

NOTICE TO STUDENTS

FINALIZED SUBJECT REGISTRATION

SEMESTER 1, 2021/2022

6 – 14 SEPTEMBER 2021

- 1) Students are required to re-check the timetable at the beginning of Semester 1, 2021/2022 as there may be changes to the class schedule and subject dropped due to insufficient pre-requisite/ co-requisite subjects.
- 2) Finalized Subject Registration for Semester 1, 2021/2022 will be held as follows:

ACTIVITY	PROGRAM	DATE	LOCATION & URL ADDRESS
Drop Subject via Advisor	Foundation Program	6 – 8 September 2021 (full refund) 9 - 10 September 2021 (2/3 refund)	https://info.uniten.edu.my/info Steps to drop subject via advisor as attached.
	Diploma & Degree Program	6 – 14 September 2021 (full refund) 15 – 24 September 2021 (2/3 refund)	
Auto Dropped Subject due to outstanding pro-forma / debt	Foundation, Diploma & Degree Program	10 September 2021	https://info.uniten.edu.my/info Kindly re-check your timetable beginning from 13 September 2021 For further enquiries, please consult Finance Department via: Link form for Putrajaya Campus - https://bit.ly/StudentPutrajayaForm Link form for KSHAS Campus - https://bit.ly/StudentKshasForm

Bypass Pre-Requisite Request (for student with online ticket-special cases only)	Diploma & Degree Program	6 – 13 September 2021	Internet http://info365.uniten.edu.my/info365 (24hours) (select menu Bypass Pre-requisite Request) Result of Application will be sent to your email once the Head of Department or Dean has processed your request.
Additional Credit Maximum Request (for student with online ticket-special cases only)	Diploma & Degree Program	6 – 13 September 2021	Internet http://info365.uniten.edu.my/info365 (24hours) (select menu Additional Credit Maximum Request) Result of Application will be sent to your email once the Head of Department or Dean has processed your request.
Repetition Passed Subject Request (for student with online ticket-special cases only)	Diploma & Degree Program	6 – 13 September 2021	Internet http://info365.uniten.edu.my/info365 (24hours) (select menu Repetition of Passed Subject Request)
Online Increase Capacity Application (for student with online ticket- special cases only)	Eligible ONLY for students who have completed Advising process <i>(Kindly refer to respective Subject Head of Department)</i>	6 – 13 September 2021	Internet http://online.uniten.edu.my/online (24 hours) Subject will be added to your timetable once the Head of Department has approved your request.

- 3) Kindly refer to the attachment of Important Dates for Finalized Subject Registration Session and Graduation Semester 1, 2021/2022 and Trimester 1, 2021/2022.
- 4) To apply for Online Subject Registration Ticket, you may contact your Program Head of Department via: Link form for Putrajaya Campus - <https://bit.ly/StudentPutrajayaForm>
Link form for KSHAS Campus - <https://bit.ly/StudentKshasForm>
- 5) Diploma students who have been offered to continue studies for the degree program in Semester 1, 2021/2022 are required to complete credit transfer process before proceed with subject registration. Please check your online subject registration ticket via <https://info.uniten.edu.my/info>. Please proceed with subject registration via

<http://online.uniten.edu.my/online> (Guidelines to register subject as attached). Any inquiries on subject registration, kindly refer to your Program Head of Department (HoD).

- 6) Student who fail to register subject as stated in the program structure handbook by the end of Finalized Subject Registration Week (FSR) your student status will be changed from active to dropped without further notice. To activate the status, a processing fee of RM100.00 will be charged.

To activate the student status from dropped to active, student need to do the following steps:

- a) Download application form to activate student status from <https://www.uniten.edu.my/student-hub/registrar-forms/> and email the completed Application Form to Enrol@uniten.edu.my
 b) Once the application is successful, student is required to pay a processing fee of RM100.00
- 7) Subject Registration ticket will be automatically generated for those with status as stated below:
- 1) Deferred to Active
 - 2) Changed Program to Active New ID
 - 3) APG previous status cancelled
 - 4) Dropped to Active

Please proceed with subject registration via <http://online.uniten.edu.my/online> (Guidelines to register subject as attached)

- 8) For further enquiries please refer to:

Contact Info	COE	CCI	COBA	CES
General & College Handbook	Engineering@uniten.edu.my COE Officer: Mrs. Norma Bt. Hassan Tel: +603-89287200 Email: normah@uniten.edu.my	CCIHelpdesk@uniten.edu.my CCI Officer: Mrs. Sarinah Bte. Abdul Tel: +603-89212020 Ext.3203 Email: sarinah@uniten.edu.my	coba.helpdesk@uniten.edu.my COBA Officer: Mrs. Wan Nurul Huda Binti Mohd Yusoff Tel: +609-4552020 Ext. 2127 Email: wnurul@uniten.edu.my	Helpdeskces@uniten.edu.my CES Officer: Mrs. Fajrul Mona Bte. Jamal Ariffin Tel: +603-89287524 Email: FMona@uniten.edu.my
Head of Department	HOD List	HOD List	HOD List	HOD List
Credit Transfer	Dr. Mohd Rashdan Bin Isa Email: MRashdan@uniten.edu.my	Mr. Ts. Lim Fung Chen Email: Fclim@uniten.edu.my	Mrs. Nor Raida Binti Abdul Rahman Email: NorRaida@uniten.edu.my	Dr. Chong Pui Yee Email: Pyehong@uniten.edu.my
Finance	Tel: +603-8928 7425; +603-8928 7426; +603-8928 7430; Whatsapp: +60 16-255 7425 (current student), +60 14-330 0314 (new student) http://bit.ly/FINANCEENQUIRIES			
Academic Unit	academicreg@uniten.edu.my			

Thank you.

Registrar Office
1 September 2021