

**IMPORTANT DATES**  
**FOR SUBJECT REGISTRATION AND GRADUATION**  
**SEMESTER 1 & TRIMESTER 1, 2009/2010**

No	ITEM	VENUE	DATE		TIME
			FOUNDATION PROGRAM	BACHELOR PROGRAM	
1.	Pre-Registration time slot shown in UNITEN website	UNITEN Website	6 - 12 Mar. 2009	6 - 12 Mar. 2009	-
2.	Subject Pre-Registration	COIT , Apartments & Out Campus	14 Mar. 2009	14 Mar. 2009	8:30 am - 4:30 pm
3.	Final Subject Registration	ITMS	-	4 Apr. 2009	8:30 am - 12:00 noon
4.	Late subject registration period. Student are required to register at ITMS labs ( <b>fine RM 100.00</b> )	ITMS	6 - 8 Jul. 2009	6 - 9 Jul. 2009 & 13 - 14 Jul. 2009	8:30 am - 4:30 pm
5.	Add subject period	ITMS, Apartments & Out Campus	6 - 8 Jul. 2009	6 - 9 Jul. 2009 & 13 - 14 Jul. 2009	8:30 am - 4:30 pm
6.	Drop subject period 6.1 Full refund of tuition fee	ITMS, Apartments & Out Campus	6 - 8 Jul. 2009	6 - 9 Jul. 2009 & 13 - 14 Jul. 2009	8:30 am - 4:30 pm
	6.2 2/3 refund of tuition fee	ITMS, Apartments & Out Campus	9 - 10 Jul. 2009	15 - 17 & 20 - 23 Jul. 2009	8:30 am - 4:30 pm
7	Study plan amendment period	ITMS, Apartments & Out Campus	6 - 10 Jul. 2009	6 - 9, 13 - 17 & 20 - 23 Jul. 2009	8.30 am - 4.30 pm
8.	Subject withdrawal period. Student are required to complete subject withdrawal request form [UNITEN/PP(A)1-7]. This form is available at Academic Counter, Registrar Office and endorsed by lecturer ( <b>no refund of tuition fee</b> )	Registrar Office	13 Jul. - 7 Aug. 2009	24 Jul. 2009 - 11 Sept. 2009	8:30 am - 4:30 pm
9.	Period for online "Apply to Graduate" for final semester students.	-	-	20 Jul 2009 - 21 Aug 2009	8:30 am - 4:30 pm
10.	Period for late "Apply to Graduate" for final semester students ( <b>fine RM25.00</b> ). Application must be made at the Academic Counter, Registrar Office.	-	-	24 - 27 Aug 2009	8:30 am - 4:30 pm
11.	Distribution of examination tickets	Registrar Office	28 Sept. 2009	12 Oct. 2009	8:30 am - 4:30 pm
12.	Final examination	UNITEN	12 - 16 Oct. 2009	26 Oct. - 7 Nov. 2009	9.00 am - 12.00 noon 2.30 pm - 5.30 pm

**\* Subject to changes. Updates will be available via email and Uniten website.**

Note: All subject registration matters including subject add and drop are to be made through the online registration system. Registrations via lecturers are not allowed. Students are prohibited from registering subjects on behalf of other students.

**Registrar Office**  
**Updated : 11 Feb. 2009**

**TARIKH-TARIKH PENTING**  
**PENDAFTARAN SUBJEK DAN PENGGRADUANAN**  
**SEMESTER 1 & TRIMESTER 1, 2009/2010**

No	PERKARA	TEMPAT	TARIKH		MASA
			PROGRAM FOUNDATION	PROGRAM SARJANA MUDA	
1.	Giliran Pra-Pendaftaran Subjek dipaparkan	Laman Web	6 - 12 Mac 2009	6 - 12 Mac 2009	-
2.	Pra-Pendaftaran Subjek	COIT , Kelompok Kediaman & Luar Kampus	14 Mac 2009	14 Mac 2009	8:30 pagi - 4:30 petang
3.	Pendaftaran Akhir Subjek	ITMS	-	4 Apr. 2009	8:30 pagi - 12:00 t/hari
4.	Tempoh Pendaftaran Subjek Lewat Pelajar dikehendaki mendaftar subjek di makmal, ITMS <b>(denda RM100)</b>	ITMS	6 - 8 Jul. 2009	6 - 9 Jul. 2009 & 13 - 14 Jul. 2009	8:30 pagi - 4:30 petang
5.	Tempoh Penambahan (Add) Subjek	ITMS, Kelompok Kediaman & Luar Kampus	6 - 8 Jul. 2009	6 - 9 Jul. 2009 & 13 - 14 Jul. 2009	8:30 pagi - 4:30 petang
6.	Tempoh Pengguguran (Drop) Subjek 6.1 Dipulangkan yuran pengajian sepenuhnya	ITMS, Kelompok Kediaman & Luar Kampus	6 - 8 Jul. 2009	6 - 9 Jul. 2009 & 13 - 14 Jul. 2009	8:30 pagi - 4:30 petang
	6.2 Dipulangkan 2/3 yuran pengajian	ITMS, Kampus Kediaman & Luar Kampus	9 - 10 Jul. 2009	15 - 17 & 20 - 23 Jul. 2009	8:30 pagi - 4:30 petang
7.	Tempoh mengemaskini Study Plan	ITMS, Kelompok Kediaman & Luar Kampus	6 - 10 Jul. 2009	6 - 9, 13 - 17 & 20 - 23 Jul. 2009	8.30 pagi - 4.30 petang
8.	Tempoh Tarik Diri Subjek (TD). Pelajar dikehendaki mengisi Borang Permohonan Tarik Diri Mata Pelajaran [UNITEN/PP(A)1-7]. Borang ini boleh diambil di Kaunter Akademik, Pejabat Pendaftar dan disahkan oleh Pensyarah <b>(tiada pemulangan yuran)</b>	Pejabat Pendaftar	13 Jul. - 7 Ogos 2009	24 Jul. 2009 - 11 Sept. 2009	8:30 pagi - 4:30 petang
9.	Tempoh semester akhir memohon Penggraduan secara online	-	-	20 Jul 2009 - 21 Ogos 2009	8:30 pagi - 4:30 petang
10.	Tempoh akhir bagi semester akhir memohon penggraduanan <b>(denda RM 25.00)</b> . Permohonan hendaklah dibuat di Kaunter Akademik, Pejabat Pendaftar	-	-	24 - 27 Ogos 2009	8:30 pagi - 4:30 petang
11.	Tiket Peperiksaan dikeluarkan	Pejabat Pendaftar	28 Sept. 2009	12 Okt. 2009	8:30 pagi - 4:30 petang
12.	Peperiksaan Akhir	UNITEN	12 - 16 Okt. 2009	26 Okt. - 7 Nov. 2009	9.00 pagi - 12.00 t/hari & 2.30 - 5.30 petang

\* Tertakluk kepada pindaan. Sila rujuk emel dan Laman Web untuk sebarang pindaan.

Nota : Semua urusan pendaftaran mata pelajaran termasuk penambahan (add) dan pengguguran (drop) mata pelajaran hendaklah dibuat melalui sistem pendaftaran on-line. Pendaftaran yang dibuat melalui pensyarah tidak akan diterima. Pelajar tidak dibenarkan membuat pendaftaran mata pelajaran bagi pihak pelajar lain.

**Jabatan Pendaftar**  
**Pindaan : 11 Feb. 2009**