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## **NOTICE TO STUDENTS FINALIZED SUBJECT REGISTRATION SPECIAL SEMESTER, 2023/2024 & TRIMESTER 3, 2023/2024**

- 1) Students are **required to re-check the timetable at the beginning of Semester as there may be changes to the class schedule and subjects dropped due to insufficient pre- requisite/ co-requisite subjects.**
- 2) Finalized Subject Registration will be held as follows:

<b>ACTIVITY</b>	<b>PROGRAM</b>	<b>DATE</b>	<b>LOCATION &amp; URL ADDRESS</b>
Drop Subject via Advisor	<b>Foundation Program</b>	15 & 16 JULY 2024 <b>(full refund)</b>  17 & 18 JULY 2024 <b>(2/3 refund)</b>  <b>19 JULY 2024 onwards</b> <b>NO REFUND</b>	<a href="https://info.uniten.edu.my/info">https://info.uniten.edu.my/info</a>  Steps to drop subject via advisor as attached.  Please consult your academic advisor if your request to drop is still pending.
	<b>Diploma &amp; Degree Program</b>	15- 17 JULY 2024 (full refund)  <b>18 JULY 2024</b> <b>onwards NO REFUND</b>	

Auto Dropped Subject due to outstanding pro-forma / debt	<b>Foundation, Diploma &amp; Degree Program</b>	<b>19 JULY 2024 (FRIDAY)</b>	<a href="https://info.uniten.edu.my/info">https://info.uniten.edu.my/info</a> Kindly re-check your timetable beginning from 15 July 2024 For further enquiries, please consult Finance Department via: Link form for Putrajaya Campus - <a href="https://bit.ly/StudentPutrajayaForm">https://bit.ly/StudentPutrajayaForm</a> Link form for KSHAS Campus - <a href="https://bit.ly/StudentKshasForm">https://bit.ly/StudentKshasForm</a>
Bypass Pre-Requirement Request (for student with online ticket-special cases only)	<b>Diploma &amp; Degree Program</b>	<b>15 – 17 JULY 2024</b>	Internet <a href="http://info365.uniten.edu.my/info365">http://info365.uniten.edu.my/info365</a> (24hours) (select menu Bypass Pre-requirement Request) 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)	<b>Diploma &amp; Degree Program</b>	<b>15 – 17 JULY 2024</b>	Internet <a href="http://info365.uniten.edu.my/info365">http://info365.uniten.edu.my/info365</a> (24hours) (select menu Additional Credit Maximum Request) 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)	<b>Diploma &amp; Degree Program</b>	<b>15 – 17 JULY 2024</b>	Internet <a href="http://info365.uniten.edu.my/info365">http://info365.uniten.edu.my/info365</a> (24hours) (select menu Repetition of Passed Subject Request)

<p>Online Increase Capacity Application (for student with online ticket- special cases only)</p>	<p><b>Eligible ONLY for students who have completed Advising process</b></p> <p><i>(Kindly refer to respective Subject Head of Department)</i></p>	<p><b>15 – 17 JULY 2024</b></p>	<p>Internet</p> <p><a href="http://online.uniten.edu.my/online">http://online.uniten.edu.my/online</a></p> <p>(24 hours)</p> <p>Subject will be added to your timetable once the Head of Department has approved your request.</p>
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- 3) Kindly refer to the attachment of Important Dates for Finalized Subject Registration Session and Graduation Special Semester, 2023/2024 and Trimester 3, 2023/2024.
- 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 Special Semester, 2023/2024 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](mailto: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	COBA	UBS
General & College Handbook	<a href="mailto:Engineering@uniten.edu.my">Engineering@uniten.edu.my</a> COE Manager: Puan Hajjah Norma Bt. Hassan Tel: +603-89287200 Email: <a href="mailto:normah@uniten.edu.my">normah@uniten.edu.my</a>	<a href="mailto:CCIHelpdesk@uniten.edu.my">CCIHelpdesk@uniten.edu.my</a> CCI Manager: Mrs. Norashikin Bte. Mohamed Aznan Tel: +603-89212020 Ext.2301 Email: <a href="mailto:MNorashikin@uniten.edu.my">MNorashikin@uniten.edu.my</a>	<a href="mailto:coba.helpdesk@uniten.edu.my">coba.helpdesk@uniten.edu.my</a> COBA Officer: Mrs. Wan Nurul Huda Binti Mohd Yusoff Tel: +609-4552020 Ext. 2127 Email: <a href="mailto:wnurul@uniten.edu.my">wnurul@uniten.edu.my</a>	<a href="mailto:Helpdeskces@uniten.edu.my">Helpdeskces@uniten.edu.my</a> UBS Manager: Puan Hajjah Safidah Jun. +603-89287361 Email: <a href="mailto:Safidah@uniten.edu.my">Safidah@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	<b>ME:</b> Dr. Mohd Firdaus Email: <a href="mailto:mohd.firdaus@uniten.edu.my">mohd.firdaus@uniten.edu.my</a> <b>CE:</b> Dr. Nur Atiah Zaini Email: <a href="mailto:nur_atiah@uniten.edu.my">nur_atiah@uniten.edu.my</a> <b>EE:</b> Puan Ayuniza <a href="mailto:Ayuniza@uniten.edu.my">Ayuniza@uniten.edu.my</a> <b>Y</b> <b>EP:</b> Dr. Lee Hui Jing <a href="mailto:LHJing@uniten.edu.my">LHJing@uniten.edu.my</a>	Mr. Ts. Lim Fung Chen Email: <a href="mailto:Fclim@uniten.edu.my">Fclim@uniten.edu.my</a>	Mrs. Masdiah Bt. Abdul Hamid Email: <a href="mailto:Masdiah@uniten.edu.my">Masdiah@uniten.edu.my</a>	Mrs. Ida Irdawaty Binti Ibrahim (UBS, Putrajaya Campus) <a href="mailto:Irdawaty@uniten.edu.my">Irdawaty@uniten.edu.my</a>
Finance	Tel: +603-8928 7425; +603-8928 7426; +603-8928 7430; Whatsapp: +60 16-255 7425 (current student), +60 14-330 0314 (new student) <a href="http://bit.ly/FINANCEENQUIRIES">http://bit.ly/FINANCEENQUIRIES</a>			
Academic Unit	<a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>			

Thank you.

Registrar Office  
**05 JULY 2024**