

**NOTICE TO ALL STUDENTS
(FOUNDATION, DIPLOMA & DEGREE STUDENTS)
ACADEMIC ADVISING WEEK FOR
SEMESTER 2, 2023/2024
30/10 – 2/11/2023**

UPDATE ON NOTICE FOR ACADEMIC ADVISING WEEK

Dear students,

This notice is for all students (fixed & non-fixed timetable students).

Please take note that **the Academic Advising Week for Semester 2, 2023/2024 has been opened from 30th Oct – 2nd Nov 2023.**

During this session, you need to select the subjects for Semester 2, 2023/2024 by utilizing the **Advising** menu in the **Info System**. The selection of subjects should follow the program structure accordingly.

All selection of subjects need to be submitted to the Academic Advisor by clicking the **Submit** button. The Academic Advisor will **Define** (approve) all subjects selection by students. **Once the Academic Advisor has defined the Subject Selection, no amendment is allowed.** You need to refer the Academic Advisor should you have the intention to amend the Subject Selection before the Academic Advising Week ends.

You are required to consult your Academic Advisor to confirm your subject selection. Failing to do so will lead to unsuccessful subject selection. If you failed to complete your advising within the advising week, you will not have ticket for the first two weeks during subject registration and you are not allowed to apply for increase capacity.

Kindly be informed that the new implementation in the advising process that college has imposed limit subject capacity for certain subject(s).

Please find the step-by-step instructions as below:

STEP	INSTRUCTIONS
1	Log In to:
	Advising URL http://info.uniten.edu.my/info (24hours)
2	Go to Advising menu on the left of the screen (pink screen).
3	You will see your program structure.
	Check the subjects for Semester 2, 2023/2024 in the checkbox.
4	Submit

Please be informed that the students' status might be changed from Active to **Dropped** without prior notice if there are no subjects registered in the beginning of new semester starts. To activate the status, an amount of RM100.00 will be charged.

Kindly take note that you need to fulfill all the subject components (**Core, Technical Elective, College Compulsory & MPU Compulsory**) in your program structure to ensure that you will be graduating on time.

Thank you.

Registrar Office
31st October 2023