

Notice to Degree, Diploma and Foundation student

ONLINE SUBJECT REGISTRATION

Kindly be informed that starting from Semester 1, 2020/2021 and onwards, the university has made changes in relation to the Online Subject Registration process for students of the Bachelor and Diploma programmes.

New Implementation

1. Class subject for Semester 1, 2020/2021 will not be assigned to student's timetable as previous semester EXCEPT for Foundation programme.
2. You may register subject during **Subject Registration Session** that will be opened to student in 6 weeks period.
3. The time slot for Subject Registration Session is as follows:
 - a) Week 1 – Week 2: Time slot for student who has completed the Advising Process.
 - b) Week 3 – Week 6: Time slot for student who DID NOT complete the Advising Process.
4. Foundation student can only view timetable during Subject Registration Session. Student who do not have timetable due to incomplete advising process, please refer to your respective Head of Department.
5. ONLY students who have completed the Advising Process are allowed to apply for 'Increase Full Class Capacity' with the respective Colleges.
6. There will be **NO MORE Add and Drop Session** at the beginning of Semester 1, 2020/2021 and onwards.

Subject Registration Process

1. Students are advised to refer the **course outline or college handbook** during the Subject Registration session.
2. Students may refer to **Online Subject Registration Guidelines and FAQs** during subject registration process.
3. Students are required to re-check again the timetable at the beginning of Semester 1, 2020/2021 as there may be changes to the class schedule.
4. Please be informed that subject registered in timetable will be dropped by **11 September 2020** if there is still an outstanding debt in student's ledger.

5. Online Subject Registration Session for **Semester 1, 2020/2021** will be held as follows:

ACTIVITY	PROGRAM	DATE		URL ADDRESS
Checking Subject Registration timeslot	Diploma Program & Degree Program	From 20 July 2020 (5.00pm onwards)		Internet http://info.uniten.edu.my/info (24hours) (No online ticket for Foundation student)
Online Subject Registration Session	Foundation Program	22 July – 30 August 2020	View Timetable only	Internet http://info.uniten.edu.my/info (24 hours) (Foundation only)
	Diploma & Degree Program		Follow the time slot given	Internet http://online.uniten.edu.my/online (24 hours) (for degree & diploma only)
Online Increase Capacity Application	Eligible ONLY for students who have completed Advising process <i>(Kindly refer to respective Subject Head of Department)</i>	17– 21 August 2020	Open Slot	Internet http://online.uniten.edu.my/online (24 hours)
Online Increase Capacity Result		24– 28 August 2020	Open Slot	Internet http://info.uniten.edu.my/info (Class section will be added to student's timetable)

Notes: Students are reminded to follow the given time slot.

- To join virtual class, please follow step by step instruction in [UNITEN Quick Reference](#) or send an email to your class lecturer.
- Students can contact the *Virtual and Online Learning Emergency Response Team (VIOLERT) for Student* ([Student VIOLERT](#)) for any technical assistance with the Virtual Learning sessions.

8. For further enquiries please refer to:

No.	Matter Regarding	Department	Form	Contact Details
a.	Credit Transfer	Respective Head- Credit Transfer:		
		Puan Norhazwani Abdul Malek (COE)	N/A	COE norhazwani@uniten.edu.my Tel. No.: 03-89212020 Ext. 6213
		Ts. Lim Fung Chen (CCI)	N/A	CCI Fclim@uniten.edu.my Tel. No.: 03-89212020 Ext. 2389
		Puan Nor Raida Binti Abdul Rahman (COBA)	N/A	COBA NorRaida@uniten.edu.my Tel. No.: 09-455 2117
		Dr. Chong Pui Yee (CES)	N/A	CES Pychong@uniten.edu.my Tel. No.: 03-89212020 Ext. 5316
b.	Finance Blocking / Down payment Inadequate	Finance	N/A	Putrajaya Campus Queue Form: https://bit.ly/390GvQT KSHAS Campus Queue Form: https://bit.ly/3fztn7Y Available from 8.30 am to 4.40 pm (working days)
c.	-Timetable clashing - Offering of subject -Bypass pre-requisites subject -Registration for more than maximum credits	Respective College Head of Department (HOD)	Live form via MS Teams 22 July – 30 August 2020 Registrar Form Registrar Form	Putrajaya Campus Queue Form: https://bit.ly/390GvQT KSHAS Campus Queue Form: https://bit.ly/3fztn7Y Available from 8.30 am to 4.30 pm (working days) Completed Form email to academicreg@uniten.edu.my

d.	- Online Subject Registration ticket -Repeat Passed Subject	Registrar Office (Academic Unit)	Live form via MS Teams 22 July – 30 August 2020 Registrar Form	Putrajaya Campus Queue Form: https://bit.ly/390GvQT KSHAS Campus Queue Form: https://bit.ly/3fztn7Y Available from 8.30 am to 4.40 pm (working days) Completed Form email to academicreg@uniten.edu.my
e.	-Login problem to MS Teams -problems accessing the form (Subject Registration Session Queue Form) -NT Account/ reset password -System error	ITMS	N/A	i-Recommend: https://www.uniten.edu.my/i-recommend Do not forget to provide your Student ID and the login error message.

9. Students are also advised to consult the Dean, the Deputy Dean (Academic & Quality Assurance) or the Head of Department at their respective colleges via the email addresses listed below:

College of Engineering: Engineering@uniten.edu.my

College of Business Management & Accountancy: coba.helpdesk@uniten.edu.my

College of Computing & Informatics: CCIHelpdesk@uniten.edu.my

College of Energy Economics & Social Sciences: Helpdeskces@uniten.edu.my

College of Graduate Studies: cogshelpdesk@uniten.edu.my

Thank you.

Office of the Registrar
Universiti Tenaga Nasional
17 July 2020