

NOTICE TO DEGREE, DIPLOMA AND FOUNDATION STUDENT **ONLINE SUBJECT REGISTRATION** **SPECIAL SEMESTER, 2021/2022**

Subject Registration Information

1. You may register subject during **Subject Registration Session** that will be opened to student in 6 weeks period.
2. The time slot for Subject Registration Session is as follows:
 - a) 11 April 2022 – 22 May 2022 (Week 1 – Week 6): Time slot for student who has completed the Advising Process.
 - b) 25 April 2022 – 22 May 2022 (Week 3 – Week 6): Time slot for student who DID NOT complete the Advising Process.
 - c) 9 – 13 May 2022 (Week 5) – Application for Online Increase Capacity
 - d) 16 – 20 May 2022 (Week 6) – Online Increase Capacity Result
3. Class subject will only be assigned to student's timetable for Foundation programme and Diploma in Corporate Management Tahfiz (DCMT) Part time (including degree subject). Foundation and DCMT (PT) 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.
4. ONLY students who have completed the Advising Process are allowed to apply for 'Increase Full Class Capacity' with the respective Colleges.

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 Special Semester, 2021/2022 as there may be changes to the class schedule.
4. Please be informed that subject registered in timetable will be dropped by **10 June 2022** if there is still an outstanding debt and unpaid proforma in student's ledger.

5. Online Subject Registration Session for **Special Semester, 2021/2022** will be held as follows:

ACTIVITY	PROGRAM	DATE		URL ADDRESS
Checking Subject Registration timeslot	Diploma Program & Degree Program	From 8 April 2022 (5.00pm onwards)		Internet http://info.uniten.edu.my/info (24hours) (No online ticket for Foundation student & DCMT Part time)
Online Subject Registration Session	Foundation Program & DCMT (Part time)	11 April – 22 May 2022	View Timetable only	Internet http://info.uniten.edu.my/info (24 hours) (Foundation only DCMT (Part time))
	Diploma & Degree Program		Follow the time slot given	Internet http://online.uniten.edu.my/online (24 hours) (for degree & diploma only)
Bypass Pre-Requisite Request	Diploma & Degree Program	11 April – 19 May 2022	Open Slot	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 has processed your request.
Additional Credit Maximum Request	Diploma & Degree Program	11 April – 19 May 2022	Open Slot	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 Dean has processed your request.
Repetition Passed Subject Request	Diploma & Degree Program	11 April – 22 May 2022	Open Slot	Internet http://info365.uniten.edu.my/info365 (24hours) (select menu Repetition of Passed Subject Request)
Online Increase Capacity Application	Eligible ONLY for students who have	9 – 13 May 2022	Open Slot	Internet http://online.uniten.edu.my/online (24 hours)

Online Increase Capacity Result	completed Advising process <i>(Kindly refer to respective Subject Head of Department)</i>	16 – 20 May 2022	Open Slot	Internet http://info.uniten.edu.my/info (Class section will be added to student's timetable)
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Notes: Students are reminded to follow the given time slot.

6. To join virtual class, please follow step by step instruction in [UNITEN Quick Reference](#) or send an email to your class lecturer.
7. 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 subject registration enquiries please refer to:

No.	Matter Regarding	Department	Form	Contact Details
a.	Finance Blocking / Down payment Inadequate	Finance	Live form via MS Teams 11 April – 22 May 2022	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
b.	-Timetable clashing - Offering of subject	Respective College Head of Department (HOD)	Live form via MS Teams 11 April – 22 May 2022	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
c.	- Online Subject Registration ticket	Registrar Office (Academic Unit)	Live form via MS Teams 11 April – 22 May 2022	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)

d.	-Login problem to MS Teams/ Info365 /Student Info / Online Student Records -Problems accessing the form (Subject Registration Session Queue Form), NT Account/ reset password and 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.
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9. For further enquiries please refer to:

Contact Info	COE	CCI	COBA	CES
General & College Handbook	Engineering@uniten.edu.my	CCIHelpdesk@uniten.edu.my	coba.helpdesk@uniten.edu.my	Helpdeskces@uniten.edu.my
Head of Department	HOD List	HOD List	HOD List	HOD List
Credit Transfer	Dr. Mohd Rashdan Bin Isa +603-89212020 Ext. 465 MRashdan@uniten.edu.my	Mr. Ts. Lim Fung Chen +603-89212020 Ext. 2389 Fclim@uniten.edu.my	Mrs. Nor Raida Binti Abdul Rahman +609-455 2117 NorRaida@uniten.edu.my	Dr. Chong Pui Yee +603-89212020 Ext. 5316 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.

Office of the Registrar
Universiti Tenaga Nasional
8 May 2022