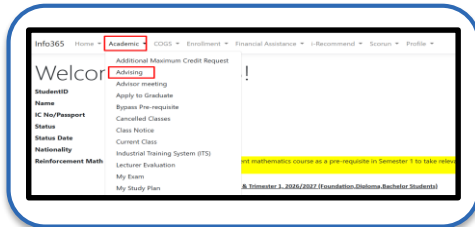


STUDENT ADVISING PROCESS – INFO365

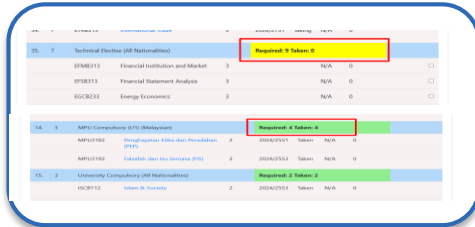
Quick Step-by-Step Guide



1 Login to Info365
<https://info365.uniten.edu.my/info365>
Log in using your username and password. Go to Academic → Advising.

2 Select Advising Status
Choose the option that applies to you, then click Update Reason.

3 Check Required Subjects
BKA102 and Reinforcement / Bridging Mathematics may appear automatically if required.



CHECK PROGRAMME REQUIREMENT
Please refer to your Program Structure Handbook for the subjects required for your program. Components may include University Compulsory, College Compulsory, Technical Elective, Free Module and others.

YELLOW = More credits are still required

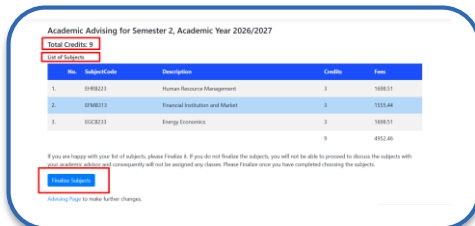
GREEN = Requirement completed



4 Select Your Subjects
Tick the subjects you want to take according to your programme structure.

5 Check Prerequisites
Click the subject name if you need to check its prerequisite before selecting it.

6 Submit
After selecting your subjects, click Submit.



7 Review Your Selection
Check the subject list and total credits. Make sure everything is correct.

8 Finalize Subjects
If everything is correct, click Finalize Subjects to confirm your advising.

9 Advisor Approval
You and your Advisor will receive an email. Your Advisor will review and approve the advising.



REPEAT A FAILED SUBJECT

Select your other subjects first → Submit → Go back to Advising → Click the failed subject → Click “I want to repeat this subject” → Return to Advising → Submit again → Review → Finalize Subjects.