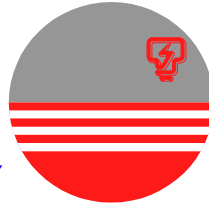


**UNIVERSITI
TENAGA
NASIONAL**



**PROSEDUR
PENDAFTARAN SUBJEK
UNTUK
PROGRAM DIPLOMA**

***SUBJECT REGISTRATION
PROCEDURE
FOR
DIPLOMA 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 yang diterima pendaftarannya tetapi tidak mengikuti pengajian akan diberikan gred sewajarnya dan diambil kira 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).

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 canceled as stated **in the university website.***

4. Pelajar dikehendaki **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 **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.

Pejabat Pendaftar
Registrar Office
25 September 2019

1.0 PERKARA-PERKARA YANG PERLU DIBERI PERHATIAN SEBELUM MENDAFTAR SUBJEK THINGS TO REMEMBER WHEN REGISTERING 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.

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 advised 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 on-line 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 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).

- 1.3.3 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 requisited 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 dinasihatkan untuk mengambil tidak lebih daripada 16 jam kredit bagi satu semester panjang dan 10 jam kredit bagi satu semester khas.

Students are advised to take not more than 16 credit hours for one long semester and not more than 10 credit hours for one special semester.

- 1.5.2 Pelajar yang bercadang untuk mengambil lebih dari 20 jam kredit dikehendaki mengisi Borang Permohonan Mengambil Lebih Dari 20 Jam Kredit dan mendapat kelulusan Dekan Kolej. Borang yang telah lengkap diisi hendaklah dikemukakan ke Pejabat Pendaftar atau Help Desk sebelum pendaftaran atas talian dibuat.

Students who have the intention to take more than 20 credit hours are required to fill up the Registration More Than 20 Credit Hours Application Form and to get the approval from the College Dean. The complete form need to be submitted to the Registrar Office or Helpdesk before the online registration is done.

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

- 1.6.1 Pelajar perlu memastikan bahawa subjek yang diambil tidak bertembung (clash) di dalam Jadual Kuliah.

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 yang diterima pendaftarannya tetapi tidak mengikuti pengajian akan diberikan gred sewajarnya dan diambil kira 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).

- 1.6.4 Sebelum permulaan kuliah, pelajar dikehendaki menyemak kemungkinan ada perubahan dalam jadual kuliah boleh dilihat dalam laman web university dan melalui applikasi UNITENLife yang boleh dimuat turun dari App Store dan Google Play. Perhatikan jika ada perubahan masa, hari, pensyarah dan tempat kuliah bagi seksyen yang telah didaftarkan. Pelajar tidak perlu membuat apa-apa perubahan kepada rekod pendaftaran, hanya catatkan butir-butir baru dalam Jadual Kuliah Peribadi. Walau bagaimanapun, sekiranya pelajar ingin menukar seksyen subjek, pelajar

hendaklah mengambil tindakan menggugurkan (drop) seksyen asal dan menambah (add) seksyen baru.

Before starting of any lectures, students are required to review the possibility of any changes in the timetable at the university website or UNITENLife Apps which can be downloaded from App Store or Google Play. Please take note if there is a changes in the time, day, lecturer and venue for the section that has been registered.

- 1.6.5 Sekiranya sesuatu seksyen subjek dibubarkan, universiti akan menggugurkan (drop) nama pelajar yang telah mendaftar dalam seksyen berkenaan dan maklumat ini diberitahu melalui emel kepada pelajar. Perhatikan kepada seksyen subjek yang telah dibubarkan. Pelajar boleh memasuki seksyen subjek yang dikekalkan iaitu dengan menambah (add) subjek mengikut tempoh dan peraturan yang telah ditetapkan oleh universiti.

If any section is cancelled, the university will drop all students who have registered in the said section. Notification will be given via students' emails. Please focus to the cancelled section. Students may register any remaining section for the particular subject during the Add/ Drop session.

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 hendaklah memaklumkan kepada staf Helpdesk ITMS jika ada perubahan Nombor Pelajar akibat daripada pertukaran program atau kemasukan semula. Sila pastikan Nombor Pelajar baru digunakan bagi semua urusan.

Students need to inform the ITMS Helpdesk staff if there have changes in the Student Number due to changing in program or readmission. Please make sure the new Student Number is used for all matters.

- 1.8.3 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 on-line akan dikenakan caj bagi setiap subjek tersebut. Makluman mengenai jumlah caj ini dinyatakan dalam jadual kuliah sebagai "Yuran". 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 mengikutinya 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 the timetable as "Fees". 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 invois di *ledger balance* di Info pelajar dan membandingkan rekod pendaftaran subjek di dalam invois 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 invoice at ledger balance in Student Info 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 bayaran yang berkenaan sahaja akan dibenarkan menghadiri kuliah, makmal dan menduduki sebarang penilaian atau peperiksaan.**

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

- 1.9.5 Bagi mereka yang membuat pengguguran (drop) dan penambahan (add) subjek, yuran pengajiannya akan diselaraskan sewajarnya.

For those would like drop or add subjects, the tuition fees will be adjusted accordingly.

1.10 Peruntukan Am General Provision

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

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

- 1.10.2 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 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 in the university website whether any subject is remained, combined or cancelled.

- 1.10.3 Pelajar yang dikesan membuat pendaftaran subjek dengan cara melanggar peraturan yang telah ditetapkan akan dibatalkan rekod pendaftarannya.

Students' registration records will be cancelled if they are found violating the subject registration regulations.

2.0 PERATURAN PENGUGURAN (DROP) DAN PENAMBAHAN (ADD) SUBJEK REGULATION OF SUBJECT DROP AND ADD

- 2.1 Subjek digugurkan disebabkan perkara-perkara berikut:-
Subject is dropped due to below reasons:-

- 2.1.1 Tidak memenuhi keperluan Pra-Syarat.

Not meet the Pre-Requisite.

- 2.1.2 Atas pilihan pelajar untuk mengurangkan jumlah beban kredit atau membuat pertukaran seksyen subjek.

Students opt to reduce the credit load or change the subject section.

- 2.1.3 Pilihan universiti untuk menutup atau membatalkan sesuatu seksyen subjek di mana ianya tidak munasabah untuk diteruskan.

The university opts to close or cancel the section should it is not reasonable to proceed.

- 2.2 Bagaimana hendak menggugurkan subjek:
How to drop a subject:

- 2.2.1 Pelajar-pelajar yang ingin menggugurkan subjek boleh berbuat demikian mengikut tempoh yang dinyatakan pada perkara 2.2.3. Urusan menggugurkan subjek hendaklah dibuat secara on-line. Selepas tarikh add/drop subjek berakhir, pelajar yang ingin menggugurkan subjek hendaklah memohon secara on-line di menu 'Withdraw Subject' di dalam Sistem Info Pelajar.

Students who want to drop subjects may do so according to the provision 2.2.3. The drop transaction must be made by online. Those who want to drop subject after duration to add/drop subject end, students need to apply online at the Withdraw Subject menu in the Student Info System.

- 2.2.2 Pelajar-pelajar hendaklah memastikan bahawa subjek yang ingin digugurkan telah digugurkan dengan sempurna. Jika tidak, invois akan dikeluarkan manakala gred akan diberikan sewajarnya.

Students must ensure the subject that they want to drop is completely dropped. Failing to do so will lead to the issuance of invoice and graded accordingly.

- 2.2.3 Pelajar yang **menggugurkan** sesuatu subjek akan dipulangkan sepenuhnya 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	Tarikh Date	Jumlah Pemulangan Refund Portion
Hari 1 – Hari ke - 7 Day 1 – Day 7 of the semester	Please refer to Important Dates for Sem 2, 2019/2020	Pemulangan Penuh Full Refund
Hari ke -8 – Hari ke -14 Day 8 – Day 14 of the semester	Please refer to Important Dates for Sem 2, 2019/2020	Pemulangan 2/3 2/3 Refund
Hari ke -15 dan seterusnya Day 15 onwards	Please refer to Important Dates for Sem 2, 2019/2020	Tiada Pemulangan No Refund

- 2.3 **Pelajar yang mendaftar subjek sebelum keputusan peperiksaan diumumkan, kemudian mendapati tidak memenuhi pra-syarat bagi subjek itu setelah keputusan peperiksaan diumumkan, universiti akan menggugurkan (drop) nama pelajar yang telah mendaftar dalam seksyen subjek berkenaan. Sekiranya pelajar masih meneruskan pengajian dalam subjek berkenaan, sebarang penilaian tidak akan diambilkira.**

Students who do the subject registration before the examination result is announced, then realize that the pre-requisite for the particular subject is not fulfilled after the announcement of examination result, that particular subject will be dropped from the student's registration by the university. Any assessment will not be considered if the student proceed with the subject.

- 2.4 Setelah tempoh tambah/gugur subjek tamat, sebarang pengguguran atau perubahan seksyen subjek akan dikenakan caj seperti mana dalam jadual di perkara 2.2.3. Jika perubahan itu dilakukan akibat pembubaran seksyen, pelajar tidak dikenakan sebarang caj.

After add/drop subject period end, the timetable will be charged according to the provision 2.2.3. Students will not be charged if the changes are due to cancelled section.

- 2.5 Subjek ditambah disebabkan perkara-perkara berikut:
Subjects are added due to the following:
- 2.5.1 Untuk menggantikan subjek yang telah digugurkan.
To replace the subject that has been dropped.
- 2.5.2 Untuk menambah jumlah bebanan kredit daripada tahap yang diminta semasa pendaftaran subjek terdahulu.
To increase the credit load from the previous limit.
- 2.2 Bagaimana hendak menambah subjek:
How to Add Subject:
- 2.2.1 Penambahan subjek boleh dibuat dalam tempoh tambah/gugur subjek (Hari 1 – Hari ke – 7). Permohonan yang diterima selepas tarikh akhir tambah/gugur subjek dan ke atas tidak akan dipertimbangkan.
Adding subjects can be done within the period of add/drop subject (Day 1 – Day 7 of the semester) . Application received after the period to add/drop subject end will not be processed.
- 2.7 **Pelajar yang didapati tidak mendaftar sebarang subjek selepas tamat tempoh Tambah (Add) 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. To activate the status, an amount of RM100 will be charged

3.0 **TARIK DIRI SUBJEK (TD) SUBJECT WITHDRAWAL (TD)**

- 3.1 Apabila tempoh tambah/gugur subjek tamat, pelajar yang ingin menarik diri (TD) dari mana-mana subjek boleh berbuat demikian secara atas talian yang boleh dilakukan di menu 'Withdraw Subject' di dalam Sistem Info Pelajar.
After period to add/drop subject ended , students who want to withdraw (TD) from any subjects may do so by online at the Withdrawal Subject menu in the Student Info System.
- 3.2 Rekod akademik (transkrip) pelajar yang menarik diri dalam tempoh tersebut akan dicatat sebagai TD bagi subjek berkenaan dan tidak diambilkira dalam pengiraan Purata Nilai Gred (PNG) dan Purata Nilai Gred Kumulatif (PNGK).
The academic record for the students who do the withdrawal within the said period will be recorded as TD for the particular subject and is not culculated in Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 3.3 Pelajar yang tidak meneruskan pengajian dalam sesuatu subjek **selepas tempoh tarik diri subjek tamat** akan diberi gred sewajarnya dan diambilkira dalam pengiraan Purata Nilai Gred (PNG) dan Purata Nilai Gred Kumulatif (PNGK).

Students who do not continue their studies in any subject **after period to withdraw subject ended** will be graded accordingly and calculated in the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

4.0 TIKET PEPERIKSAAN EXAMINATION TICKET

- 4.1 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 dan tarik diri 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 and subject withdrawal matters.

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

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

- 4.3 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.*

- 4.4 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 exam. Failing to do so will be fined RM50.00.

5.0 SENARAI KELAS CLASS LIST

- 5.1 Senarai Kelas ialah suatu senarai yang mengandungi nama pelajar yang mendaftar melalui sistem pendaftaran on-line 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.

- 5.2 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.

6.0 PROSEDUR PERMOHONAN PINDAHAN KREDIT CREDIT TRANSFER APPLICATION PROCEDURE

6.1 Permohonan pindahan kredit Credit Transfer Application

- 6.1.1 Pindahan kredit ialah subjek yang diambil di institusi lain sebelum memasuki program UNITEN yang diterima untuk memenuhi keperluan program berkenaan tetapi tidak digunakan dalam pengiraan Purata Nilai Gred Kumulatif (PNGK) program tersebut.

Credit Transfer is a subject taken in previous institution prior enrolling to UNITEN that is accepted to fulfil the requirement of a program but will not be calculated in the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for the particular program.

- 6.1.2 Pelajar boleh memohon untuk mendapatkan pindahan kredit bagi maksud mendapatkan pengecualian satu atau lebih subjek yang diperlukan untuk pengajiannya kerana telah lulus subjek yang diterima sebagai sama atau setara oleh UNITEN daripada institusi lain yang diiktiraf.

Students may apply for credit transfer to obtain exemption for one or more subjects that needed for their studies because have passed the subjects from previous institution that are equivalent to subjects in UNITEN.

- 6.1.3 Pelajar yang ditawarkan masuk ke UNITEN tanpa Pindahan Kredit tidak dibenarkan membuat permohonan Pindahan Kredit. Jika pelajar membuat permohonan Pindahan Kredit dan diluluskan oleh pihak Kolej, Pejabat Pendaftar berhak untuk membatalkannya.

Students who are being offered to UNITEN without Credit Transfer are not allowed to apply for Credit Transfer. If students apply for Credit Transfer and approved by the College, the credit transfer might be withdrawn by Registrar Office who has right to do so.

- 6.1.4 Permohonan untuk mendapatkan pindahan kredit hendaklah dibuat dalam semester **PERTAMA** di UNITEN bagi pelajar baru dan semester **PERTAMA** selepas kembali ke UNITEN bagi pelajar UNITEN.

*Credit Transfer application must be done in the **FIRST** semester in UNITEN for the new student and the **FIRST** semester after coming back to UNITEN for UNITEN current students.*

**6.2 Untuk Memohon Pindahan Kredit, Sila Ambil Langkah-langkah Berikut:
Please Take Below Actions in Applying Credit Transfer:**

- 6.2.1 Pelajar dikehendaki menghadiri taklimat pindahan kredit yang dibuat oleh pihak kolej semasa minggu orientasi. Urusan pindahan kredit akan dilakukan secara on-line selepas taklimat tersebut. Hanya subjek yang dipaparkan dalam sistem on-line sahaja akan diberi pindahan kredit.

Students are required to attend the credit transfer briefing delivered by the college during the orientation week. Credit transfer transaction will be done online after the briefing session. Only subjects listed in the online system will be given credit transfer.

- 6.2.2 Jika pelajar ingin membuat pindaan terhadap subjek pindahan kredit, sila isi Borang Permohonan Pindahan Kredit yang boleh diperolehi di kaunter Pejabat Pendaftar, Uniten Customer Center. Borang ini hendaklah diserahkan kepada Ketua Jabatan Kolej mulai **hari pertama semester bermula.**

*If students want to amend the credit transfer record, please fill up the Credit Transfer Application Form which available at the Registrar Office Counter, Uniten Customer Center. The form need to be submitted to the Head of Department starts on **the first day of the semester.***

- 6.2.3 Pelajar boleh menyemak subjek yang mendapat pindahan kredit semasa sesi pendaftaran subjek.

Students may check the credit transfer subjects during the subject registration session.

**6.3 Permohonan Ujian Bertulis
Writing Test Application**

- 6.3.1 Pelajar boleh memohon pindahan kredit berasaskan ujian bertulis bagi subjek-subjek tertentu dengan dikenakan bayaran sebanyak RM100.00 bagi satu mata pelajaran.

Students may apply credit transfer for certain subjects based on writing test with a charge of RM100.00 per subject.

- 6.3.2 Subjek yang boleh diberi pindahan kredit berasaskan ujian bertulis dan syarat-syaratnya adalah seperti mana yang telah ditentukan oleh pihak kolej. Pelajar perlu merujuk kepada pejabat am kolej bagi mengetahui senarai subjek tersebut.

The subject that can be transferred based on writing test and its terms and conditions are fixed by the college. Students need to refer to the college admin office for more information.

- 6.3.3 Pelajar boleh mendapatkan Borang Permohonan Ujian Bertulis (UNITEN/PP(A) 1-4) di Kaunter Pejabat Pendaftar, Uniten Customer Centre

dan hendaklah membuat bayaran di Kaunter Pejabat Kewangan, Uniten Customer Centre.

Students may obtain the Writing Test Application Form (UNITEN/PP(A) 1-4) at the Registrar Office Counter, Uniten Customer Center and the payment must be made at Finance Department Counter, Uniten Customer Center.

- 6.3.4 Pelajar hendaklah mengemukakan sendiri borang permohonan ke Pejabat Am Kolej.

The form must be submitted by the student him/ herself to the College Admin Office.

- 6.3.5 Wang Ujian Bertulis tidak akan dikembalikan. Begitu juga sekiranya pelajar telah membuat bayaran tetapi tidak menduduki ujian bertulis wang tersebut tidak akan dikembalikan.

The Writing Test payment is not refundable. If students have paid but not sit for the test, it will not be refunded.

- 6.3.6 Sila lihat papan notis di kolej untuk mendapat maklumat tentang tarikh, masa dan tempat ujian bertulis tersebut atau berhubung dengan Ketua Jabatan di kolej mengenai perkara ini.

Please check the notification regarding the date, time and venue of the Writing Test at the respective college or refer to the Head of Department regarding this.

- 6.3.7 Keputusan ujian bertulis akan dimaklumkan kepada pelajar oleh pihak kolej.

The writing test result will be notified to students by the college.

- 6.3.8 Sila isi Borang Permohonan Pindah Kredit jika pelajar mencapai gred yang boleh diambilkira untuk pindahan kredit. Transkrip asal keputusan peperiksaan dan silibus atau rangka kasar subjek tidak perlu disertakan.

Please fill up the Credit Transfer Application Form should the students achieved the grade that is eligible for credit transfer. The original transcript and subject syllabus are not required.

6.4 Pembatalan Pindahan Kredit Cancellation of Credit Transfer

- 6.4.1 Pihak UNITEN berhak membatalkan pindahan kredit yang telah diluluskan bagi sesuatu subjek sekiranya pelajar memberikan maklumat palsu atau setelah disemak semula kandungan sesuatu subjek itu tidak sama atau setara dengan subjek yang ditawarkan dalam program pengajian di UNITEN.

The university has the right to cancel the credit transfer for any subject if the students provide false information or after thoroughly checking to the syllabus it is found not equivalent to the subject offered in UNITEN.

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 ✓ jika berkenaan.
Please ensure you have taken the below actions. Tick ✓ 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