

**UNIVERSITI
TENAGA
NASIONAL**



The Energy University

ONLINE SUBJECT REGISTRATION GUIDELINES

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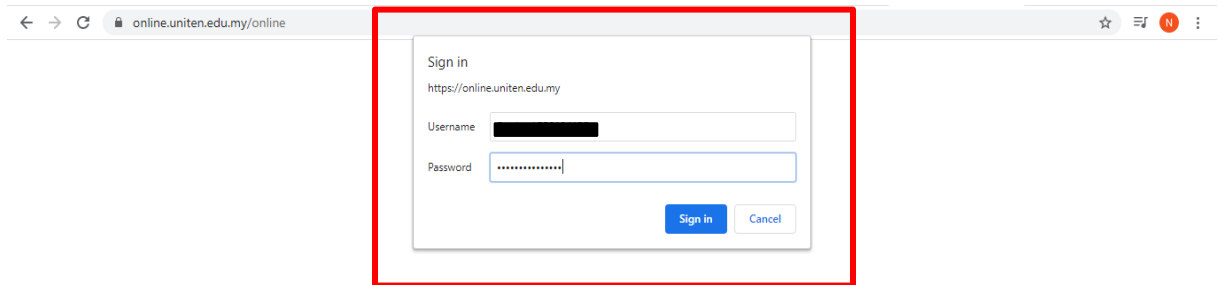
Online Subject Registration Guidelines

Below are the steps to do Online Subject Registration.

1. Open Internet Explorer browser and type in the Online Subject Registration's URL address. Table below describes way to go to the Online Subject Registration Homepage. Please ensure that you enter *Username: student\student ID & Password: your email password*.

Location	URL Address
Internet	http://online.uniten.edu.my/online

2. When prompted, type in **STUDENT\yourstudentid** as User name and type in password.



3. Below is the homepage of Online Student Records. Click on **Subject List** from the menu on the left to begin subject registration process.

A screenshot of the 'Online Student Records' homepage. The page has a green header with the university logo and the text 'Online Student Records' and 'Versi: 1.0.1453'. On the left, there is a navigation menu with items: Home, Add/Drop List, Biodata, Classes Taken, Subject List (highlighted with a red box), Study Plan, and Time Table. The main content area is titled 'Preliminary Tasks' and includes a welcome message, a list of tasks, and a table. The table has columns for 'No.', 'Requirement', 'Action', and 'Status'.

No.	Requirement	Action	Status
1.	You need to enter a minimum number of subjects into your study plan for future semesters.	Update Study Plan	Done

4. Click on the Subject List to view the list of classes offered and detailed information. Please click here for all subjects to be appeared in the subject list. Choose a subject from the dropdown list to register. Please refer to program structure in college handbook provided by College.

Online Student Records Versi: 1.0.216

Subject List for Interim Semester, Academic Year 2020/2021

Please Note!!! This list only shows the relevant subjects for your specified program that are offered. If you wish to see all the subjects offered, please click [here](#).

EEEEB4013 Process Control & Instrumentation (3 credits) [Selected]

EPPB3034 Control System I (4 credits)

HFTB113 Health and Fitness (3 credits)

HFTB113 Health and Fitness (3 credits)

KKKB113 Kepimpinan dan Keusahawanan (6 credits)

KKSB113 Kaunseling dan Kerja Sosial (3 credits)

LITB113 World Literature (3 credits)

LITB113 World Literature (3 credits)

MEHB4073 Energy and Sustainable Development (3 credits)

MLEB113 Malaysian Literature in English (3 credits)

MPU3143 Bahasa Melayu Komunikasi II (3 credits)

MPU3173 Pengajian Malaysia III (3 credits)

MPU3323 Moral & Civil Society I (3 credits)

MPU3422 Moral & Civil Society II (2 credits)

PKIB113 Creative Thinking (3 credits)

PKIB113 Creative Thinking (3 credits)

RELB113 Comparative Religion (3 credits)

RELB113 Comparative Religion (3 credits)

SPRB113 Sport and Recreation Management at Workplace (3 credits)

SPRB113 Sport and Recreation Management at Workplace (3 credits)

Students are advised to see their Academic Advisors for further clarification.

Thank you
Registrar Office
30 May 2016

There will be certain subjects that will not appear in the Subject List above:

- Subjects that you have been awarded transfer of credit
- Subjects which you have taken and passed
- Subjects which are not offered this semester

Please take the necessary action as follows:

- Repeating passed subjects**
Fill up the Repetition of Passed Subject Application Form and submit it to Academic Helpdesk during the Add/ Drop session.
- Subjects which are not offered**
Please refer to the respective Head of Department

5. Please click on the Subject Code to obtain more details about the class. You will then be able to register for the class if you find it suitable and not clashes.

Online Student Records Versi: 1.0.216

Class List for EEEB4013

Please click on the Subject Code to obtain more details about the class. You will then be able to register for the class if you find it suitable.

No.	Subject Code	Description	Section	Capacity	Registered	Note
	EEEEB4013	Process Control & Instrumentation	01	25	0	
	EEEEB4013	Process Control & Instrumentation	02	25	0	

- The details of the class will appear. Click on the Register for This Class link to register for the selected class.

Online Student Records Versi: 1.0.216

EEEEB4013 (Process Control & Instrumentation)

Downpayment Information SECTION 01 [Section 02](#)

Description	Amount
Class Fees:	1,608.86
Total Credit:	1,097.60
Total Registered:	536.29
Surplus:	909.90
Required:	563.10
Min. Payment:	-346.80

Day	Time	Room	Block
Monday	0800 - 1000	VL-0198	Bangi
Tuesday	0800 - 1000	VL-0199	Bangi
Wednesday	0800 - 1000	VL-0200	Bangi
Thursday	0800 - 1000	VL-0431	Bangi

Timeslot for	Symbol
This Class (EEEEB4013 Section 01)	EEEEB4013
Other classes	(Subject)
Clash!	X
Multiple Clash!	X

Can Register.

Day	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Monday	EEEEB4013													
Tuesday	EEEEB4013										AKPK1011			
Wednesday	EEEEB4013													
Thursday	EEEEB4013													
Friday														
Saturday														

[Register for this class](#)

- Timetable screen for the current semester will appear. The screen will show the list of subjects that have been registered. If you want to drop the subject, Click **Yes** in the Delete column.

Online Student Records Versi: 1.0.2165

Time Table for Semester 2, Academic Year 2019/2020

Semester 2, Academic Year 2019/2020 ▼

[See Timetable for Other Semester](#)

No.	Student ID	Subject Code	Description	Section	Credits	Fees (RM)	Fee (Class)	Fee (Invoiced)	Fees-Invoice	Delete?
1.		EEEEB2014	Electronics Analysis & Design II	02A	4	2,373.95	0.00	2,145.15	228.80	Yes
2.		EPPB2024	Electromagnetic Fields & Waves	02	4	2,373.95	0.00	2,145.15	228.80	Yes
					8	4,747.90	0.00	4,290.30	457.60	

Day	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Monday						EEEEB2014				EPPB2024				
Tuesday			EPPB2024						EEEEB2014					
Wednesday							EPPB2024							
Thursday		EPPB2024												
Friday			EEEEB2014											
Saturday														
Sunday														

Total Credit Hours: 8

Fees: RM4,747.90

8. To switch section, click on the class section.

No.	Student ID	Subject Code	Description	Section	Credits	Fees (RM)	Fee (Class)	Fee (Invoiced)	Fees-Invoiced	Delete?
1.		CISB214	Database I	01A	4	2,301.15	0.00	2,085.40	215.75	Yes
2.		CSEB214	Programming II	02B	4	2,301.15	0.00	2,085.40	215.75	Yes
3.		CSEB233	Fundamentals of Software Engineering	01	3	1,725.85	0.00	1,564.05	161.80	Yes
4.		CSNB213	Data Communication and Computer Networks	01	3	1,725.85	0.00	1,564.05	161.80	Yes
5.		MPU3412	Islam & Civil Society II	01	2	832.60	0.00	754.55	78.05	Yes
					16	8,886.60	0.00	8,053.45	833.15	

Day	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Monday			CISB214	CSNB213						CSEB214				
Tuesday	MPU3412							CSEB214						
Wednesday			CISB214			CSEB233								
Thursday	CISB214				CSNB213				CSEB233	CSEB214			MPU3412	
Friday														
Saturday														
Sunday														

Total Credit Hours: 16

9. Choose section which are not clash & full. To change section click link switch section

CSEB214 (Programming II)

Downpayment Information

Description	Amount
Class Fees:	2,301.16
Total Credit:	21,619.70
Total Registered:	8,886.68
Surplus:	21,619.70
Required:	0.00
Min. Payment:	-21,619.70

SECTION 02A [Section 02B](#)

Day	Time	Room	Block
Monday	1700 - 1900	BL-0-002	Block BL (COE)
Tuesday	1500 - 1600	BN-4-006	Block BN (COE)
Friday	0800 - 1000	BC-0-021	Block BC (ITMS)

Timeslot for	Symbol
This Class (CSEB214 Section 02A)	CSEB214
Other classes	(Subject)
Clash!	X
Multiple Clash!	X

Can Register.

Day	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Monday			CISB214	CSNB213						CSEB214				
Tuesday	MPU3412							CSEB214						
Wednesday			CISB214			CSEB233								
Thursday	CISB214				CSNB213				CSEB233				MPU3412	
Friday	CSEB214													
Saturday														

Class Capacity: 30
Students: 26

[Switch Classes](#)

CISB214 (Database I)

Downpayment Information

Description	Amount
Class Fees:	2,301.16
Total Credit:	21,619.70
Total Registered:	8,886.68
Surplus:	21,619.70
Required:	0.00
Min. Payment:	-21,619.70

Can Register.

SECTION 01A [Section 01B](#) [Section 02A](#)

Day	Time	Room	Block
Monday	1000 - 1200	BN-4-009	Block BN (COE)
Wednesday	1000 - 1200	BC-0-007	Block BC (ITMS)
Thursday	0800 - 0900	BN-4-012	Block BN (COE)

Timeslot for	Symbol
This Class (CISB214 Section 01A)	CISB214
Other classes	(Subject)
Clash!	X
Multiple Clash!	X

Day	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100
Monday			CISB214		CSNB213								CSEB214	
Tuesday	MPU3412							CSEB214						
Wednesday			CISB214			CSEB233								
Thursday	CISB214				CSNB213				CSEB233	CSEB214			MPU3412	
Friday														
Saturday														

You have already registered for this class!

- Repeat steps 4-6 to register for another subject.

Steps to apply for Online Increase Capacity:

- a) Go to Subject List Menu. Select Section and click link Apply to Increase Capacity

Class List for MEMB3034

Please click on the Subject Code to obtain more details about the class. You will then be able to register for the class if you find it suitable.

No.	Subject Code	Description	Section	Lecturer	Capacity	Registered	Note
1.	MEMB3034	Mechanical Vibration	01	Jawaid I. Inayat-hussain, Assoc. Prof. Dr.	10	10	Apply to Increase Capacity
2.	MEMB3034	Mechanical Vibration	02	Hanim Salleh, Prof. Dr.	10	10	Apply to Increase Capacity
3.	MEMB3034	Mechanical Vibration	03	Azrul Abidin Bin Zakaria, Encik	20	17	

- b) To submit click, Apply to Increase Capacity for this Class

Increase Capacity

Subject Code: MEMB3034
Description: Mechanical Vibration
Section: 01
Capacity: 10
Filled: 10

Reason:

Apply to Increase Capacity for this Class

c) Once submitted, this message will be appeared.

Increase Capacity

Subject Code: MEMB3034
Description: Mechanical Vibration
Section: 01
Capacity: 10
Filled: 10

You have successfully applied to Increase the Capacity of this class.

The class will be added to your timetable if your application is successful. Kindly check your timetable in the following week.

d) Submission application status as follows:

Class List for MEMB3034

Please click on the Subject Code to obtain more details about the class. You will then be able to register for the class if you find it suitable.

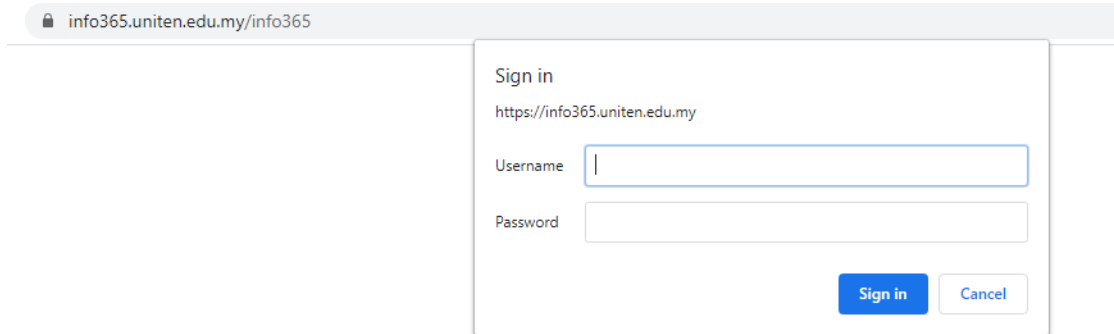
No.	Subject Code	Description	Section	Lecturer	Capacity	Registered	Note
1.	MEMB3034	Mechanical Vibration	01	Jawaid I. Inayat-hussain, Assoc. Prof. Dr.	10	10	Increase Capacity Request Submitted The class will be added to your timetable if your application is successful. Kindly check your timetable in the following week.
2.	MEMB3034	Mechanical Vibration	02	Hanim Salleh, Prof. Dr.	10	10	
3.	MEMB3034	Mechanical Vibration	03	Azrul Abidin Bin Zakaria, Encik	20	17	

Steps for Additional Credit Maximum Request:

1. Open Internet Explorer browser and type in the URL address as table below.

Location	URL Address
Internet	http://info365.uniten.edu.my/info365

2. When prompted, type in **STUDENT\yourstudentid** as User name and type in password.



3. Please fill in the required information as below. Please take note that if your current credit in timetable is 18 credit hours and you plan for additional 3 credit hours, please key in total of 21 credit hours in credit requested then, click submit.

Info365 Home ▾

Create

New Additional Credit Maximum Request

StudentID

Semester Code

Credits Requested

Reason

[Back to List](#)

4. You will receive notification email once your request has been approved/ rejected.

FREQUENTLY ASKED QUESTIONS (FAQs) FOR SUBJECT REGISTRATION

1. What is subject registration session?

Subject registration week is a period where a student has to register subject for next semester timetable within a specific time frame.

2. 'Unauthorized: Access is denied' message appears

Please make sure you type in 'STUDENT\' (backslash) before your Student ID as your username

3. 'Student is not allowed to register because of pro forma payment outstanding debt' message appears and timetable drop due to no pro forma payment

Please contact Finance to clear pro forma (please refer to Finance Department notice for pro forma percentage) and any outstanding debts. Please make sure that any pro forma payment must be paid before the due date to avoid timetable drop.

4. 'You do not have an online ticket' message and any other inquiries

Please email to academicreg@uniten.edu.my for assistance.

5. How to check online ticket?

You may check your online ticket at student info <https://info.uniten.edu.my/info>

6. What is time slot? What if I missed my time slot?

Time slot is a length of time allocated for student to register subjects. Student can still register subject even you missed the time slot until the last day off subject registration session. No new time slot will be provided.

7. What am I supposed to do if I want to drop or change my subject?

Please refer to step 7 in Online Subject Registration Guidelines. Students are compulsory to follow the program structure given by college.

8. What am I supposed to do if I want to change my class section?

Please refer to step 8 in Online Subject Registration Guidelines

9. Is it possible to carry more than maximum credit hours per semester?

Student have to get approval from the respective Dean in order to carry more than maximum credit hours per semester.

10. My subject is clashing. What should I do?

Student have to arrange the timetable if there are subject clashing. You may choose any subject and drop it. Then try to rearrange the subject. Student may contact College HOD if the timetable cannot be changed.

11. What is full capacity?

Full capacity is a situation whereby there is not enough capacity in a section and no additional student is allowed to enter the section.

12. How to apply for increase capacity?

You may apply to add capacity via online within specific time frame and result for application will be displayed in your timetable (please check your timetable via student info from time to time)

13. What is subject withdrawal?

i. Student may apply to withdraw from the subject after the first 14 days for long semester and after 3 days for short semester. The grade for the withdrawn subject will be recorded as 'TD' (Withdraw) in the academic transcript. Withdrawal subject is only applicable to Degree & Diploma students only.

ii. Subject withdrawal starting from the final examination week is not allowed. Students discontinuing study for subjects beyond the subject withdrawal period are graded according to their achievement to that date.

iii. No refund for subject withdrawal.

iv. A student is not allowed to retract his previous subject withdrawal

v. Students are not allowed to withdraw all the subjects that have been registered in the semester. Students are required to apply for Deferment to withdraw all subjects. This deferment is not included in determining the number of semesters used. Please fill in deferment form which can be obtained from UNITEN website and email to enrol@uniten.edu.my.

14. If you have any inquiries regarding subject registration, please email us at Academicreg@uniten.edu.my

15. You may also contact your College Head of Department (HOD) pertaining subject registration & credit transfer as below:

Contact Info	COE	CCI	UBS – Putrajaya COBA - KSHAS	CCEd
General & College Handbook	Engineering@uniten.edu.my COE Manager: Mrs. Norma Bt. Hassan Tel: +603-89287200 Email: normah@uniten.edu.my	CCIHelpdesk@uniten.edu.my CCI Manager: Mrs.Zariny Binti Zalaluddin Tel: +603-89212020 Ext.2301 Email: Zariny@uniten.edu.my	ubs@uniten.edu.my Putrajaya - UBS Manager: Safidah Jun binti Hj Mohamad Tel: +609-4552020 Ext. 2127 Email: Safidah@uniten.edu.my KSHAS – UBS Officer: Wan Nurul Huda Binti Mohd Yusoff Tel: +609-455 2020 Ext. 2127 Email: WNurul@uniten.edu.my	Helpdeskces@uniten.edu.my CCEd Officer: Mrs. Fajrul Mona Bte. Jamal Ariffin Tel: +603-89287524 Email: FMona@uniten.edu.my
Head of Department	HOD List	HOD List	HOD List	HOD List
Credit Transfer	ME – Mrs. Norhazwani Binti Abd Malek Norhazwani@uniten.edu.my CE – Ts. Dr. Shuhairy Bin Norhisham, Shuhairy@uniten.edu.my EE – Puan Ayuniza Bte Ahmad Ayuniza@uniten.edu.my EP - Mr. Sarveswaren A/L Karunanithi Sarveswaren@uniten.edu.my	Ts. Rina Bte. Md. Anwar MRina@uniten.edu.my	Head Puan Masdiah Bt. Abdul Hamid Masdiah@uniten.edu.my UBS Putrajaya Department of Accounting and Economics 1. Pn. Ida Irdawaty Ibrahim Irdawaty@uniten.edu.my 2. En. Hisyam Bin Ghazali @ Mohd Zain Mhisyam@uniten.edu.my Department of Management 1. Mohd Zulkeflee B. Abd Razak Zulkeflee@uniten.edu.my UBS KSHAS Department of Accounting and Finance 1. Pn. Normaisarah Abdul Manaf Sarah@uniten.edu.my 2. En. Mohd Amran Jaafar Amran@uniten.edu.my Department of Business and Management 1. Pn. Fadhilah Abdul Ghani Afadhilah@uniten.edu.my 2. En. Adnan Ab. Hamid Aadnan@uniten.edu.my	–

Finance	Financehelpdesk@uniten.edu.my			
Academic Unit	academicreg@uniten.edu.my			