

## NOTICE TO STUDENTS: FINALIZED SUBJECT REGISTRATION FOR SEMESTER/TRIMESTER 1, 2025/2026

**Dates: 15 September 2025 – 22 September 2025**

### **Failure to Register:**

If you do not register for the subjects listed in your program structure by the end of the Finalized Subject Registration Week (FSR), your student status will be changed to **"dropped"** without further notice. **To activate your status again, a RM100.00 fee will apply.**

### **Automatic Subject Registration Ticket for Finalized Subject Registration**

Your subject registration ticket will be generated automatically if you are in one of these statuses:

- Active Diploma, Degree Program
- Deferred to Active
- Changed Program to Active New ID
- APG previous status cancelled
- Dropped to Active

For subject registration, go to: [online.uniten.edu.my/online](https://online.uniten.edu.my/online)

#### **1) Check Your Timetable:**

At the start of Semester/Trimester 1, 2025/2026, please double-check your timetable. There may be changes to your classes, or some subjects might be dropped if they don't meet the prerequisites or co-requisites.

#### **2) Finalized Subject Registration:**

Here are the details for dropping subjects and other related activities:

Activity	Program	Dates	Location & URL
<b>Drop Subject via Advisor</b>	Foundation Program	15 – 17 Sept 2025 (full refund)	<a href="https://info.uniten.edu.my/info">info.uniten.edu.my/info</a>
		18 – 19 Sept 2025 (2/3 refund)	
		<b>20 Sept 2025 onwards</b> <b>(no refund)</b>	
	Diploma & Degree Programs	15 – 22 Sept 2025 (full refund)	<a href="https://info.uniten.edu.my/info">info.uniten.edu.my/info</a>
		23 – 28 Sept 2025 (2/3 refund)	

Activity	Program	Dates	Location & URL
		<b>29 Sept 2025 onwards (no refund)</b>	
<b>Auto Dropped Subject</b> due to outstanding pro-forma or debt	All programs	23 Sept 2025	<a href="http://info.uniten.edu.my/info">info.uniten.edu.my/info</a>
<b>Bypass Pre-Requisite Request</b> (for special cases only)	Diploma & Degree Programs	15 – 22 Sept 2025	<a href="http://info365.uniten.edu.my/info365">info365.uniten.edu.my/info365</a>
<b>Additional Credit Maximum Request</b> (for special cases only)	Diploma & Degree Programs	15 – 22 Sept 2025	<a href="http://info365.uniten.edu.my/info365">info365.uniten.edu.my/info365</a>
<b>Repetition Passed Subject Request</b> (for special cases only)	Diploma & Degree Programs	15 – 22 Sept 2025	<a href="http://info365.uniten.edu.my/info365">info365.uniten.edu.my/info365</a>
<b>Online Increase Capacity Application</b> (for special cases only)	After advising process	15 – 22 Sept 2025	<a href="http://online.uniten.edu.my/online">online.uniten.edu.my/online</a>

### 3) Important Dates:

Please refer to the attached document via [this link](#) for important dates related to Finalized Subject Registration and Graduation for Semester/Trimester 1 , 2025/2026.

### 4) Credit Transfer for Diploma Students:

To help speed up the credit transfer process, please submit the following two important documents via [This Link](#) :

1. Transcript
2. Syllabus

If you do not submit these documents, the credit transfer process and your timetable may be delayed. Once approved, you can consult with the college on which subjects to register for based on your program before completing your registration.

For any questions, please contact your Program Head of Department (HOD).

**5)For further enquiries please refer to:**

Contact Info	COE	CCI	UBS – Putrajaya COBA - KSHAS	CCEd
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