

**NOTICE TO DEGREE, DIPLOMA AND FOUNDATION STUDENT: ONLINE SUBJECT REGISTRATION SPECIAL SEMESTER/TRIMESTER 3, 2025/2026**

**1. Subject Registration Timeline for Special Semester/Trimester, 2025/2026**

Category	Registration Subject	Registration Subject End Date	Additional Information
	Start Date		
Students who have completed advising	20-Apr-26	17-May-26	- Can request to increase subject capacity - Can apply for accommodation parking sticker
Students whose advising is not approved	20-Apr-26		-Can request to increase subject capacity
Students who have not completed advising and those attempting to add subjects without undergoing the advising process.	4-May-26		N/A

CATEGORY	DETAILS
Notice	Online Subject Registration for Special Semester/Trimester 3, 2025/2026
Registration Period	Open for 4 weeks. Starts: 20 April 2026 Ends: 17 May 2026
Timetable Details	Timetables will be assigned automatically for Foundation programs and <i>Tahfiz Students</i> . <b>The timetable for Foundation will be available for viewing in the third week of subject registration, starting from 4 May 2026.</b> <b>Tahfiz students may view their timetable starting from 20 April 2026. They will still have an active ticket and are allowed to make subject changes if necessary.</b> Foundation students <b>without</b> timetables (due to incomplete advising): refer to your <b>Head of Department</b> .
Increase Full Class Capacity	Only students who have <b>completed the Advising Process</b> may apply for an increase in full class capacity through their respective colleges.
Registration Process	Refer to the course outline or college handbook when registering for subjects. Use the <a href="#">Online Subject Registration Guidelines</a> and <b>FAQs</b> if needed. Check your timetable again at the start of Special Semester for any schedule changes.

Finance Rule	Details
Proforma Payment	35% of the total subject fees must be paid.
Payment Deadline	Payment must be made <b>before 14 June 2026</b> .
Consequences of Non-Payment	Subjects in the timetable will be <b>dropped on 15 June 2026</b> if there are <b>outstanding debts or unpaid proforma fees</b> .
Recommendation	It is advisable to settle the proforma fees before the new semester begins.

## 2. Subject Registration and Status Change Special Semester/Trimester 3, 2025/2026

Section	Details
Subject Registration and Status Change	Students who fail to register for subjects as stated in the program structure handbook by the end of Finalized Subject Registration Week (FSR) will have their status changed to "dropped" without notice.
Steps to Reactivate Student Status	a) Download the application form from:
	Registrar Office Forms (Local Students): <a href="https://info365.uniten.edu.my/info365/Home/Index/1">https://info365.uniten.edu.my/info365/Home/Index/1</a>
	Registrar Office Forms (International Students): <a href="https://info365.uniten.edu.my/info365/Home/Index/1">https://info365.uniten.edu.my/info365/Home/Index/1</a>
	and send the completed form to Enrol@uniten.edu.my.
	b) Upon approval, pay a processing fee of RM100.00.
Application for Deferment of Studies	Students can apply to defer studies for health reasons (with a medical certificate) or other valid reasons.
Application Process	Local Students (Online): <a href="https://info365.uniten.edu.my/info365">https://info365.uniten.edu.my/info365</a> (Home > Deferment Application Local).
	International Students (Manual Form): <a href="https://info365.uniten.edu.my/info365">https://info365.uniten.edu.my/info365</a> (Home > Deferment Application International)

## 3. Online Subject Registration Session for Special Semester/ Trimester 3, 2025/2026 will be held as follow:

ACTIVITY	PROGRAM	DATE		URL ADDRESS
Checking Subject Registration Timeslot	Diploma Program & Degree Program	From 18 April 2026		<a href="http://info.uniten.edu.my/info">Internet http://info.uniten.edu.my/info</a> <a href="#">Click on menu Tickets</a>
Online Subject Registration Session	Foundation Program & DCMT (Part time)	20 April 2026 - 17 May 2026	View Timetable only	<a href="http://info.uniten.edu.my/info">Internet http://info.uniten.edu.my/info</a>
	Diploma & Degree Program		Follow the time slot given	Internet <a href="http://online.uniten.edu.my/online">http://online.uniten.edu.my/online</a>
Bypass	Diploma & Degree Program	20 April 2026 - 17 May 2026	Open Slot	Internet <a href="http://info365.uniten.edu.my/info365">http://info365.uniten.edu.my/info365</a>
Additional Credit Maximum Request	Diploma & Degree Program	20 April 2026 - 17 May 2026	Open Slot	Internet <a href="http://info365.uniten.edu.my/info365">http://info365.uniten.edu.my/info365</a>

Repetition of Passed Subject Request	Diploma & Degree Program	20 April 2026 - 17 May 2026	Open Slot	Internet <a href="http://info365.uniten.edu.my/info365">http://info365.uniten.edu.my/info365</a>
Online Increase Capacity Application	Diploma & Degree Program	20 April 2026 - 17 May 2026	Open Slot	Internet <a href="http://online.uniten.edu.my/online">http://online.uniten.edu.my/online</a>
Online Increase Capacity Result	Diploma & Degree Program	20 April 2026 - 17 May 2026	Open Slot	Internet <a href="http://info.uniten.edu.my/info">http://info.uniten.edu.my/info</a> (If approved, class section will

4. For subject registration inquiries, please refer to:

No.	Issue	Department	Form	Contact Details
a.	Finance Blocking / Pro-forma Inadequate	Finance	Live form via MS Teams 20 April 2026 - 17 May 2026 24 August 2025	Putrajaya Campus Queue Form: <a href="https://bit.ly/StudentPutrajayaForm">https://bit.ly/StudentPutrajayaForm</a>  KSHAS Campus Queue Form: <a href="https://bit.ly/StudentKshasForm">https://bit.ly/StudentKshasForm</a> Available from 9 am to 4.30 pm (working days)
b.	Timetable clashing	Respective College Head of Department (HOD)	Live form via MS Teams 20 April 2026 - 17 May 2026 24 August 2025	
c.	Online Subject Registration ticket	Registrar Office (Academic Unit)	Live form via MS Teams 20 April 2026 - 17 May 2026 24 August 2025	
d.	Login problem to MS Teams/ Info365	ICT	N/A	Putrajaya Campus Queue Form: <a href="https://bit.ly/StudentPutrajayaForm">https://bit.ly/StudentPutrajayaForm</a>  KSHAS Campus Queue Form: <a href="https://bit.ly/StudentKshasForm">https://bit.ly/StudentKshasForm</a> Available from 9 am to 4.30 pm (working days)

## 5. For further inquiries please refer to:

Contact Info	COE	CCI	UBS / COBA	CCED
General & College Handbook	<a href="mailto:Engineering@uniten.edu.my">Engineering@uniten.edu.my</a>	<a href="mailto:CCIHelpdesk@uniten.edu.my">CCIHelpdesk@uniten.edu.my</a>	<a href="mailto:coba.helpdesk@uniten.edu.my">coba.helpdesk@uniten.edu.my</a> <a href="mailto:ubs@uniten.edu.my">ubs@uniten.edu.my</a>	<a href="mailto:cced@uniten.edu.my">cced@uniten.edu.my</a>
Head of Department	<a href="#">HOD List</a>	<a href="#">HOD List</a>	<a href="#">HOD List</a>	<a href="#">HOD List</a>
Credit Transfer	ME –	UBS –	UBS –	CCED –
	Puan Norhazwani binti Abd Malek : <a href="mailto:Norhazwani@uniten.edu.my">Norhazwani@uniten.edu.my</a>	<a href="mailto:Ts.RinaBteMd.Anwar@uniten.edu.my">Ts. Rina Bte. Md. Anwar</a> <a href="mailto:MRina@uniten.edu.my">MRina@uniten.edu.my</a>	<a href="mailto:Mrs.IdaIrdawatyBintiIbrahim@uniten.edu.my">Mrs. Ida Irdawaty Binti Ibrahim</a> <a href="mailto:Irdawaty@uniten.edu.my">Irdawaty@uniten.edu.my</a>	Dr. Azmi Bin Ahmad : <a href="mailto:Azmia@uniten.edu.my">Azmia@uniten.edu.my</a>
	CE –			
	<a href="mailto:Dr.NurAtiahBintiZaini@uniten.edu.my">Dr. Nur'atiah Binti Zaini</a> <a href="mailto:NurAtiah@uniten.edu.my">Nur Atiah@uniten.edu.my</a>			
	EE –		COBA –	
<a href="mailto:PuanAyunizaBteAhmad@uniten.edu.my">Puan Ayuniza Bte Ahmad</a> <a href="mailto:Ayuniza@uniten.edu.my">Ayuniza@uniten.edu.my</a>			<a href="mailto:PuanMasdiahBt.AbdulHamid@uniten.edu.my">Puan Masdiah Bt. Abdul Hamid</a> <a href="mailto:Masdiah@uniten.edu.my">Masdiah@uniten.edu.my</a>	
EP-	<a href="mailto:SarveswarenA/LKarunanithi@uniten.edu.my">Sarveswaren A/L Karunanithi</a> <a href="mailto:Sarveswaren@uniten.edu.my">Sarveswaren@uniten.edu.my</a>			
Finance	<a href="mailto:Financehelpdesk@uniten.edu.my">Financehelpdesk@uniten.edu.my</a>			
Academic Unit	<a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>			

Contact Info	COE	CCI	UBS / COBA	CCED
General &	<a href="mailto:Engineering@uniten.edu.my">Engineering@uniten.edu.my</a>	<a href="mailto:CCIHelpdesk@uniten.edu.my">CCIHelpdesk@uniten.edu.my</a>		<a href="mailto:cced@uniten.edu.my">cced@uniten.edu.my</a>

College Handbook			<a href="mailto:coba.helpdesk@uniten.edu.my">coba.helpdesk@uniten.edu.my</a> <a href="mailto:ubs@uniten.edu.my">ubs@uniten.edu.my</a>	
Head of Department	<a href="#">HOD List</a>	<a href="#">HOD List</a>	<a href="#">HOD List</a>	<a href="#">HOD List</a>
Credit Transfer	ME –	UBS –	UBS –	CCED –
	Puan Norhazwani binti Abd Malek: <a href="mailto:Norhazwani@uniten.edu.my">Norhazwani@uniten.edu.my</a>	<a href="#">Ts. Rina Bte. Md. Anwar</a> <a href="mailto:MRina@uniten.edu.my">MRina@uniten.edu.my</a>	<a href="#">Mrs. Ida Irdawaty Binti Ibrahim</a> <a href="mailto:Irdawaty@uniten.edu.my">Irdawaty@uniten.edu.my</a>	Dr. Azmi Bin Ahmad: <a href="mailto:Azmia@uniten.edu.my">Azmia@uniten.edu.my</a>
	CE –			
	<a href="#">Dr. Nur'atiah Binti Zaini</a> <a href="mailto:Nur_Atiah@uniten.edu.my">Nur_Atiah@uniten.edu.my</a>			
	EE –		COBA –	
	<a href="#">Puan Ayuniza Bte Ahmad</a> <a href="mailto:Ayuniza@uniten.edu.my">Ayuniza@uniten.edu.my</a>		<a href="#">Puan Masdiah Bt. Abdul Hamid</a> <a href="mailto:Masdiah@uniten.edu.my">Masdiah@uniten.edu.my</a>	
EP-	<a href="#">Sarveswaren A/L Karunanithi</a> <a href="mailto:Sarveswaren@uniten.edu.my">Sarveswaren@uniten.edu.my</a>			
Finance	<a href="mailto:Financehelpdesk@uniten.edu.my">Financehelpdesk@uniten.edu.my</a>			
Academic Unit	<a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>			

Thank you.

**"The more that you read, the more things you will know. The more that you learn, the more places you'll go."**

– Dr. Seuss

*Choose your subjects wisely, for they open doors to new opportunities.*

**REGISTRAR**

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