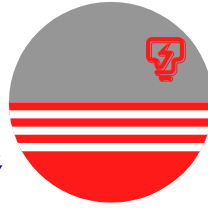


**UNIVERSITI
TENAGA
NASIONAL**



**PROSEDUR
PENDAFTARAN SUBJEK
UNTUK
PROGRAM ASAS**

***SUBJECT REGISTRATION
PROCEDURE
FOR
FOUNDATION PROGRAM***

**UNIT AKADEMIK
PEJABAT PENDAFTAR
ACADEMIC UNIT
REGISTRAR OFFICE**

NOTIS KEPADA PELAJAR
NOTICE TO STUDENTS

PENDAFTARAN SUBJEK
SUBJECT REGISTRATION

1. Pelajar boleh menambah (add) dan menggugurkan (drop) sesuatu seksyen subjek secara atas talian dalam tempoh yang telah ditetapkan oleh Universiti. Sila rujuk jadual /Tarikh –Tarikh Penting Yang Berkaitan Dengan Pendaftaran Subjek. **Penambahan dan pengguguran yang dibuat melalui pensyarah tidak akan diterima.**

*Students may add and drop any sections via online within the time specified by the university. Please refer to the schedule of the Important Dates for Subject Registration. **The add or drop of subject that is done through the lecturer will not be processed.***

2. **Pelajar dikehendaki mencetak jadual kuliah selepas menyemak keseluruhan senarai subjek yang telah didaftarkan.** Jika pelajar tidak mencetak jadual kuliah, Universiti menganggap pendaftaran bagi subjek berkenaan diterima dan direkodkan. Pelajar yang diterima pendaftarannya tetapi tidak mengikuti pengajian akan diberikan gred sewajarnya dan diambilkira dalam pengiraan PNG dan PNGK.

Students are required to print the timetable after checking the list of subjects registered. If students do not print the timetable, the university will assume the subject registration is accepted by the students and will be recorded. Students who are not attending the classes for the subject they have registered will be graded accordingly and will be calculated in Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

3. Pihak Universiti akan menetapkan sama ada akan menawarkan atau tidak sesuatu seksyen subjek itu dikekalkan, gabung atau bubar seperti mana yang dipaparkan di laman web university.

*The university will decide either to offer or not whether any subject is remained, combined or cancelled as stated **in the university website.***

4. Pelajar dikehendaki mengambil invois di Kaunter Pejabat Kewangan, *Uniten Customer Center* dan **membandingkan rekod pendaftaran di dalam invois dengan jadual waktu peribadi pelajar.** Jika ada percanggahan rekod, sila hubungi staf Unit Akademik, Pejabat Pendaftar dengan segera sebelum tiket peperiksaan dikeluarkan.

*Students are required to collect their invoice at the Finance Department Counter, *Uniten Customer Center* and **compare the registration record in the invoice with the students' individual timetable.** If there is a difference, please refer to the Academic Unit, Registrar Office as soon as possible before the examination ticket is issued.*

5. **Pelajar yang tidak mendaftar subjek yang telah ditetapkan seperti dalam struktur program sehingga tamat tempoh tambah/gugur subjek pada semester berkenaan (termasuk semester khas), status pelajar akan ditukarkan daripada status aktif kepada status digugurkan tanpa sebarang notis, dan yuran proses sebanyak RM100.00 akan dikenakan untuk mengaktifkan semula status.**

If students fail to register subject as stated in the program structure handbook until the add/drop session end (including special semester), the status will be changed from active to dropped without further notice. To activate the status, a processing fee of RM100.00 will be charged.

1.0 PERKARA -PERKARA YANG PERLU DIBERI PERHATIAN SEBELUM MENDAFTAR SUBJEK *THINGS TO REMEMBER WHEN REGISTRING FOR SUBJECTS*

1.1 Pendaftaran Dengan Universiti *Registration with the University*

- 1.1.1 Hanya pelajar-pelajar Universiti Tenaga Nasional yang sah, aktif dan telah menjelaskan segala tunggakan sahaja dibenarkan membuat pendaftaran subjek bagi pengajian.

Only valid Universiti Tenaga Nasional students, Active and have paid all the debt are allowed to do subject registration

1.2 Pendaftaran Subjek Dalam Minggu Penasihat Akademik *Subject Registration during the Academic Advising Week*

- 1.2.1 Pendaftaran subjek bagi pelajar baru akan dilakukan secara automatik oleh pihak universiti.

Subject registration for the new students will be done automatically by the university.

- 1.2.2 Bagi semester berikutnya, pelajar perlu mendaftar subjek dalam minggu penasihat akademik. Subjek yang telah didaftar itu perlu mendapat pengesahan penasihat akademik. Pelajar hanya akan menerima jadual kuliah setelah pendaftaran subjek disahkan oleh penasihat akademik. Jika pelajar tidak berjaya mendaftar subjek dalam minggu penasihat akademik, pelajar boleh mendaftar subjek semasa sesi 'Add/ Drop', jika ada kekosongan tempat.

For the rest of the semesters, students need to register subject during the academic advising week. The registered subjects need to be defined by the academic advisor. Students will only get the timetable after the academic advisor define the subject registration. If students fail to register subject during the academic advising week, students may register subject during the Add/ Drop session subject to the availability.

- 1.2.3 Pelajar dinasihatkan supaya merujuk kepada Buku Panduan Kolej sebelum mendaftar subjek. Pelajar hanya dibenarkan memilih subjek yang telah ditetapkan oleh pihak kolej sahaja. Sila dapatkan nasihat daripada penasihat akademik jika terdapat sebarang keraguan.

Students are adviced to refer the College Handbook before register subject. Students are only allowed to choose the subjects that are fixed by the college. Please get the advice from the academic advisor if students have any doubt.

1.3 Pemilihan Subjek *Subjects Selection*

- 1.3.1 Pendaftaran subjek secara atas talian dilakukan di menu Advising dalam Sistem Info pelajar. Pelajar perlu memilih subjek-subjek mengikut struktur pengajian dengan betul dan kemudian menyemak jadual kuliah yang diberi oleh pihak universiti.

Online subject registration can be done at the Advising Menu in the Student Info System. Students need to choose the correct subjects according to the program structure and check the timetable given by the university.

- 1.3.2 Pelajar-pelajar tidak dibenarkan meminda pengambilan subjek seperti mana yang tertera di dalam sistem pendaftaran atas talian atau yang ditetapkan oleh pihak universiti.

Students are not allowed to amend subject taking as stated in the online registration system or fixed by the university.

- 1.3.3 Pelajar yang diterima pendaftarannya tetapi tidak mengikuti pengajian akan diberikan gred sewajarnya dan diambilkira dalam pengiraan Purata Nilai Gred (PNG) dan Purata Nilai Gred Kumulatif (PNGK).

Students who are not attending the classes for the subject they have registered will be graded accordingly and will be calculated in Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

- 1.3.4 Pelajar tidak dibenarkan membuat pendaftaran subjek bagi pihak pelajar lain.

Students are not allowed to do subject registration on behalf of other students.

1.4 Subjek Pra-Syarat Pre-Requisite Subjects

- 1.4.1 Ada sebilangan subjek yang tidak boleh diambil sehingga subjek lain lulus terlebih dahulu. Subjek yang mesti lulus itu dinamakan Subjek Pra-Syarat. Contohnya, pelajar tidak dibenarkan mengambil Kalkulus 1 sekiranya tidak lulus Pengenalan Kalkulus. Dalam contoh ini, Pengenalan Kalkulus ditakrifkan sebagai subjek pra-syarat kepada Kalkulus 1.

There are few subjects that need to be passed in order to register the other subjects. The subject is called Pre-Requisite Subject. For example, students are not allowed to register Calculus I before passing Introduction to Calculus. In this example, Introduction to Calculus is the pre-requisite to Calculus I.

- 1.4.2 Dalam beberapa keadaan, ada sebilangan subjek pra-syarat dikehendaki diambil secara bergandingan dengan subjek yang disyaratkan. Sebagai contoh, subjek Circuit Analysis menjadi pra-syarat kepada Electrical/ Electronic Measurement Lab. Walau bagaimanapun, pelajar dibolehkan (tetapi tidak digalakkan) untuk mengambil Circuit Analysis terlebih dahulu dan Electrical/ Electronic Measurement Lab di semester berikutnya.

In some circumstances, there are pre-requisite subjects that need to be taken together with the requisite subject. For example, Circuit Analysis is the pre-requisite to Electrical/ Electronic Measurement Lab. However, students are allowed (but not recommended) to take Circuit Analysis first and Electrical/ Electronic Measurement Lab in the next semester.

1.5 Beban Kredit Credit Load

- 1.5.1 Pelajar dikehendaki mendaftar jumlah jam kredit yang telah ditetapkan oleh struktur program.

Students are required to register number of credit hours that has fixed by the program structure.

1.6 **Jadual Kuliah** **Timetable**

- 1.6.1 Pelajar boleh mencetak jadual kuliah semasa Sistem atas talian dibuka. Pelajar perlu memastikan bahawa subjek yang diambil tidak bertembung (clash) di dalam Jadual Kuliah.

Students may print the timetable when the Online Session is opened. Students need to ensure that there are no clashes in the timetable.

- 1.6.2 Jika terdapat pertembungan jadual kuliah, pelajar dinasihatkan supaya memilih seksyen lain atau menangguhkan subjek tersebut ke semester yang akan datang.

If there are clashes in the timetable, it is advisable for a student to choose other section or postpone taking the subject to the coming semester.

- 1.6.3 Pelajar hanya dibenarkan menghadiri kuliah, makmal dan sebagainya di seksyen yang didaftarkan bagi sesuatu subjek.

Students only be allowed to attend lectures, laboratories etc. for the registered subject sections.

- 1.6.4 **Pelajar yang diterima pendaftarannya tetapi tidak mengikuti pengajian akan diberikan gred sewajarnya dan diambilkira dalam pengiraan Purata Nilai Gred (PNG) dan Purata Nilai Gred Kumulatif (PNGK).**

Students who do not attend the classes for the subject they have registered will be graded accordingly and will be calculated in Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

- 1.6.5 Pihak universiti akan menetapkan sama ada akan menawarkan atau tidak subjek seperti mana yang dirancang oleh pelajar atau di dalam Jadual Kuliah. Pelajar hendaklah sentiasa menyemak notis melalui email atau di laman web universiti sama ada seksyen subjek digabung atau dibubarkan.

The university will decide either to offer or not any subject that students have planned or stated in the Main Timetable. Students are required to frequently check the notification via email or in the university website whether any subject is remained, combined or canceled.

1.7 Tempat Pendaftaran Subjek *Subject Registration Venue*

- 1.7.1 Pelajar-pelajar dikehendaki membuat pendaftaran subjek secara atas talian di makmal-makmal komputer di ITMS, Kelompok Kediaman atau luar kampus.

Students are required to do online subject registration at the computer labs in ITMS, students apartments or off campus.

- 1.7.2 Semua urusan pendaftaran subjek termasuk penambahan dan pengguguran subjek hendaklah dibuat melalui sistem pendaftaran atas talian. Pendaftaran yang dibuat melalui pensyarah tidak akan diterima.

All matters regarding subject registration including add and drop of subjects must be done online. Registration that is done through the lecturer will not be entertained.

1.8 Nombor Pengenalan Pelajar *Student Identification (ID) Number*

- 1.8.1 Pelajar-pelajar hendaklah membawa Kad Pelajar semasa hendak membuat pendaftaran subjek semasa sesi *Add/Drop* di makmal komputer. Nombor pelajar yang tertera di dalam kad tersebut akan digunakan semasa pendaftaran.

Students are required to bring along the Student ID Card when they want to do subject registration during the Add/ Drop session at the computer labs. The student number that stated on the card will be used during registration.

- 1.8.2 Pelajar perlu juga menyemak kata laluan (password). Jika mengalami masalah pelajar boleh mendapatkan bantuan daripada staf ITMS yang bertugas.

Students also need to check their password. Students may refer to the ITMS staff should they have any problem regarding the password.

1.9 Pembayaran Yuran Pengajian *Tuition Fees Payment*

- 1.9.1 Setiap pelajar yang diterima pendaftaran subjek melalui sistem pendaftaran *atas talian* akan dikenakan caj bagi setiap subjek itu. Makluman mengenai jumlah caj ini dinyatakan dalam *ledger balance* di Info Pelajar. Ini adalah jumlah yuran pengajian yang perlu dibayar untuk semester ini. **Oleh itu pelajar adalah diingatkan supaya tidak mendaftar sesuatu subjek melainkan ia benar-benar pasti untuk mengikutnya kerana invois akan dikeluarkan berdasarkan jumlah jam kredit yang didaftarkan.**

*Each subject registered by students via online subject registration will be charged accordingly. The information regarding the charge is stated in ledger balance at Student Info. This is the amount of tuition fees that students need to pay for this semester. **Please be reminded that students are not to register for subjects they are not sure of, hence they will be invoiced based on credit hours registered.***

- 1.9.2 Pelajar perlu menyemak dan membandingkan rekod pendaftaran subjek di dalam invoice dengan jadual kuliah peribadi pelajar. Jika ada percanggahan rekod, sila hubungi Unit Akademik, Pejabat Pendaftar dengan segera sebelum tiket peperiksaan dikeluarkan. Sebarang pindaan selepas tiket peperiksaan dikeluarkan tidak akan diberi pertimbangan.

Students are required to check and compare subject registration records in invoices with their time table. If there is a discrepancy, kindly contact Academic Unit, Registrar Office as soon as possible before the examination ticket is issued. Any amendments after the issuance of examination ticket will not be considered.

- 1.9.3 Pelajar dikehendaki menjelaskan yuran pengajian mereka **sebelum semester bermula**, kecuali pelajar-pelajar yang mendapat tajaan yang mana penajanya telah memajukan perakuan bertulis mengenai tanggungan yuran. Kegagalan pelajar membayar yuran pengajian boleh menyebabkan rekod pendaftaran subjeknya dibatalkan.

*Students are required to pay all outstanding debts of tuition fees **before the semester commences**. This is not subjected to sponsored students. Sponsored students must write an official letter regarding any outstanding debts. Failure to pay tuition fees will lead to deregistration of subjects.*

- 1.9.4 **Hanya pelajar yang telah menjelaskan semua bayaran yang berkenaan sahaja akan dibenarkan menghadiri kuliah, makmal dan menduduki sebarang penilaian atau peperiksaan.**

Only students who have settled theirs debts can attend lectures, laboratory, and sit for any assesment or examination.

**2.0 PENGGUGURAN (DROP) DAN PENAMBAHAN (ADD) SUBJEK
REGULATION OF SUBJECT DROP AND ADD**

2.1 Pelajar tidak dibenarkan membuat penambahan (add) dan pengguguran (drop) subjek.

Students are not allowed to add and drop their subjects.

2.2 Walaupun begitu, ada pelajar yang boleh berbuat demikian setelah mendapat kelulusan daripada Ketua Jabatan.

Nevertheless, there are students are permitted to do so upon the approval of the Head of Department.

2.3 Pelajar yang **menggugurkan** sebarang subjek akan diberi pemulangan penuh atau sebahagian daripada jumlah yuran pengajian yang dikenakan bagi subjek berkenaan seperti berikut:

*Students who **drop** any subject will be full refunded or partially refunded of the tuition fees for the particular subject as below:*

Tempoh Period	Jumlah Pemulangan Refund Portion
Hari 1 – Hari ke-3 <i>Day 1 – Day 3 of the semester</i>	Pemulangan Penuh <i>Full Refund</i>
Hari ke-4 – Hari ke-5 <i>Day 4 – Day 5 of the semester</i>	Pemulangan 2/3 <i>2/3 Refund</i>

2.4 Pelajar yang didapati tidak mendaftar sebarang subjek selepas tamat tempoh Tambah (Add) iaitu mulai 4 November 2019 dan seterusnya, akan ditukarkan statusnya kepada Digugurkan tanpa sebarang notis. Yuran proses sebanyak RM100 akan dikenakan untuk menukar kembali status Digugurkan kepada Aktif.

The students' status will be changed from Active to Dropped without prior notice if there are no subjects registered after the Add Session has ended which starts on 4 November 2019 onwards. To activate the status, an amount of RM100 will be charged.

3.0 **TIKET PEPERIKSAAN** **EXAMINATION TICKET**

- 3.1 Tiket Peperiksaan ialah satu slip yang mengandungi kesemua kod subjek dan seksyen yang telah didaftarkan oleh pelajar. Tiket ini dikeluarkan oleh Pejabat Pendaftar selepas urusan perubahan pendaftaran subjek selesai dilakukan oleh pelajar.

Examination ticket is a slip that contains all subject codes and sections registered by the students. The ticket is issued by Registrar Office after the students settle their subject registration changes.

- 3.2 Tiket peperiksaan tidak akan dikeluarkan untuk pelajar yang berhutang. Pelajar perlu mendapatkan Kebenaran Pelepasan Hutang dari Pengawal Kewangan bagi membolehkannya mendapatkan tiket tersebut.

The examination ticket will not be issued to the students who are in debt. Students are required to obtain permission of debt bypass from the Financial Controller in order to get the examination ticket.

- 3.3 Pelajar hendaklah mencetak tiket peperiksaan secara atas talian melalui **Portal Student Info System** atau di Kiosk Cetak Tiket Peperiksaan di Uniten Customer Center. Sila semak tiket peperiksaan dan jika ada pembetulan, sila hubungi Pejabat Pendaftar dengan segera.

*Students are required to print the examination ticket via online at **Portal Student Info System** or at the Examination Ticket Printing Kiosk, UNITEN Customer Center. Please check the examination ticket and if there is discrepancy, please refer the Registrar Office immediately.*

- 3.4 Tiket Peperiksaan hendaklah dibawa semasa pelajar hendak menduduki sebarang peperiksaan. Kegagalan pelajar berbuat demikian boleh menyebabkan pelajar dikenakan denda RM 50.00.

Students are required to bring along the examination ticket when they want to sit for the examination. Failing to do so will be fined RM50.00.

4.0 **SENARAI KELAS** **CLASS LIST**

- 4.1 Senarai Kelas ialah suatu senarai yang mengandungi nama pelajar yang mendaftar melalui sistem pendaftaran atas talian bagi sesuatu kod subjek dan seksyen.

Class List is a list that contains name of students who registered via online registration in any subject code and section.

- 4.2 Pelajar hendaklah memastikan namanya tersenarai dalam Senarai Kelas dengan menyemak namanya dengan pensyarah yang mengajar subjek berkenaan.

Students must ensure his/ her name listed in the Class List by checking the list with the lecturer for the particular subject.

Pejabat Pendaftar
Registrar Office
25 September 2019

Example (a) TA – 3 – 210

T = East Campus
A = Block Number
3 = Level
210 = Room Number

Example (b) BA – 4 – 064

B = West Campus
A = Block Number
4 = Level
064 = Room Number

Room Number Legend

TA = CES Building
TB = Level 2, The Loop Building (near ATM Machine)
TC = Level 5, Library Building
BD = College of Engineering Building (COE)
BE = College of Engineering Building (COE)
BJ = College of Engineering Building (COE)
BL = College of Engineering Building (COE)
BM = College of Engineering Building (COE)
BN = College of Engineering Building (COE)
BC = IT and Multimedia Services Building (ITMS)
BW = College of Computing & Informatics (CCI)

Subject Code Meaning

- ◆ Codes ended with **B** are for Bachelor Program, eg. CMPB 123.
- ◆ Codes ended with **D** are for Diploma Program, eg. MASD 113.
- ◆ Codes ended with **F** are for Foundation Program, eg. MATF 114.

SENARAI SEMAK PASTI
CHECKLIST

Sila pastikan perkara-perkara berikut telah diambil tindakan. Tandakan v jika berkenaan.
Please ensure you have taken the below actions. Tick v where applicable.

Sebelum Pendaftaran
Before Registration

- | | | |
|---|--|--------------------------|
| 1 | Baca Prosedur Pendaftaran Subjek dan Jadual Kuliah
<i>Read the Subject Registration Procedure and Timetable</i> | <input type="checkbox"/> |
| 2 | Bawa jadual manual (bagi pelajar tanpa pindahan Kredit sahaja)
<i>Bring along the manual timetable (those without Credit Transfer)</i> | <input type="checkbox"/> |
| 3 | Ingat Nombor Pelajar
<i>Memorize the Student ID</i> | <input type="checkbox"/> |
| 4 | Ingat Kata Laluan
<i>Memorize the password</i> | <input type="checkbox"/> |
| 5 | Bawa Buku Panduan Kolej/ Course Distribution by Semester
<i>Bring along the College Handbook (Course Distribution by Semester)</i> | <input type="checkbox"/> |
| 6 | Bawa salinan Borang Permohonan Pindahan Kredit (jika berkenaan)
<i>Bring along the copy of Credit Transfer Application Form (if applicable)</i> | <input type="checkbox"/> |
| 7 | Bawa Transkrip Akademik yang asal dari institusi pengajian yang pernah diikuti (jika berkenaan)
<i>Bring along the original Academic Transcript from the previous institution (if applicable)</i> | <input type="checkbox"/> |
| 8 | Bawa silibus atau rangka kasar subjek dari institusi pengajian yang pernah diikuti (jika berkenaan)
<i>Bring along the subject syllabus from the previous institution (if applicable)</i> | <input type="checkbox"/> |
| 9 | Isi Borang Permohonan Ujian Bertulis (jika berkenaan)
<i>Fill up the Writing Test Application Form (if applicable)</i> | <input type="checkbox"/> |

Selepas Pendaftaran

After Registration

- 1 Cetak dan simpan salinan Jadual Waktu
Print and keep safe the copy of timetable
- 2 Lihat notis-notis Mengenai Pendaftaran Mata Pelajaran
Check the Subject Registration notifications
- 3 Pastikan tarikh-tarikh Penting Yang Berkaitan Dengan Pendaftaran Subjek
Ensure the Important Dates for Subject Registration
- 4 Ambil dan simpan tiket Peperiksaan
Collect and keep safe the Examination Ticket

Pejabat Pendaftar
Registrar Office
25 September 2019