NOTICE FOR FOUNDATION AND DIPLOMA COMPLETING

SEMESTER 2, 2021/2022

Students completing their Foundation and Diploma Program and due to join the Degree Program on **Semester 2, Academic Year 2021/2022** are advised to check your examination results online starting **10 June 2022, Friday (3.00pm onwards).**

Students are advised to register (activate your student ID) via **student info between 10 to 17 June 2022,** to avoid missing classes. Class commencement is on **13 June 2022**. However, students will still be given chance to **accept the offer to degree programme until 17 June 2022.**

You are eligible to complete your foundation or Diploma programmes, once you have fulfill the following requirements: -

a. Foundation: CGPA of 2.00 *, pass all required subjects, minimum credit requirements 50 credit hours and SCORUN of 10 Run.
b. Diploma: CGPA of 2.00 *, pass all required subjects, minimum credit requirements 90 (CCI)/ 91 credits (COE & COBA) and SCORUN of 20 Run.

*Minimum entry requirement CGPA for Diploma of Accountancy and Diploma in Finance to join the Bachelor of Accounting (Hons.) and Bachelor in Finance (Hons.) is CGPA of 2.50.

Your **status** will appear as **SUCCESSFUL** or **NOT SUCCESSFUL**.

Please take the following steps, according to your **status**:

SUCCESSFUL

CONGRATULATIONS!

You have been offered a place for the degree program and your new student ID is obtainable from the Student Info.

FOUNDATION TO DEGREE	
1.	Please Ensure **NO OUTSTANDING** financial debt to proceed to the next step.
2.	**View and print the offer letter for degree programme** Click **ACCEPT** to '**Activate New Student ID' from 10 June 2022.**
3.	• Student will receive a new NT account and password via e-mail. • **Student will be assigned a timetable after activation of NT account** • Student can view timetable in student Info.
4.	Further notification regarding on campus accommodation will be announced from time to time.
5.	**Congratulation to the Student who has Complete Studies in Semester 2, Academic Year 2021/2022.** You may download or print E-transcript via **https://info365.uniten.edu.my/info365> Home> E-documents> E-transcript.** If you required a hardcopy transcript, please email us at **academicreg@uniten.edu.my.**
6.	Digital Handbook will be e-mailed to you by the College's representative.

DIPLOMA TO DEGREE	
1.	Please Ensure **NO OUTSTANDING** financial debt to proceed to the next step. If student have a surplus of **RM518.00 and above** in the previous ledger, student can proceed with registration. Student will be able to view a button to activate the degree programme ID. If student don't have a surplus amount as stated above in the previous ledger, kindly pay via FPX payment. FPX payment button will be displayed to proceed to the next step.
2.	**View and print the offer letter for degree programme.**
3.	Student will receive a new NT account and password via e-mail.
4.	Student are required to settle the credit transfer application before the subject registration. Credit transfer subjects will be processed by the college. The credit transfer details can be viewed in student's record system (choose 'progress' menu) before the subject registration process. Kindly e-mail to the following transfer credit representative for further inquiries. **MRashdan@uniten.edu.my (COE)** **fclim@uniten.edu.my (CCI)** **Pychong@uniten.edu.my (CES - Social Science and Humanities)** **norraida@uniten.edu.my (COBA)**
5.	You 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. You may email to academicreg@uniten.edu.my if there is no online ticket assigned. Any inquiries on subject registration kindly contact your Head of Department in College.
6.	Further notification regarding on campus accommodation will be announced from time to time.
7.	**Congratulation to the Student who has Graduated in Semester 2, Academic Year 2021/2022.** You may download or print E-transcript via **https://info365.uniten.edu.my/info365> Home> E-documents> E-transcript.** If you required a hardcopy transcript, please email us at **academicreg@uniten.edu.my**.

NOT SUCCESSFUL

Students who are not successful in completing their studies this semester are still allowed to repeat the required subjects not exceeding the maximum period of study (2 years).

PLEASE CONSULT YOUR ACADEMIC ADVISOR OR HEAD OF FOUNDATION & DIPLOMA STUDIES DEPARTMENT LISTED BELOW IMMEDIATELY.

Programme	**Coordinators**
Putrajaya Campus Foundation in Engineering	Dr. Zeti Akma Bte. Rhazali Zetiakma@uniten.edu.my 03-8921 2020 Ext 6904
Foundation in Computer Science Foundation in Information Technology	Ts. Dr. Faridah Hani Bte Mohamed Salleh faridahh@uniten.edu.my 603-8921 7405
COBA_FDS Sultan Haji Ahmad Shah Campus All foundation programme	Cik Nur Hidayah Bte Sampol hidayahs@uniten.edu.my 09-455 2020 Ext 3182

FOR ANY INQUIRIES, PLEASE REFER TO THE FOLLOWING PERSON IN CHARGE:

Enquiry on	**Contact Info**
Payment Method and Finance inquiries	**Putrajaya Campus** Pn. Norazwani /Cik Nor Farhana Tel:03-8928 7425/8928 7426/89287430 WhatsApp: +60 16-255 7425, +60 14-330 0314 **Sultan Haji Ahmad Shah Campus** Pn. Rahayu Bte Bakar 09-455 2020 ext 2130
Student Registration	**Putrajaya Campus** Enrol@uniten.edu.my **(Putrajaya)** Pn. Zuliza/Pn. Junainah 03-8921 2020 ext 1109/1103/1109/2151/7142/1352/7130 WhatsApp:011-5585 6290

	Sultan Haji Ahmad Shah Campus Pn Siti Marzam Ismail SMarzam@uniten.edu.my 09-455 2020 ext 2154 Whatsapp: 013-7375878 En Suhaimi Ab Aziz Suhaimiaz@uniten.edu.my 09-455 2020 ext 2158
Time table	academicreg@uniten.edu.my 03-8921 2020 ext 1126/1127/1125
Accommodation	**Putrajaya Campus** Razif@uniten.edu.my unitenapartment@uniten.edu.my 03-8921 2020 ext 1111 **Sultan Haji Ahmad Shah Campus** NMazura@uniten.edu.my 09-455 2020 ext 2104
Financial Assistance Information	**Putrajaya Campus** Ezzham@uniten.edu.my 03-89287544 Uzair@uniten.edu.my 03-89287543 **Campus Sultan Haji Ahmad Shah** RashidKa@uniten.edu.my 09-4552020 ext 2121
Digital Handbook by College	**1. College of Engineering:** Engineering@uniten.edu.my Encik Muhammad Hassan Anas Bin Anas Muhammad Dzan MHAnas@uniten.edu.my 03-8928 6201 Puan Norma Bt Hassan Normah@uniten.edu.my 03-8928 7200

	2. College of Computing & Informatics: CCIHelpdesk@uniten.edu.my Pn. Sarinah Bte. Abdul Samat Sarinah@uniten.edu.my 03-89212020 ext 3203 **3. College of Energy Economics & Social Sciences:** Helpdeskces@uniten.edu.my Pn. Fajrul Mona Bte. Jamal Ariffin FMona@uniten.edu.my 03-8921 2020 ext 7524 **4. College of Business Management & Accountancy:** coba.helpdesk@uniten.edu.my Puan Wan Nurul Huda WNurul@uniten.edu.my 09-455 2020 ext 2127
Technical/ System Problem IT & Multimedia Services Department (ITMS)	https://www.uniten.edu.my/i-recommend/

INFORMATION ON FINANCIAL ASSISTANCE

The application for PTPTN Education loan as below:

Intake	Application Period	List of Programmes
Jun / July	1 – 30 June 2022 1 – 31 July 2022	For Semester 1 & 2, PTPTN application are open to all Programmes (Foundation, Diploma & Degree) **Applications for special semesters are not open for diploma and engineering degree levels.
Sept / Oct	1 – 31 Sept 2022 1 – 30 Oct 2022	

Please visit UNITEN website and click to 'Admission + Aid' for more info about loan and scholarship offered**.**

Thank you.

Registrar Office
10 June 2022