# NOTICE TO STUDENTS
# FINALIZED SUBJECT REGISTRATION
# SEMESTER 1, 2024/2025
# 30 SEPTEMBER – 7 OCTOBER 2024

1) Students are required to re-check the timetable at the beginning of Semester 1, 2024/2025 as there may be changes to the class schedule and subjects dropped due to insufficient pre-requisite/ co-requisite subjects.

2) Finalized Subject Registration for Semester 1, 2024/2025 will be held as follows:

| ACTIVITY | PROGRAM | DATE | LOCATION & URL ADDRESS |
|---|---|---|---|
| Drop Subject via Advisor | **Foundation Program** | 30 Sept – 2 Oct 2024 (full refund)<br><br>3 Oct – 4 Oct 2024 (2/3 refund)<br><br>5 Oct 2024 Onwards (No refund) | https://info.uniten.edu.my/info<br><br>Steps to drop subject via advisor as attached.<br><br>Please consult your academic advisor if your request to drop is still pending. |
| | **Diploma & Degree Program** | 30 Sept – 6 Oct 2024 (full refund)<br><br>7 Oct – 13 Oct 2024 (2/3 refund)<br><br>14 Oct 2024 Onwards (No refund) | |

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|---|---|---|---|
| Auto Dropped Subject due to outstanding pro-forma / debt | **Foundation, Diploma & Degree Program** | 7 October 2024 | https://info.uniten.edu.my/info<br><br>Kindly double checks your timetable beginning from 7 October 2024<br><br>For further enquiries, please consult Finance Department via:<br><br>Link form for Putrajaya Campus - https://bit.ly/StudentPutrajayaForm<br><br>Link form for KSHAS Campus - https://bit.ly/StudentKshasForm |
| Bypass Pre-Requisite Request (for student with online ticket-special cases only) | **Diploma & Degree Program** | 30 Sept – 6 Oct 2024 | Internet<br>http://info365.uniten.edu.my/info365<br>(24hours)<br>(select menu Bypass Pre-requisite Request)<br>Result of Application will be sent to your email once the Head of Department has processed your request. |
| Additional Credit Maximum Request (for student with online ticket-special cases only) | **Diploma & Degree Program** | 30 Sept – 6 Oct 2024 | Internet<br>http://info365.uniten.edu.my/info365<br>(24hours)<br>(select menu Additional Credit Maximum Request)<br>Result of Application will be sent to your email once the Dean has processed your request. |
| Repetition Passed Subject Request (for student with online ticket-special cases only) | **Diploma & Degree Program** | 30 Sept – 6 Oct 2024 | Internet<br>http://info365.uniten.edu.my/info365<br>(24hours)<br>(select menu Repetition of Passed Subject Request) |

| Online Increase Capacity Application (for student with online ticket- special cases only) | **Eligible ONLY for students who have completed Advising process**<br><br>*(Kindly refer to respective Subject Head of Department)* | 30 Sept – 6 Oct 2024 | Internet http://online.uniten.edu.my/online (24 hours) Subject will be added to your timetable once the Head of Department has approved your request. |
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3) Kindly refer to the attachment of **Important Dates for Finalized Subject Registration Session and Graduation Semester 1, 2024/2025 and Trimester 1, 2024/2025.**

4) To apply for Online Subject Registration Ticket, you may contact your Program Head of Department via: Link form for Putrajaya Campus - https://bit.ly/StudentPutrajayaForm Link form for KSHAS Campus - https://bit.ly/StudentKshasForm

5) Diploma students who have been offered to continue studies for the degree program in Semester 1, 2024/2025 are required to **complete credit transfer process** by referring to College Credit Transfer Head before proceed with subject registration. Please check your online subject registration ticket via https://info.uniten.edu.my/info once your credit transfer completed. Please proceed with subject registration via http://online.uniten.edu.my/online (Guidelines to register subject as attached). Any inquiries on subject registration, kindly refer to your Program Head of Department (HOD).

6) Student who fails to register subject as stated in the program structure handbook by the end of Finalized Subject Registration Week (FSR) your student status will be changed from **active to dropped** without further notice. To activate the status, a processing fee of **RM100.00 will be charged.**

   To activate the student status from dropped to active, student need to do the following steps:

   a) Download application form to activate student status from https://www.uniten.edu.my/student-hub/registrar-forms/ and email the completed Application Form to Enrol@uniten.edu.my
   b) Once the application is successful, student is required to pay a processing fee of RM100.00

7) Subject Registration ticket will be automatically generated for those with status as stated below:
   a) Deferred to Active
   b) Changed Program to Active New ID
   c) APG previous status cancelled
   d) Dropped to Active

   Please proceed with subject registration via http://online.uniten.edu.my/online (Guidelines to register subject as attached)

8) For further enquiries please refer to:

| Contact Info | COE | CCI | UBS – Putrajaya COBA - KSHAS | CCEd |
|---|---|---|---|---|
| General & College Handbook | Engineering@uniten.edu.my<br>COE Manager: Mrs. Norma Bt. Hassan<br>Tel: +603-89287200<br>Email:<br>normah@uniten.edu.my | CCIHelpdesk@uniten.edu.my<br>CCI Manager: Mrs. Norashikin Bte. Mohamed Aznan<br>Tel: +603-89212020 Ext.2301<br>Email:<br>MNorashikin@uniten.edu.my | ubs@uniten.edu.my<br>Putrajaya -<br>UBS Manager: Safidah Jun binti Hj Mohamad<br>Tel: +609-4552020 Ext. 2127<br>Email: Safidah@uniten.edu.my<br><br>KSHAS –<br>UBS Officer: Wan Nurul Huda Binti Mohd Yusoff<br>Tel: +609-455 2020 Ext. 2127<br>Email: WNurul@uniten.edu.my | Helpdeskces@uniten.edu.my<br>CCEd Officer: Mrs. Fajrul Mona Bte. Jamal Ariffin<br>Tel: +603-89287524<br>Email:<br>FMona@uniten.edu.my |
| Head of Department | HOD List | HOD List | HOD List | HOD List |
| Credit Transfer | ME – Dr. Mohd Firdaus Bin Jaafar<br>Mohd.Firdaus@uniten.edu.my<br>CE – Dr. Nur'atiah Binti Zaini<br>Nur_Atiah@uniten.edu.my<br>EE – Puan Ayuniza Bte Ahmad<br>Ayuniza@uniten.edu.my<br>EP- Sarveswaren A/L Karunanithi<br>Sarveswaren@uniten.edu.my | Ts. Rina Bte. Md. Anwar<br>MRina@uniten.edu.my | Mrs. Ida Irdawaty Binti Ibrahim<br>(UBS, Putrajaya Campus)<br>Irdawaty@uniten.edu.m y<br><br>Mrs. Masdiah Bt. Abdul Hami<br>(COBA- KSHAS)<br>Masdiah@uniten.edu.my | _ |
| Finance | Tel: +603-8928 7425; +603-8928 7426; +603-8928 7430; Whatsapp: +60 16-255 7425 (current student), +60 14-330 0314 (new student) http://bit.ly/FINANCEENQUIRIES ||||
| Academic Unit | academicreg@uniten.edu.my ||||

Thank you.

Registrar Office
23 Sept 2024