UNIVERSITI TENAGA NASIONAL

The Energy University

# ONLINE SUBJECT REGISTRATION GUIDELINES

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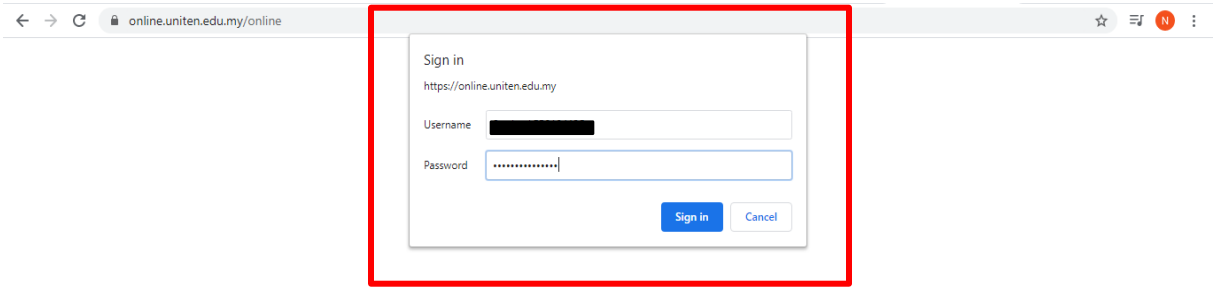
## Online Subject Registration Guidelines

Below are the steps to do Online Subject Registration.

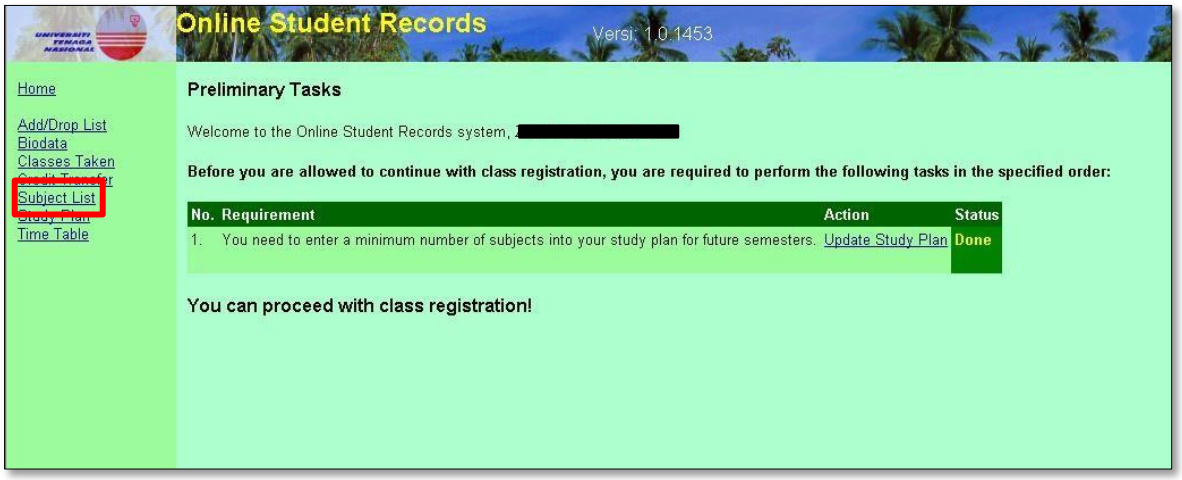
1. Open Internet Explorer browser and type in the Online Subject Registration's URL address. Table below describes way to go to the Online Subject Registration Homepage. Please ensure that you enter *Username: student\student ID* & *Password: your email password*.

| Location | URL Address |
|---|---|
| Internet | http://online.uniten.edu.my/online |

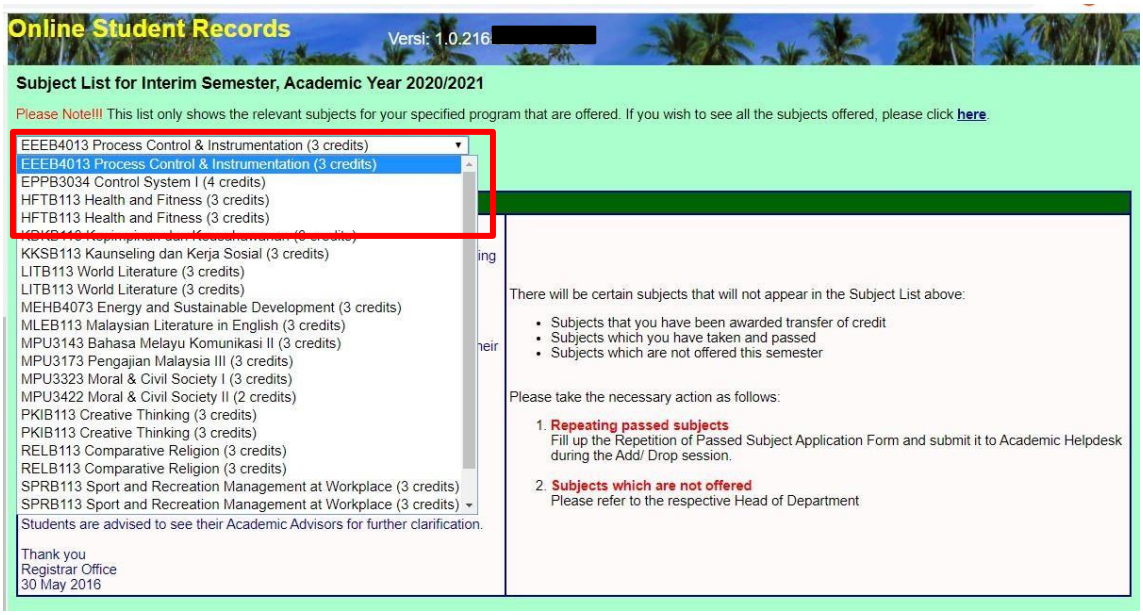
2. When prompted, type in STUDENT\yourstudentid as User name and type in password.



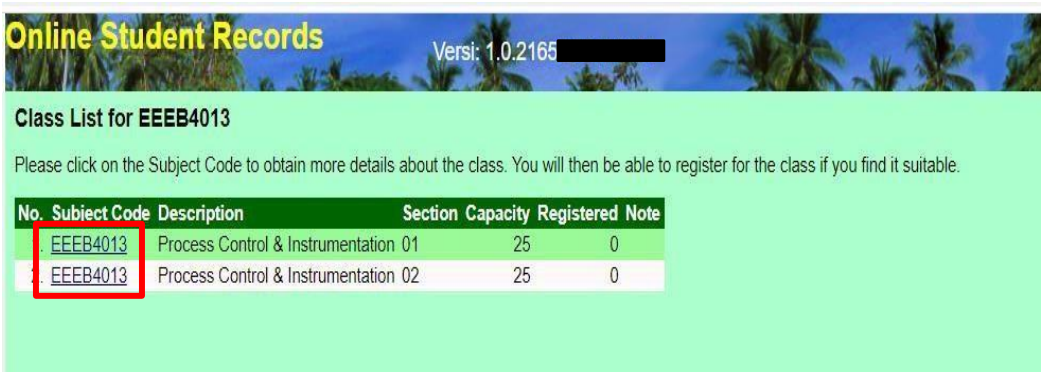

3. Below is the homepage of Online Student Records. Click on Subject List from the menu on the left to begin subject registration process.



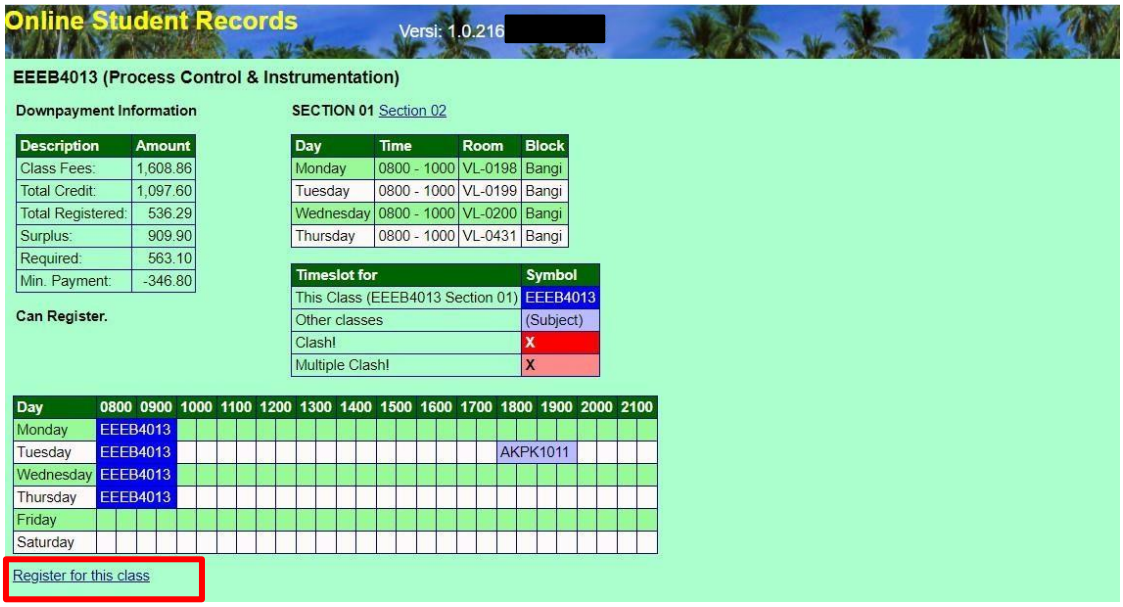
4. Click on the Subject List to view the list of classes offered and detailed information. Please click **here** for all subjects to be appeared in the subject list. Choose a subject from the dropdown list to register. Please refer to program structure in college handbook provided by College.



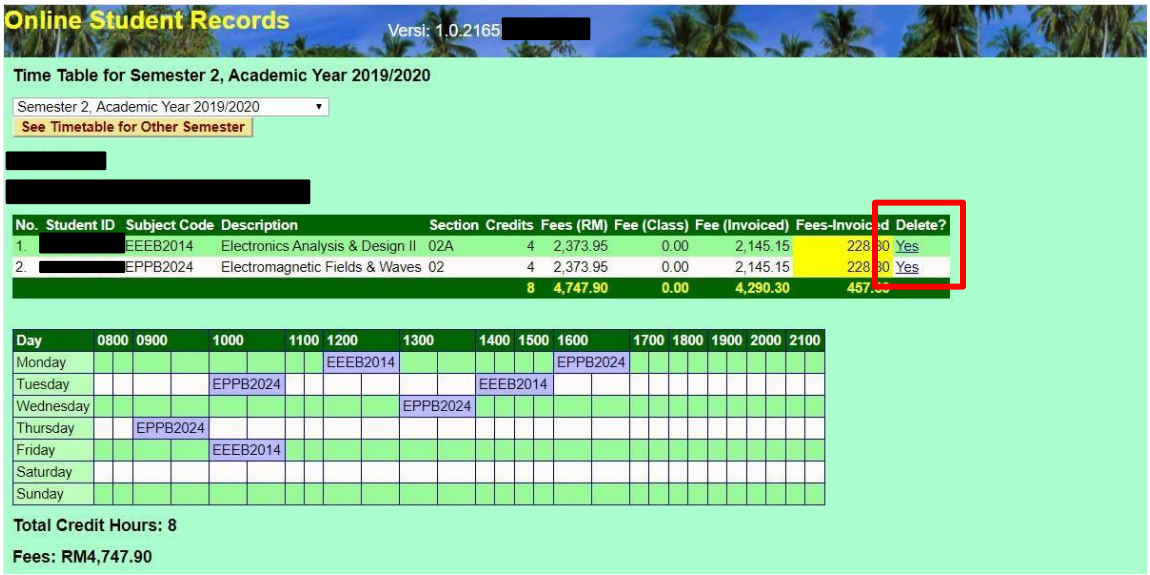

5. Please click on the Subject Code to obtain more details about the class. You will then be able to register for the class if you find it suitable and not clashes.



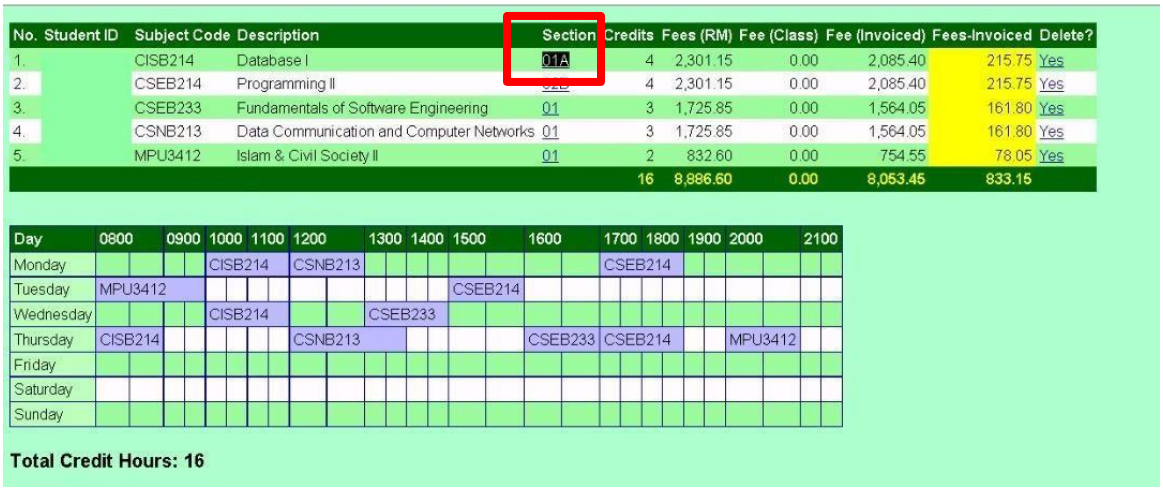
6. The details of the class will appear. Click on the **Register for This Class** link to register for the selected class.




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.

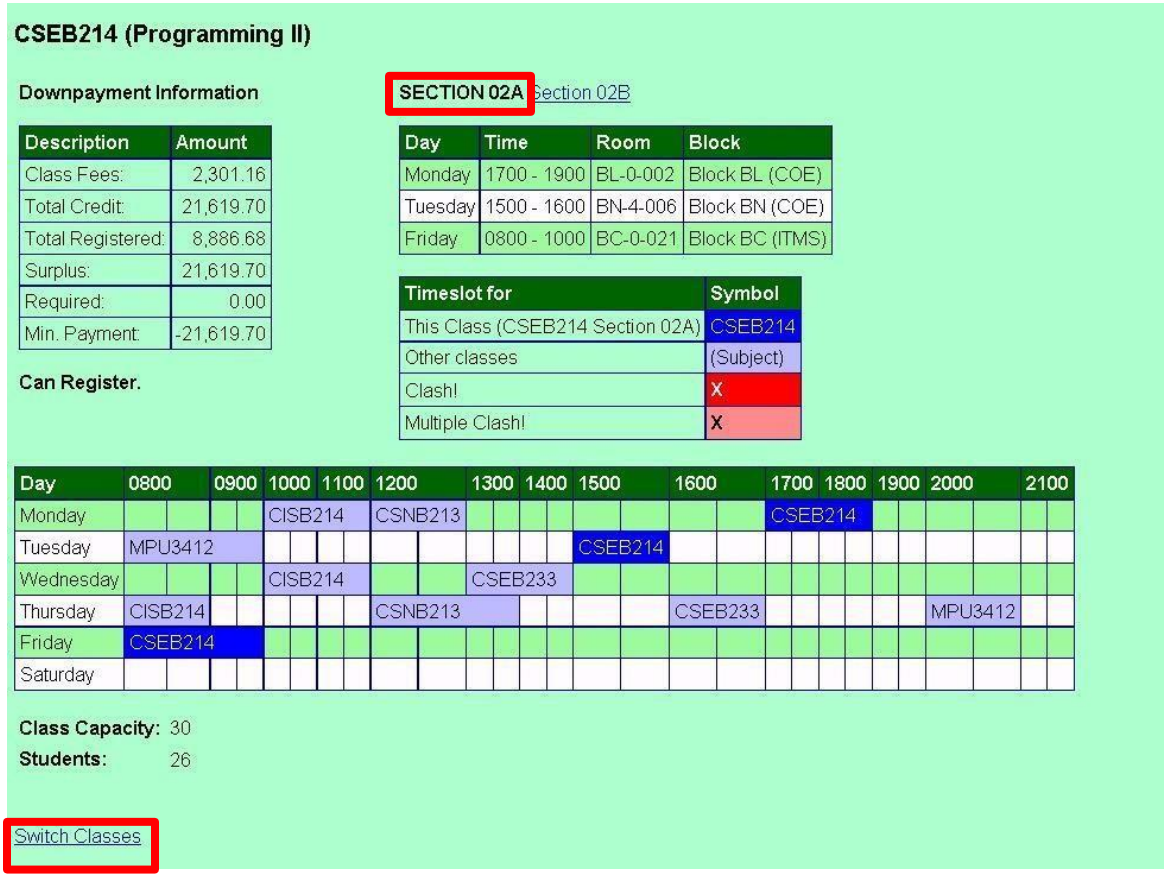


| No. | Student ID | Subject Code | Description | Section | Credits | Fees (RM) | Fee (Class) | Fee (Invoiced) | Fees-Invoiced | Delete? |
|---|---|---|---|---|---|---|---|---|---|---|
| 1. | | CISB214 | Database I | 01A | 4 | 2,301.15 | 0.00 | 2,085.40 | 215.75 | Yes |
| 2. | | CSEB214 | Programming 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 |

**Can Register.**

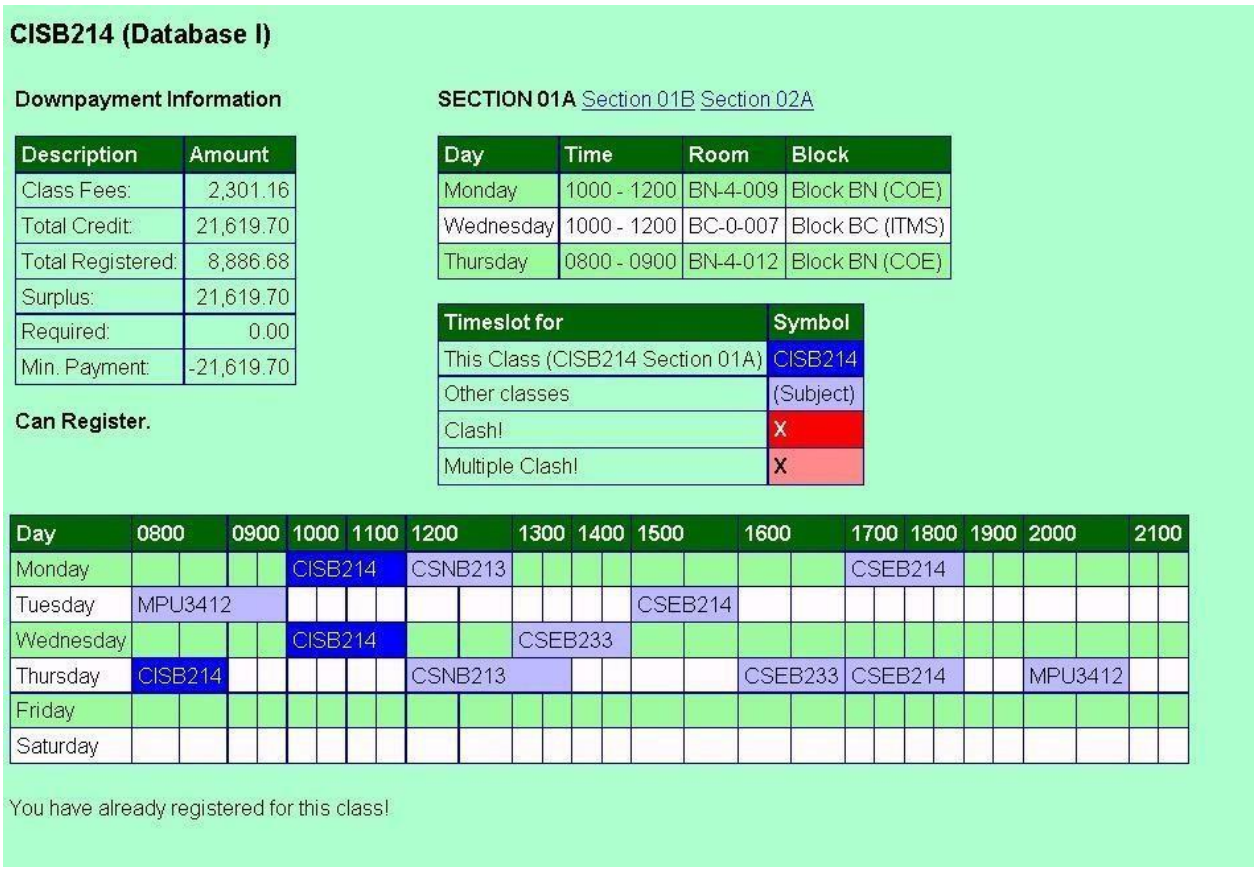
| Day | Time | Room | Block |
|---|---|---|---|
| Monday | 1700 - 1900 | BL-0-002 | Block BL (COE) |
| Tuesday | 1500 - 1600 | BN-4-006 | Block BN (COE) |
| Friday | 0800 - 1000 | BC-0-021 | Block BC (ITMS) |

| Timeslot for | Symbol |
|---|---|
| This Class (CSEB214 Section 02A) | CSEB214 |
| Other classes | (Subject) |
| Clash! | X |
| Multiple Clash! | X |

| 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 |

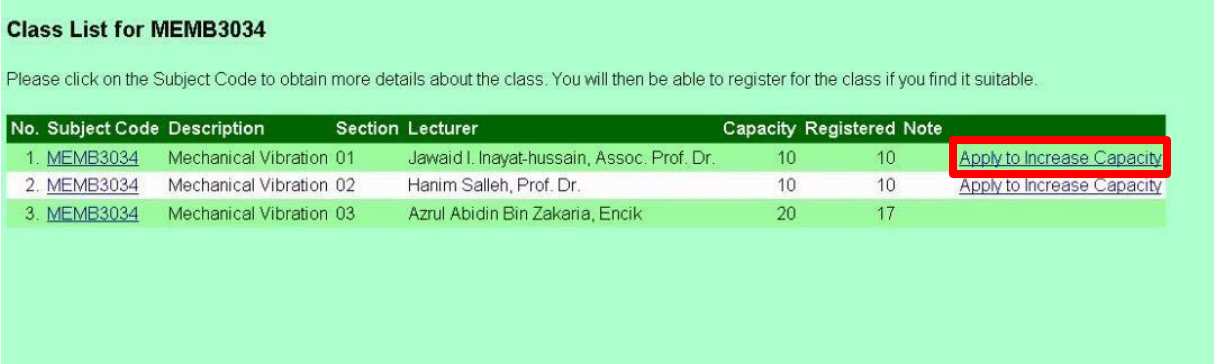
| Day | 0800 | 0900 | 1000 | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 | 1900 | 2000 | 2100 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Monday | | | CISB214 | | CSNB213 | | | | | CSEB214 | | | | |
| Tuesday | MPU3412 | | | | | | | CSEB214 | | | | | | |
| Wednesday | | | 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

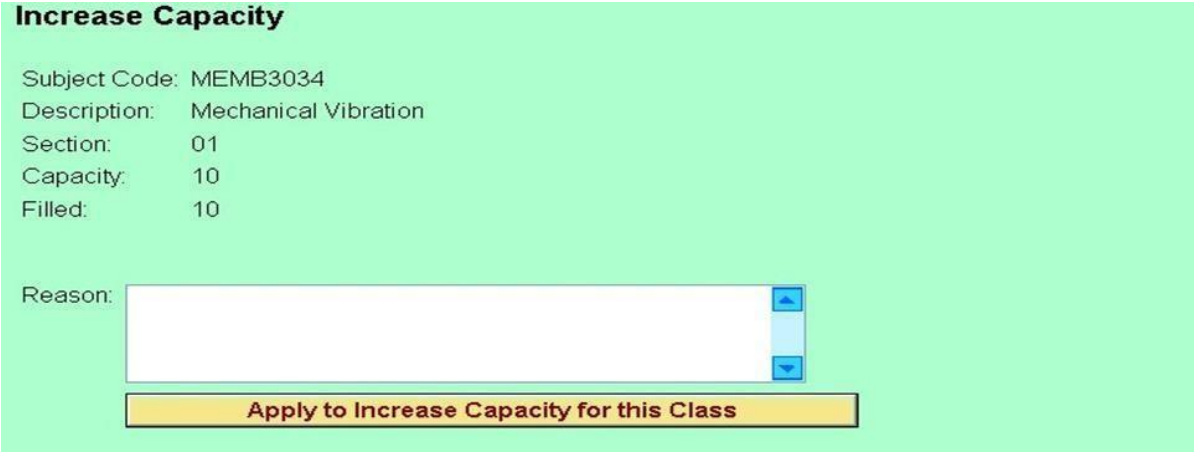


**Class List for MEMB3034**

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 | | Apply to Increase Capacity |
| 2. | MEMB3034 | Mechanical Vibration | 02 | Hanim Salleh, Prof. Dr. | 10 | 10 | | Apply to Increase Capacity |
| 3. | MEMB3034 | Mechanical Vibration | 03 | Azrul Abidin Bin Zakaria, Encik | 20 | 17 | | |

b) To submit click, Apply to Increase Capacity for this Class



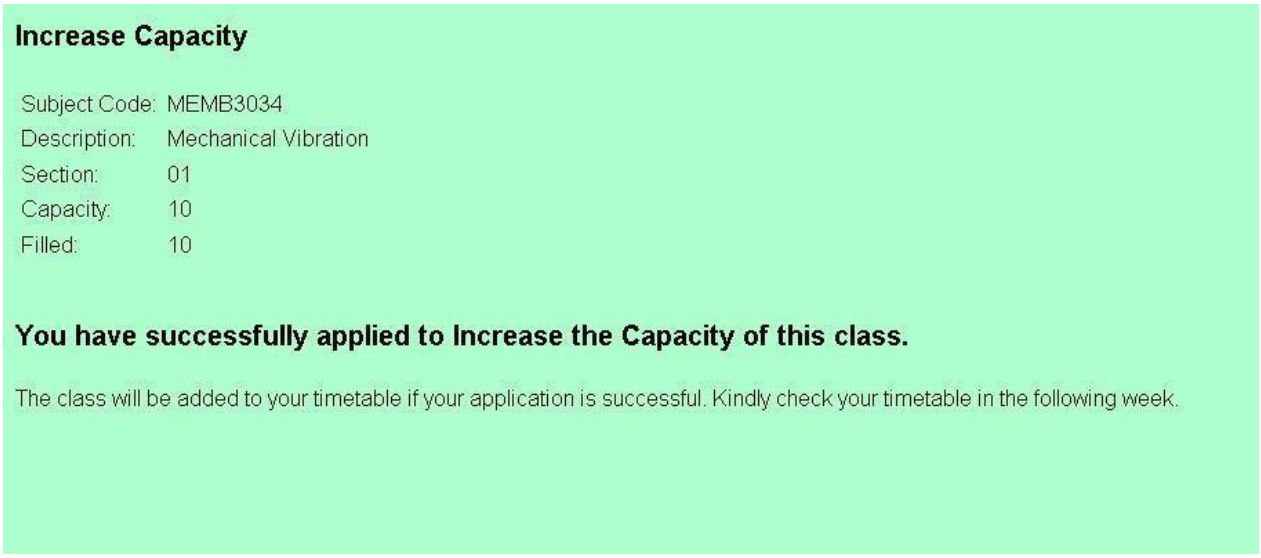
**Increase Capacity**

Subject Code: MEMB3034
Description: Mechanical Vibration
Section: 01
Capacity: 10
Filled: 10

Reason:

Apply to Increase Capacity for this Class

c) Once submitted, this message will be appeared.



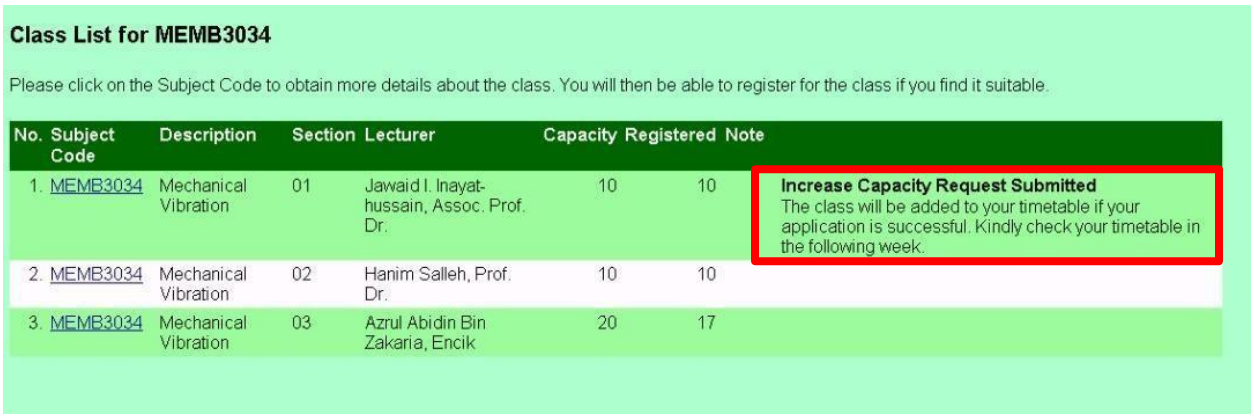
**Increase Capacity**

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.

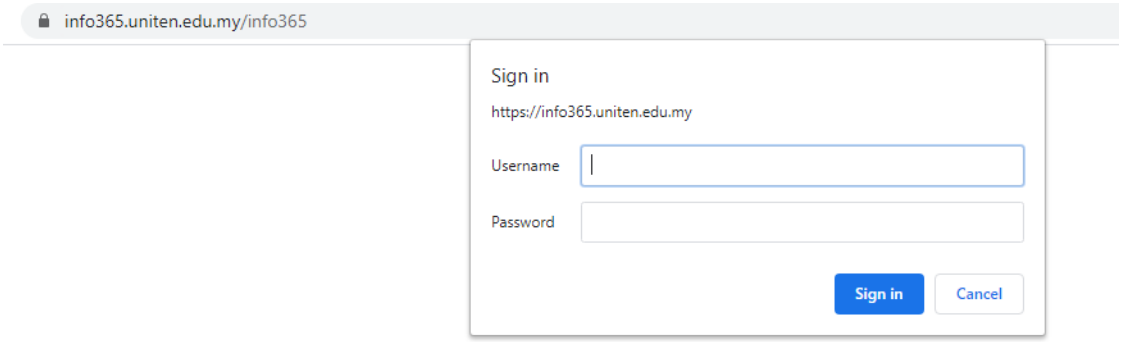
| No. | Subject Code | Description | Section | Lecturer | Capacity | Registered | Note |
|---|---|---|---|---|---|---|---|
| 1. | MEMB3034 | Mechanical Vibration | 01 | Jawaid I. Inayat-hussain, Assoc. Prof. Dr. | 10 | 10 | **Increase Capacity Request Submitted** The class will be added to your timetable 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:

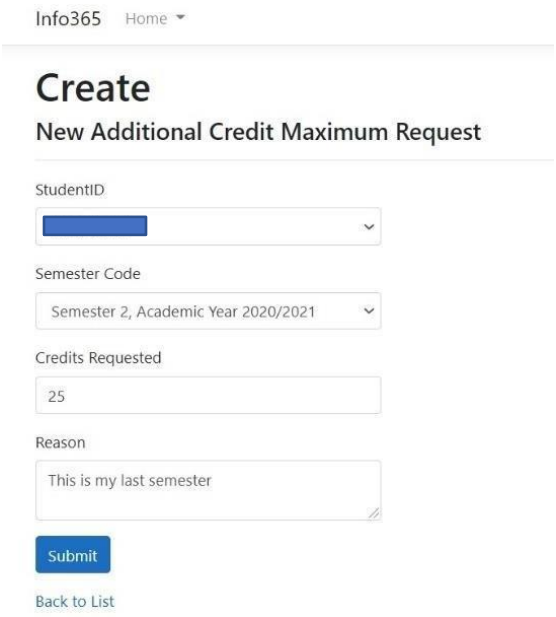
1. Open Internet Explorer browser and type in the URL address as table below.

| 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 |
| **Credit Transfer**<br><br>**ME –** Dr. Mohd Firdaus Bin Jaafar Mohd.Firdaus@uniten.edu.my<br><br>**CE –** Dr. Nur'atiah Binti Zaini Nur_Atiah@uniten.edu.my<br><br>**EE –** Puan Ayuniza Bte Ahmad Ayuniza@uniten.edu.my<br><br>**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,** Wahidah Binti Hashim, Assoc. Prof. Ts. Dr. wahidah@uniten.edu.my | **Department of Informatics** 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. Rina Bte. Md. Anwar Mrina@uniten.edu.my |

UBS / COBA

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