NOTICE TO ALL STUDENTS
(FOUNDATION, DIPLOMA & DEGREE STUDENTS)
ACADEMIC ADVISING FOR SPECIAL SEMESTER 2023/2024
25th – 29th March 2024

UPDATE ON DATE FOR ACADEMIC ADVISING

Dear Students,

Please take note that **the Academic Advising for Special Semester, 2023/2024 will be opened from 25th – 29th March 2024.**

ACADEMIC ADVISING IS COMPULSORY FOR ALL STUDENTS.

During this session, you need to select the subjects for Special Semester, 2023/2024 by utilizing the **Advising** menu in the **Info System**. The selection of subjects should follow the program structure accordingly.

All selection of subjects need to be submitted to the Academic Advisor by clicking the **Submit** button. The Academic Advisor will **Define** (approve) all subjects selection by students. **Once the Academic Advisor has defined the Subject Selection, no amendment is allowed**. You need to refer the Academic Advisor should you have the intention to amend the Subject Selection before the Academic Advising Week ends.

You are required to consult your Academic Advisor to confirm your subject selection. Failing to do so will lead to unsuccessful subject selection. If you failed to complete your advising within the advising week, **you will not have ticket for the first two weeks** during subject registration and you are **not allowed to apply for increase capacity.**

Kindly be informed that the new implementation in the advising process that college has imposed limit subject capacity for certain subject(s).

Please find the step-by-step instructions as below:

STEP	INSTRUCTIONS	
1	Log In to:	
	Advising URL	http://info.uniten.edu.my/info (24hours)
2	Go to Advising menu on the left of the screen (pink screen).	
3	You will see your program structure. Check the subjects for Semester 3, 2023/2024 in the checkbox.	
4	Submit	

Please be informed that the students' status might be changed from Active to Dropped without prior notice if there are no subjects registered in the beginning of new semester starts. To activate the status, an amount of RM100.00 will be charged.

Kindly take note that you need to fulfill all the subject components **(Core, Technical Elective, College Compulsory & MPU Compulsory)** in your program structure to ensure that you will be graduating on time.

Thank you.

Registrar Office
14th March 2024