ONLINE SUBJECT REGISTRATION GUIDELINES

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Online Subject Registration Guidelines

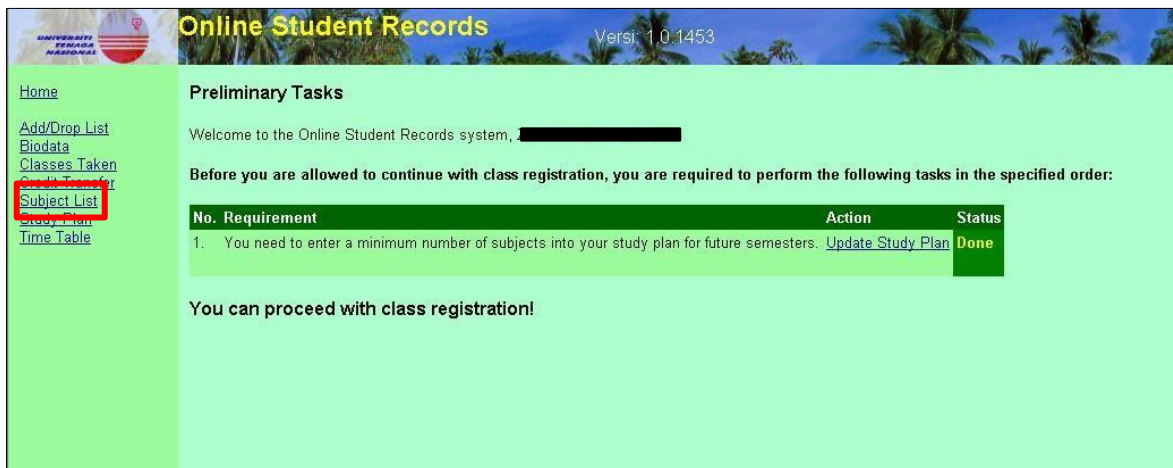Below are the steps to do Online Subject Registration.

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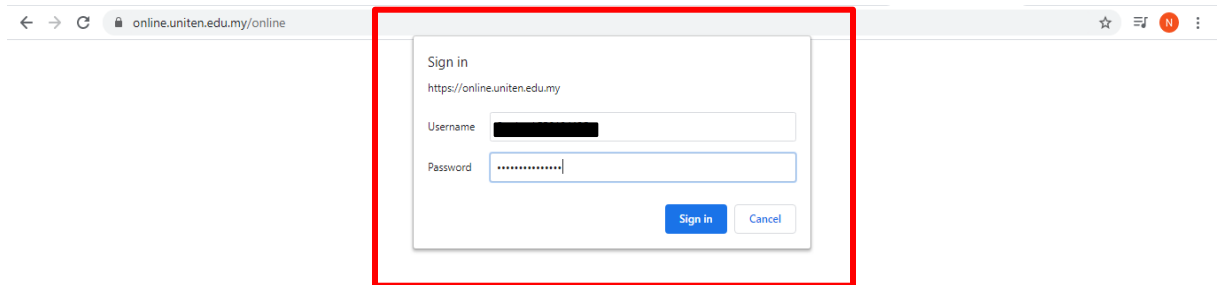
3. Below is the homepage of Online Student Records. Click on **Subject List** from the menu on the left to begin subject registration process.

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.

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.

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

7. 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.

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   SECTION 02A Section 02B

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

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!

10. 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

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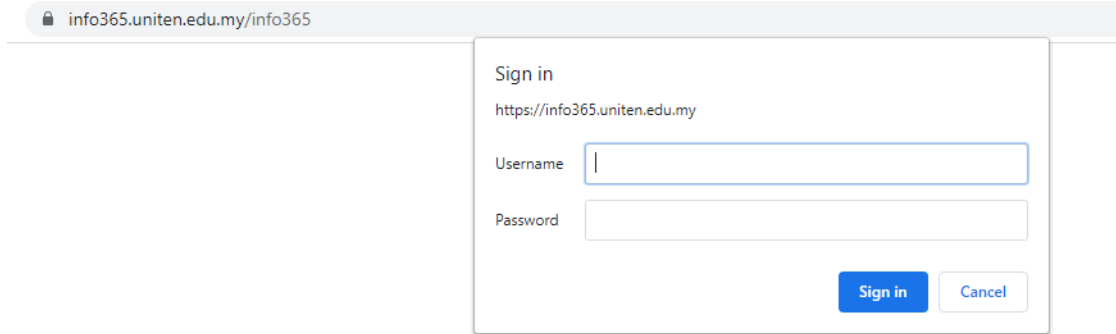
3. Please fill in the required information as below. Please take note that if your current credit in timetable is 18 credit hours and you plan for additional 3 credit hours, please key in total of 21 credit hours in credit requested then, click submit.

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:**

College of Engineering (COE)

Department of Mechanical Engineering Ir. Dr. Saiful Hasmady Abu Hasan saifady@uniten.edu.my	**Department of Electrical & Electronics** Dr. Norazizah Binti Mohd Aripin norazizahm@uniten.edu.my
Department of Civil Engineering Ts. Dr. Mohd Hafiz Bin Zawawi MHafiz@uniten.edu.my	**Department of Foundation & Diploma Studies** Mrs. Farhaniza Bte Ghazali farhaniza@uniten.edu.my
ME – Dr. Mohd Firdaus Bin Jaafar Mohd.Firdaus@uniten.edu.my **CE –** Dr. Nur'atiah Binti Zaini Nur_Atiah@uniten.edu.my EE – Puan Ayuniza Bte Ahmad Ayuniza@uniten.edu.my EP- Sarveswaren A/L Karunanithi Sarveswaren@uniten.edu.my	

College of Continuing Education (CCEd)

Department of Social Sciences and Humanities Dr. Husni binti Mohd Radzi Husni@uniten.edu.my	**Department of Languages and Communication** Dr. Thaharah binti Hilaluddin Thaharah@uniten.edu.my

College of Computing & Informatics (CCI)

Department of Computing (SE, SN & CS) , Wahidah Binti Hashim, Assoc. Prof. Ts. Dr. wahidah@uniten.edu.my	**Deperment of Informatics (IS, GM & VM)** Ts. Dr. Aliza Bt Abdul Latif aliza@uniten.edu.my
Department of Diploma & Foundation Ts. Dr. Faridah Hani Bte Mohamed Salleh Faridahh@uniten.edu.my	**Head - Credit Transfer** Ts. Lim Fung Chen Fclim@uniten.edu.my

UBS / COBA

Head of Department, Accounting and Finance (KSHAS) Puan Inaliah bt Ali inaliah@uniten.edu.my	**Head of Department, Business and Management (KSHAS)** Dr. Nor Salwati binti Othman norsalwati@uniten.edu.my
Head of Department, Foundation and Diploma Studies Dr. Suzaida binti Bakar suzaida@uniten.edu.my	**Department of Economics and Management**, **UBS (Putrajaya)** Dr. Rabiah Eladwiah Abdul Rahim Rabiah@uniten.edu.my
Head – Credit Transfer Puan Masdiah Bt. Abdul Hamid (COBA) Masdiah@uniten.edu.my Mrs. Ida Irdawaty Binti Ibrahim (UBS, Putrajaya Campus) Irdawaty@uniten.edu.my	**Head of Accounting Department, UBS (Putrajaya)** Dr. Sharifah Buniamin Sharifah@uniten.edu.my