



NOTICE TO STUDENTS	FINALIZED SUBJECT REGISTRATION (FSR) – SPECIAL SEMESTER/TRIMESTER 3, 2025/2026
FSR Period	8 June 2026 – 11 June 2026
Classes Begin	Monday, 8 June, 2026

Important Information

Item	Details
 Failure to Register	If you do not register for the subjects listed in your program structure by the end of the FSR Week, your student status will automatically be changed to “Dropped” without further notice.
Reactivation Fee	A reactivation fee of RM100.00 will apply to reactivate your student status.

Finalized Subject Registration Ticket

Automatic Subject Registration Ticket	Details
Tickets Will Be Generated Automatically For:	<ul style="list-style-type: none"> • Credit Transfer Student (Diploma → Degree) • Deferred → Active • Changed Program → Active New ID • APG (previous status cancelled) • Dropped → Active
Tickets Will NOT Be Generated Automatically For:	<ol style="list-style-type: none"> 1. Students who missed subject registration during the Subject Registration Week. 2. Students who request to add/drop subjects.
 Action Required	Students are required to email their respective HOD or visit the UCC Counter to request a subject registration ticket or email academicreg@uniten.edu.my

Important Links

Purpose	Link / Information
Subject Registration	UNITEN Online Registration Portal, https://online.uniten.edu.my/online/
Registration Guideline	Please click here for Online Subject Registration Guidelines
View Timetable	Please click here on how to view the timetable
Important Dates	Please refer to the attached document via THIS LINK
Credit Transfer Submission	Please submit documents via This Link

Student Reminder & Important Actions

No.	Action Required	Details
1	Check Your Timetable	Please double check your timetable at the beginning of Special Semester/Trimester 3, 2025/2026 for any class or subject changes.
2	Finalized Subject Registration (FSR)	Please refer to the FSR schedule for subject registration, dropping, and related activities.
3	Check Important Dates	Please refer to the attached document for important FSR and Graduation dates.
4	Credit Transfer (Diploma Students)	Please submit your Transcript and Syllabus to avoid delays in credit transfer and timetable arrangement.
5	Need Assistance?	Please contact your respective HOD or college administration for further enquiries.

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

Activity	Program	Dates	Location & URL
Drop Subject via Advisor	Foundation Program	8 June 2026 – 9 June 2026 (full refund) 9 June 2026 – 10 June 2026 (2/3 refund) 11 June 2026 onwards (no refund)	info.uniten.edu.my/info
	Diploma & Degree Programs	8 June 2026 – 10 June 2026 (full refund) N/A (2/3 refund) 11 June 2026 onwards (no refund)	info.uniten.edu.my/info
Auto Dropped Subject due to outstanding pro-forma or debt	All programs	15 June 2026	info.uniten.edu.my/info

Activity	Program	Dates	Location & URL
Bypass Pre-Requisite Request (for special cases only)	Diploma & Degree Programs	8 June 2026 – 10 June 2026	info365.uniten.edu.my/info365
Additional Credit Maximum Request (for special cases only)	Diploma & Degree Programs	8 June 2026 – 10 June 2026	info365.uniten.edu.my/info365
Repetition Passed Subject Request (for special cases only)	Diploma & Degree Programs	8 June 2026 – 10 June 2026	info365.uniten.edu.my/info365
Online Increase Capacity Application (for special cases only)	After advising process	8 June 2026 – 10 June 2026	online.uniten.edu.my/online

For further enquiries please refer to:

Contact Info	COE	CCI	UBS – Putrajaya UBS - KSHAS	CCEd
General & College Handbook /Program Structure	Engineering@uniten.edu.my COE Manager: Pn. Norma Bt. Hassan Tel: +603-89287200 Email: normah@uniten.edu.my	CCIHelpdesk@uniten.edu.my CCI Manager: Pn. Zariny Binti Zalaluddin Tel: +603-89212020 Ext.2301 Email: Zariny@uniten.edu.my	ubs@uniten.edu.my Putrajaya - UBS Manager: Pn. Safidah Jun binti Hj Mohamad Tel: +603-89212020 Ext. 7361 Email: Safidah@uniten.edu.my UBS Officer – Puan Intan Suria Bte Abdul Rahman Email: Suria@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: Pn. 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	<p>ME – Mrs. Norhazwani Binti Abd Malek Norhazwani@uniten.edu.my</p> <p>CE – Dr. Nur'atiah Binti Zaini Nur_Atiah@uniten.edu.my</p> <p>EE – Puan Ayuniza Bte Ahmad Ayuniza@uniten.edu.my</p> <p>EP - Mr. Sarveswaren A/L Karunanithi Sarveswaren@uniten.edu.my</p>	<p>Head Ts. Rina Bte. Md. Anwar MRina@uniten.edu.my</p>	<p>Head Credit Transfer Cik Nurul Nadiah Bt. Ahmad Nadiahn@uniten.edu.my</p> <p>UBS Putrajaya</p> <p>Department of Accounting and Economics</p> <p>1. Pn. Ida Irdawaty Ibrahim Irdawaty@uniten.edu.my</p> <p>2. En. Hisyam Bin Ghazali @ Mohd Zain Mhisyam@uniten.edu.my</p> <p>Department of Management</p> <p>1. Mohd Zulkeflee B. Abd Razak Zulkeflee@uniten.edu.my</p> <p>UBS KSHAS</p> <p>Department of Accounting and Finance</p> <p>1. Pn. Normaisarah Abdul Manaf Sarah@uniten.edu.my</p> <p>2. En. Mohd Amran Jaafar</p>	-

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