

IMPORTANT DATES
FOR SUBJECT REGISTRATION AND GRADUATION
SEMESTER 1, 2017/2018

| No | ITEM | VENUE | DATE | | TIME |
|----|--|---|-----------------------|-------------------------------------|-------------------------------------|
| | | | FOUNDATION PROGRAM | BACHELOR/ DIPLOMA PROGRAM | |
| 1. | Academic Advising Week For Sem. 1, 17/18 Subject Registration | CSIT (Putrajaya Campus), Wisma Lab (Muadzam Shah Campus), Apartments & Out Campus | 9 Jan. – 27 Jan. 2017 | 9 Jan. – 27 Jan. 2017 | - |
| 2. | Add subject period | CSIT (Putrajaya Campus), Wisma Lab (Muadzam Shah Campus), Apartments & Out Campus | 22 – 24 May 2017 | 22 – 25 May 2017 & 29 – 30 May 2017 | 8:30am - 4:30pm |
| 3. | Drop subject period | CSIT (Putrajaya Campus), Wisma Lab (Muadzam Shah Campus), Apartments & Out Campus | 22 – 24 May 2017 | 22 – 25 May 2017 & 29 – 30 May 2017 | 8:30am - 4:30pm |
| | 3.1 Full refund of tuition fee | | | | |
| | 3.2 2/3 refund of tuition fee | CSIT (Putrajaya Campus), Wisma Lab (Muadzam Shah Campus), Apartments & Out Campus | 25 – 26 May 2017 | 31 May – 8 June 2017 | 8:30am - 4:30pm |
| 4. | Subject withdrawal period. Student are required to complete subject withdrawal request form [UNITEN/PP ((A) 1-7]. This form is available at UCC Counter 4 and endorsed by lecturer (no refund of tuition fee) | Counter 4, UCC (Putrajaya Campus) Counter 2, UCC (Muadzam Shah Campus) | - | 9 June – 30 Aug. 2017 | 8:30am - 4:30pm |
| 5. | Academic Advising Week for Sem. 2, 17/18 Subject Registration | - | 13 June – 7 July 2017 | 13 June – 7 July 2017 | 8.30am – 4.30pm |
| 6. | Period for online "Apply to Graduate" for final semester students. | - | - | 6 June – 5 July 2017 | 8:30am - 4:30pm |
| 7. | Period for late "Apply to Graduate" for final semester students (fine RM25.00). Application must be made at the UCC Counter 4. | Counter 4, UCC (Putrajaya Campus) Counter 2, UCC (Muadzam Shah Campus) | - | 6 – 14 July 2017 | 8:30am - 4:30pm |
| 8. | Distribution of examination tickets | UCC Counter | 22 Aug. 2017 | 22 Aug. 2017 | 8:30am - 4:30pm |
| 9. | Final examination | UNITEN | 4. – 18 Sept. 2017 | 4. – 18 Sept. 2017 | 9.00am - 12.00pm 2.30pm - 5.30pm |

*** Subject to change. Updates will be available via email and UNITEN website.**

Registrar Office
9 May 2017

Note:

- 1) All subject registration matters including subject add and drop are to be made through the online registration system. **Add/ drop subject via lecturers/academic advisor are not allowed.** Students are prohibited from registering subjects on behalf of other students.
- 2) Student may view timetable for sem 1, 2017/2018 starting from 19 May 2017 (after 5.00pm) and view add/drop ticket starting from 20 May 2017 (after 5.00pm).