

# NOTICE TO STUDENTS

## TIMETABLE AND ADD/ DROP SESSION FOR INTERIM SEMESTER, 2020/2021

Students may view timetable for Interim Semester, 2020/2021 in the Info System now.

Students are advised to refer [course outline/ college handbook](#) during the Add/ Drop session.

Add/ Drop Session for **Interim Semester, 2020/2021** will be held as follows:

ACTIVITY	PROGRAM	DATE		LOCATION & URL ADDRESS
Checking Add/ Drop timeslot	<b>Foundation Program, Diploma Program &amp; Degree Program</b>	From 20 June 2020 (5.00pm onwards) <b>No add &amp; drop ticket for new students &amp; CCI students except for New Degree Students with Credit Transfer.</b>		Internet <a href="http://info.uniten.edu.my/info">http://info.uniten.edu.my/info</a> (24hours)
ACTIVITY	PROGRAM	DATE	TIME	LOCATION & URL ADDRESS
Add/ Drop Session	<b>Foundation Program</b>	22 – 24 June 2020	<b>Follow the time-slot given (8.30am - 4.00pm)</b>	Internet <a href="http://online.uniten.edu.my/online">http://online.uniten.edu.my/online</a>
	<b>Diploma &amp; Degree Program</b>	22 – 24 June 2020		

Notes: Students are reminded to follow the given timeslot.

Diploma students who have been offered to continue studies to degree program in Interim Sem., 2020/ 2021, are required to complete credit transfer process before proceed with subject registration.

Students are allowed to amend their timetable during the Add/ Drop session (Drop/ Add/ Change Section; subject to availability and at own risk).

**For further enquiries please refer to:**

No.	Matter Regarding	Department	Form	Contact Details
1.	Credit Transfer	Respective Head- Credit Transfer:		
		Puan Norhazwani Abdul Malek (COE)	N/A	<b>COE</b> <a href="mailto:norhazwani@uniten.edu.my">norhazwani@uniten.edu.my</a> Tel. No.: 03-89212020 Ext. 6213
		Ts. Lim Fung Chen (CCI)	N/A	<b>CCI</b> <a href="mailto:Fclim@uniten.edu.my">Fclim@uniten.edu.my</a> Tel. No.: 03-89212020 Ext. 2389
		Puan Nor Raida Binti Abdul Rahman (COBA)	N/A	<b>COBA</b> <a href="mailto:NorRaida@uniten.edu.my">NorRaida@uniten.edu.my</a> Tel. No.: 09-455 2117
		Dr. Chong Pui Yee (CES)	N/A	<b>CES</b> <a href="mailto:Pychong@uniten.edu.my">Pychong@uniten.edu.my</a> Tel. No.: 03-89212020 Ext. 5316
2.	Finance Blocking	Finance	N/A	Putrajaya Campus: <a href="#">Add &amp; Drop Weeks Queue Form (Putrajaya Campus)</a>  KSHAS Campus: <a href="#">Add &amp; Drop Weeks Queue Form (KSHAS Campus)</a>
3.	Activation of Student Status	Registrar Office (Enrolment Unit)	N/A	Email to: <a href="mailto:Enrol@uniten.edu.my">Enrol@uniten.edu.my</a>

4.	<p>-Full Class Capacity</p> <p>-Timetable clashing</p> <p>-Bypass pre-requisites subject</p> <p>-Repetition of Passed Subject Application</p>	Respective College Head of Department (HOD)	Live form via MS Teams <b>(22 – 24 June 2020)</b>	<p>Putrajaya Campus: <a href="#">Add &amp; Drop Weeks Queue Form (Putrajaya Campus)</a></p> <p>KSHAS Campus: <a href="#">Add &amp; Drop Weeks Queue Form (KSHAS Campus)</a></p> <p><a href="https://www.uniten.edu.my/student-hub/registrar-forms/">https://www.uniten.edu.my/student-hub/registrar-forms/</a> - Please fill up this form and email to your HOD.</p>
5.	<p>-Add/ drop ticket</p> <p>-Repeat Passed Subject</p>	Registrar Office (Academic Unit)	Live form via MS Teams <b>(22 – 24 June 2020)</b>	<p>Putrajaya Campus: <a href="#">Add &amp; Drop Weeks Queue Form (Putrajaya Campus)</a></p> <p>KSHAS Campus: <a href="#">Add &amp; Drop Weeks Queue Form (KSHAS Campus)</a></p> <p>(After 24<sup>th</sup> June 2020 all enquiries please email to <a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>)</p>
6.	<p>-Login problem to MS Teams</p> <p>-problems accessing the form (Add &amp; Drop Subject Weeks Queue Form)</p>	ITMS	N/A	<p>I-recommend: <a href="https://www.uniten.edu.my/i-recommend">https://www.uniten.edu.my/i-recommend</a></p> <p>Do not forget to provide your Student ID and the login error message.</p>

	-NT Account/ reset password			
	-System error			

Students who were previously barred because of financial reasons but have settled their outstanding debts with the university, please ensure that the Finance department has lifted the bar. Add/ drop ticket will be automatically generated for those with status:

- 1) Deferred to Active
- 2) Changed Program to Active New ID
- 3) APG previous status cancelled
- 4) Dropped to Active

You may refer to **Online Subject Registration Guidelines and FAQs** for your reference as attached.

Thank you.

Registrar Office  
19 June 2020