that trimester, provided if it is a teaching trimester.
Allowable credit hours explained

• In a typical long semester (14 weeks)
  – Maximum 21 credit hours (about 7 units)
  – Minimum 1 unit
    • 1 credit hour to 6 credit hours, typically 3 credit,
    • 6 credits hours if you have industrial training

• In a short semester (7 weeks)
  – Maximum 12 credit hours (about 4 units)
  – Minimum 1 unit (same as the above)

• Refer to your course structure: (unit -> credit hours conversion)
  – More than 90% of all the units = 3 credits
  – UBMM1011: Sun Zi’s Art of War = 1 credit
    • The only 1 credit hour unit in the whole course structure
  – USCC10X2: Co-Curricular units = 2 credit
  – Project II and Industrial Training = 6 credits
    • Project II is in Year 3
    • Industrial training occupies a whole semester (either long or short)
  – Some technical units = 4 credits
The things you need to do in Step #2

1. Plan the units that you are going to take
2. Meet your academic adviser
3. Course registration screen
4. Plan your time table
5. Register class
6. Pay your bill.
7. Go to class for the semester, then take your final exam at the end of the semester.
1. Plan the units that you are going to take

• Question: How many units should I take?

• Answer:
  – As previously stated, you are allowed to take between 21 credits (7 units) and 1 unit (typically 3 credits).
  – Depending on your “ability” and “mood”, you can take 9 credits in a semester (easy life), but it will take longer to graduate (your choice).
  – You have five years to finish your degree program beginning at the time you officially registered to the degree program.
    • E.g: For all of you joining Jan 2010, you have to graduate before Dec 2014.
    • Do your “credit” math if you want to have a easy time in UTAR.

Part II – Duration of Study
4. Maximum Duration of Study
(1) The maximum duration of study is the period arrived at by adding a period of two years to the normal duration of study.

Taken from: Regulation III : ADMINISTRATION OF ACADEMIC PERFORMANCE
1. Plan the units that you are going to take

• Question: Which units should I take?

• Answer:
  – As this moment, depending on whether you are previously:
    • A foundation student (from UTAR, MMU, etc)
    • a UEC or STPM student
    • a transferred students from other institution (e.g. KTAR)
  – Before you do any planning, please get your course structure ready FIRST !!!.
1. Plan the units that you are going to take

- Question: Which units should I take? (For foundation, UEC, and STPM students)

- Answer:
  - Follow your course structure (Y1T1 semester).
  - For all the Y1T1 students (Year 1 Trimester 1), the university has “pre-registered” the units for you based on your course structure Y1T1. (ONLY for this semester).
  - Starting Y1T2, you have to plan and register the class for yourself (with the help of academic advisor).
1. Plan the units that you are going to take

The faculty may have registered these units for you Y1T1 students.
1. Plan the units that you are going to take

• Question: Which units should I take? (For transferred students from other colleges)

• Answer:
  – Go to your FICT office counter and get an ADD/DROP form
  – The FICT office will assign an academic advisor to help you to select your units, fill in the add/drop form and sign your add/drop form.
  – The add/drop form will be passed to the officer to be processed.
  – It is a case by case basis.
2. Meet Your Academic Advisor

- Who is my academic adviser?
- Answer:
  - Academic advisor is a lecturer who helps you to plan your courses/units.
  - Look for the name of your adviser or ask the faculty office.
2. Meet Your Academic Advisor

- Case study example:
- A transferred student has
  - UCCD1003, UCCD1203 and UCCN1003 transferred.
- Academic advisor may give advice to the students to take:
  - UCCD1023, UCCD1133, UCCD1013, UCCM1333, and UCCM1353 and MPW2133 (total 18 credits).
2. Meet Your Academic Advisor

• Guideline to select your units:
  – Select “major” units that are pre-requisites to other units FIRST !!
    • E.g. UCCN1003 Data Communication and Networks, for CN students.
    • E.g. UCCD1003 Programming Concepts and Design for all IT students
    • If you don’t take these units first, it will DELAY your graduation.
  – Select “technical” units that are not offered in every semester FIRST !!
  – Select “minor” units over “compulsory” units first.
  – “Fill in the credits” with “compulsory” units LAST !! (if you have nothing else to take)
2. Meet Your Academic Advisor

• Question: If I can select units “here and there”, why do I need the course structure.

• Answer:
  – Remember that you HAVE TO pass all the units in the course structure in order to graduate.
  – Though you are allowed to take units “ahead” of your semester shown in the course structure by taking maximum allowable credit of 21 hours, the course structure is a good guide that will allow you to graduate in 3 years.
  – For Y1T1 students, it is ADVISABLE to try out the 18 units first, you MAY NOT be able to cope.
2. Meet Your Academic Advisor

• For Y1T1 students, before you register class for Y1T2 (May 2010), you need to meet with your academic advisor,
• Otherwise, you WON’T be able to view and register your unit in the web.
• Select your units WISELY, otherwise it will delay your graduation.
3. Course registration screen

- You will do this yourself after this semester.
- Log in to www.utar.edu.my

http://www.utar.edu.my/main.jsp
3. Course registration screen

Click this

Staff & Student Portal Login
Please login with your network Username and Password.

Username: [blank]
Password: [blank]

Login

Related Links
- Alumni Portal
- Web-based Learning Environment
- Course Registration

*Please email us for any further assistance.*
If you don’t have a login name and password, get one as soon as possible. Check the user guide if you need further help on how to use the course registration screen.
# 3. Course registration screen

Course time table screen: showing you all the units that you’re allowed to register

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<thead>
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<th>DAY</th>
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<th>HOUR</th>
<th>WEEK</th>
<th>ROOM</th>
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**NPW2113 - BAHASA KEBANGSAAN (A) [3.00]**

**NPW2131 - PENGAJIAN MALAYSIA [3.00]**

**NPW2133 - PENDIDIKAN MORAL [3.00]**

**UALH1003 - INTRODUCTION TO TAMIL LANGUAGE [3.00]**

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**UBER1013 - ECONOMICS [3.00]**

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<td>1-14</td>
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3. Course registration screen

Click this and show your unit registration screen.

---

### Course Unit Registration

**Session:** 201001  
**Type:** Full-time  
**Faculty:** FICT  
**Campus:** Perak Campus  
**Duration (Weeks):** 18/01/2010 - 23/04/2010 (14)

---

**Registration Is Closed**  
**Duration:** 12/11/2009 08:30:00 - 12/17/2009 23:59:00

### Personal Details

- **ID:** 880207-08-6373  
- **Name:**  
- **Faculty:** FICT  
- **Campus:** Perak Campus  
- **Course Structure Guide:** ULIR000101  
- **Maximum Credit Hour:** 21  
- **Total Registered Credit Hour:** 3

---

### View My Timetable

<table>
<thead>
<tr>
<th>No</th>
<th>Type</th>
<th>Group</th>
<th>Class Size</th>
<th>Day</th>
<th>Time</th>
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<td>1.5</td>
<td>1-14</td>
<td>H107</td>
</tr>
</tbody>
</table>

---

*Register - Pending for Billing*
4. Plan your time table

- Use the Course Timetable Preview screen to plan your time table.
- Plan wisely or your time table may crash.
4. Plan your time table

• In this stage, you may face time table crash
  – Crash meaning that the lecture or tutorial of two units at
    the same time slots.
• The university only guarantees the units within the
  same semester in the course structure that will not
  crash.
• If the time table crash, you have to “sacrifice” one of
  the units, meaning choose 1 and forget about the
  other one.
• University won’t shift the time table for you.
• The crash problem will likely to occur if you register
  units that are not in the same semester as planned
  out in the course structure.
5. Register for Class

- Student can either register their units through
  - the web (“class registration”)
  - add-drop form.

- Registration via the web
  - Only open for a specific time-frame

- Add-drop form
  - Use this if student can’t register via the web.
  - Get and submit this form from the faculty office
5. Register for Class

- Sample of a “successful” class registration.

Click this and show your time table screen.

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<th>TC.</th>
<th>FACULTY</th>
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<th>TOTAL REGISTERED CREDIT HOUR</th>
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<th>Hour</th>
<th>Week</th>
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<td>UCEC2014 - OBJECT ORIENTED PROGRAMMING PRACTICES [FICT]</td>
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<td>78</td>
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<td>70</td>
<td>Fri 05:00 AM - 06:00 AM</td>
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<td>34</td>
<td>Tue 01:00 PM - 03:00 PM</td>
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5. Register for Class

- The time table screen

| DAY/TIME | 07:00  | 08:00  | 09:00  | 10:00  | 11:00  | 12:00  | 13:00  | 14:00  | 15:00  | 16:00  | 17:00  | 18:00  | 19:00  | 20:00  | 21:00  | 22:00  | 23:00  |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Mon      |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Mon    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Tue    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Wed    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Thu    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Fri    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Sat    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|          | Sun    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

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<td>ECONOMICS</td>
<td>2.0L + 1.5T</td>
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<tr>
<td>2</td>
<td>UCCD2003</td>
<td>OBJECT-ORIENTED SYSTEM ANALYSIS AND DESIGN</td>
<td>3.0L + 1.0T</td>
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<tr>
<td>3</td>
<td>UCCD2203</td>
<td>DATABASE SYSTEMS</td>
<td>2.0L + 2.0P</td>
</tr>
<tr>
<td>4</td>
<td>UCCD2013</td>
<td>HUMAN COMPUTER INTERACTION</td>
<td>3.0L + 1.0T</td>
</tr>
<tr>
<td>5</td>
<td>UCCD2044</td>
<td>OBJECT DIENTED PROGRAMMING PRACTICES</td>
<td>3.0L + 2.0P</td>
</tr>
</tbody>
</table>

TOTAL HOUR: 20.5
5. Register for Class

3. Registration

(1) Registration for course units must be completed before the commencement of each trimester.

(2) Student may register for new units or drop from registered units during the first 2 weeks of each trimester.

(3) Exemption from pre-requisite units may be granted to students by the Dean of Faculty or Director of a Centre concerned.
5. Register for Class

5. Add/Drop/Withdrawal of Units

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

(2) It shall be a prerequisite for a student to **pay the pre-registered trimester fees first before proceeding to add/drop units**, unless it is exempted by the University.

(3) **Withdrawal of registered course unit(s) is allowed up till 2 weeks** before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester.

Taken from: UTAR Regulation II: COURSE REGISTRATION, REFUND OF FEES, LEAVE OF ABSENCE AND WITHDRAWAL FROM STUDIES
6. Pay your bill

• Of course after you register for class, you need to pay $$$. 

• However, if you drop units (e.g. from 21 credit hours to 15 credit hours) you need to know the refund policy 

• There are two refund policies:
  – Partial refund
  – Full refund
6. Pay your bill

7. Partial refund

70% of the tuition fee shall be refunded for students who withdraw from their course of study before the commencement of the course. There will be no refund of other fees paid (except for Caution Money or, for international students, the Security Bond Deposit). Applications for refund of fees will not be entertained upon the commencement date of the course.

Taken from: UTAR Regulation II: COURSE REGISTRATION, REFUND OF FEES, LEAVE OF ABSENCE AND WITHDRAWAL FROM STUDIES
6. Pay your bill

8. Full refund

(1) There shall be a refund of 100% of fees [but subject to and where applicable or otherwise deemed necessary, a retention or forfeiture of a portion of fees] in the following situations:

a) Provisional offer given to students who are awaiting their final results of the Diploma course and who have paid full fees but did not subsequently meet the minimum entry requirements or achieve the required results meriting enrolment into the University; and

b) Foundation students who have paid full fees for a bachelor’s Degree programme but subsequently fail to complete the Foundation Programme.

(2) There may be refunds, whether in full or in part, granted in circumstances which the President, upon the recommendation of the Fee Refund Committee, deems as exceptional and extenuating depending upon the merits of each case or based upon guidelines established by the University from time to time.

Taken from: UTAR Regulation II: COURSE REGISTRATION, REFUND OF FEES, LEAVE OF ABSENCE AND WITHDRAWAL FROM STUDIES
7. Go to attend class

3. Lectures & Tutorials

(1) Attending lectures, tutorials and laboratory sessions at the ascertained times is compulsory for all students.
(2) Non-attendance is allowed if prior permission has been granted by the Academic Staff tasked with conducting the lecture, tutorial or laboratory session concerned.

4. Examinations

(1) Any student who has less than 80% class attendance for a unit in a trimester without acceptable reasons or without obtaining the prior approval of the Academic Staff concerned may be barred from taking the final examination for the unit concerned.
(2) Any student who is barred from taking the Main Examination for a unit in a trimester shall be given zero marks for the unit concerned.
(3) A barred candidate shall not be considered for deferment of study except under extenuating circumstances approved by the University on a case to case basis.

Taken from: UTAR Rule II: ATTENDANCE OF STUDENTS
7. Go to attend class

- Typical assessment in your class
  - It is different in every unit
- With Practical (Typical)
  - Two mid-terms (~10 to 20%)
  - Assignment (~10%)
  - Practical (~30%)
  - Final Exam (50%)
- Without Practical (Typical)
  - Two mid-terms (~20 to 30%)
  - 1 Assignment (~10 to 20%)
  - Final exam (60%)
Step #3

Check your result and progress
Checking your result

• You can check your result on web (UTAR portal).
  – https://portal.utar.edu.my/loginPage.jsp

• Then you can get of result (NOR) = Notification of results from the faculty office.
  – Which is a hardcopy.
## Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>4.0000</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>A</td>
<td>80-89</td>
<td>4.0000</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>A-</td>
<td>75-79</td>
<td>3.7000</td>
<td>EXCELLENT</td>
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<tr>
<td>B+</td>
<td>70-74</td>
<td>3.3000</td>
<td>VERY GOOD</td>
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<tr>
<td>B</td>
<td>65-69</td>
<td>3.0000</td>
<td>GOOD</td>
</tr>
<tr>
<td>B-</td>
<td>60-64</td>
<td>2.7000</td>
<td>GOOD</td>
</tr>
<tr>
<td>C+</td>
<td>55-59</td>
<td>2.3000</td>
<td>SATISFACTORY</td>
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<tr>
<td>C</td>
<td>50-54</td>
<td>2.0000</td>
<td>PASS</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
<td>0.0000</td>
<td>FAIL</td>
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</table>
GPA & CGPA

• QUALITY POINT:
  – “The Grade Point earned multiplied by the credits of the unit”

• GRADE POINT AVERAGE (GPA)
  – “Dividing the sum of all Quality Points earned by the sum of credits of all attempted in a trimester excluding credits of units which have not contributions to the GPA”

• CUMULATIVE GRADE POINT AVERAGE (CGPA)
  – “Dividing the sum of all Quality Points earned by the sum of credits attempted for all the trimesters excluding credits of units which have not contributions to the CGPA”
GPA and CGPA example

- In Jan 2010 [your 1st semester], you take:
  - 13 credits, 5 units = four 3-credit units + one 1-credit unit.
  - Your result = A, B+, B+, B-, B (1 credit)
  - Quality point = (4.0*3) + (3.3*3) + (3.3*3) + (2.7*3) + (3.0 *1) = 12 + 9.9 + 9.9 + 8.1 + 3.0 = 42.9
  - GPA (Jan 2010) = 42.9/13 = 3.300
  - CGPA (All semester) = 42.9/13 = 3.300

- In May 2010 [your 2nd semester], your take:
  - 16 credits, 6 units = Five 3-credit units + one 2-credit units
  - Your result: A+, A-, B+, B, C+, B- (2 credit)
  - Quality point = (4.0*3) + (3.7*3) + (3.3*3) + (3.0*3) + (2.3*3) + (2.7*2) = 12 + 11.1 + 9.9 + 9 + 6.9 + 5.4 = 54.3
  - GPA (May 2010) = 54.3/16 = 3.394
  - CGPA (All semester) = (Quality points of all semester / all credits) = (42.9 + 54.3) / (13 + 16) = 97.2 / 29 = 3.352
Good Result - President’s List

• The President’s list is published at the end of a trimester to honour students who have excelled academically and having met the following criteria for that trimester:

  – Attempted a minimum of 12 credit hours and obtained a GPA of 3.8500 and above for full-time candidates;
  – Attempted a minimum of 9 credit hours and obtained a GPA of 3.8500 and above for part-time, evening or weekend candidates;
  – No barred or repeat units
  – No grade ‘C’ and below;
  – Not placed under Dean’s List concurrently; and
  – Not in breach of the University’s rules and regulations
Good Result - Dean’s List

• The Dean’s list is published at the end of a trimester to honour students who have excelled academically and having met the following criteria for that trimester

  – Attempted a minimum of 12 credit hours and obtained a GPA of 3.6000 and above for full-time candidates;
  – Attempted a minimum of 9 credit hours and obtained a GPA of 3.6000 and above for part-time, evening or weekend candidates;
  – No barred or repeat units
  – No grade ‘C’ and below;
  – Not placed under President’s List concurrently; and
  – Not in breach of the University’s rules and regulations
Probation

• Occur when the GPA for the trimester is less than 2.0000.

• Exception for the trimester where all units taken do not contribute towards computation of GPA & CGPA.

• Probation period shall end when the candidate has attained a GPA of 2.0000 and above in the following trimester.
2. Minimum GPA & CGPA

To be of good academic standing in the University, a candidate must maintain a GPA and CGPA of at least 2.0000 in each trimester until the completion of his Bachelor’s degree programme.

6. Probation of Study

(1) A candidate shall be put on probation if his GPA for a trimester is less than 2.0000 except in a trimester where all units taken do not contribute towards the computation of GPA and CGPA. The academic probation period shall end when the candidate has attained a GPA of 2.0000 and above in the following trimester.

7. Termination of Study

(1) The candidate’s course of study shall be terminated if his GPA is less than 2.0000 in two consecutive trimesters, and his CGPA for the current trimester is less than 2.0000, except in a trimester where all units taken do not contribute towards the computation of GPA and CGPA.

Taken from: UTAR Regulation III: Administration of Academic Performance
Termination

• OCCUR WHEN…
  – “The GPA is less than 2.000 for 2 consecutive trimesters
  – and the CGPA for current trimester is less than 2.000
  – Other disciplinary issues.
Cheating in the Exam

• Don’t cheat during the final exam.
• Caught with evidence (intentional or unintentional)
  – Typical punishment, 1 year suspension !!! (No appeal)
  – Highest term, termination (kick out of UTAR).
• DON’T do it, UTAR is very serious on this issue.
Step #4

Prepare to Graduate
Prepare to Graduate

• Successfully completed and passed
  – All MQA compulsory Units
  – All core and elective units in the course
  – Accumulated the minimum credits required for the course of study

• Fulfilled all other requirements stipulated by the University

• Obtained at least band 3 for MUET
7. Graduation Requirements

(1) Criteria for award of Bachelor Degree

Candidates who have successfully fulfilled the following requirements shall be awarded the Bachelor Degree: -

(a) Unless exempted, successfully completed and passed all core and elective units in the course;
(b) Unless exempted, successfully completed and passed all MQA compulsory units;
(c) Achieved a minimum CGPA of 2.0000 within the maximum duration of his course of study;
(d) Accumulated the minimum credits required for the course of study;
(e) Fulfilled all other requirements stipulated by the University.
## Honours Classifications

<table>
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<td>First Class</td>
<td>3.5000 – 4.0000</td>
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<tr>
<td>Second Class</td>
<td>3.0000 – 3.4999</td>
</tr>
<tr>
<td>(Upper Division)</td>
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</tr>
<tr>
<td>Second Class</td>
<td>2.2000 – 2.9999</td>
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<tr>
<td>(Lower Division)</td>
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</tr>
<tr>
<td>Third Class</td>
<td>2.0000 – 2.1999</td>
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</tbody>
</table>
Academic Honors

Three types of Academic Honours are awarded to recognize academic excellence:

- **Book Prize** - 1st Class Honours
- **President’s List** - GPA ≥ 3.8500
- **Dean’s List** - GPA ≥ 3.6000
  ≤3.8499
Summary

You join UTAR

Get your Course structure

Faculty office register class for You (Y1T1)

Meet Academic Advisor to plan for units in the next semester

Attend class for the semester

Register class via the web

Take your final exam

Check your result

Fulfill the criteria to graduate?

Yes

Graduate !!!

No

Pass?

Yes

Terminate

No