

NOTICE TO DEGREE, DIPLOMA AND FOUNDATION STUDENT: **ONLINE SUBJECT REGISTRATION** **SEMESTER/TRIMESTER 1, 2024/2025**

Subject Registration Information

1. You may register subject during **Subject Registration Session** that will be opened to students in 3 weeks period.
2. Subject Registration Session for **Semester 1, 2024/2025** will be held from **27 August until 24 September 2024**.
3. Class subjects will only be assigned to student's timetable for **Foundation programs and Diploma in Corporate Management Tahfiz (DCMT) Part time (including degree subjects)**. You may only view the timetable during Subject Registration Session. Foundation Student who does not have a timetable due to incomplete advising process, please refer to your respective Head of Department.
4. ONLY students who have completed the Advising Process are allowed to apply for 'Increase Full Class Capacity' with the respective Colleges.

Subject Registration Process

1. Students are advised to refer to the **course outline or college handbook** during the Subject Registration session.
2. Students may refer to **Online Subject Registration Guidelines and FAQs** during subject registration process.
3. Students are required to **re-check** again the timetable at the beginning of Semester 1, 2024/2025 as there may be changes to the class schedule.
4. Please be informed that the subject registered in timetable will be dropped by Finance Department on **04 OCT 2024** if there is still an outstanding debt and unpaid proforma in student's ledger. Students need to pay for Pro-forma fees before the new semester starts.

5. Online Subject Registration Session for **Semester 1, 2024/2025** will be held as follows:

ACTIVITY	PROGRAM	DATE		URL ADDRESS
Checking Subject Registration Timeslot	Diploma Program & Degree Program	From 27 August 2024 (9.00 am onwards)		Internet http://info.uniten.edu.my/info Click on menu Tickets (24 hours) (No online ticket for Foundation Programme)
Online Subject Registration Session	Foundation Program & DCMT (Part time)	27 August – 24 September 2024	View Timetable only	Internet http://info.uniten.edu.my/info Select menu Timetable (24 hours) (Foundation only DCMT (Part time))
	Diploma & Degree Program		Follow the time slot given	Internet http://online.uniten.edu.my/online Click on menu Subject List (24 hours) (For degree & diploma students only)
Bypass Pre-Requisite Request	Diploma & Degree Program	27 August – 24 September 2024	Open Slot	Internet http://info365.uniten.edu.my/info365 (24hours) (Select menu Bypass Pre-requisite Request) Result of Application will be sent to your email once the Head of Department has processed your request.
Additional Credit Maximum Request	Diploma & Degree Program	27 August – 24 September 2024	Open Slot	Internet http://info365.uniten.edu.my/info365 (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	Diploma & Degree Program	27 August – 24 September 2024	Open Slot	Internet http://info365.uniten.edu.my/info365 (24hours)

				(Select menu Repetition of Passed Subject Request)
Online Increase Capacity Application	Diploma & Degree Program	27 August – 24 September 2024	Open Slot	Internet http://online.uniten.edu.my/online Click on subject list > Select Section and click link Apply to Increase Capacity (24 hours)
Online Increase Capacity Result	Diploma & Degree Program	27 August – 24 September 2024	Open Slot	Internet http://info.uniten.edu.my/info (If approved, class section will be added to student's timetable)

Notes: Students are reminded to follow the given time slot.

6. **Student who did not register for a subject as stated in the program structure handbook by the end of Finalized Subject Registration Week (FSR)**, your status will be changed from **active to dropped** without further notice. To request for activation of student status, kindly do the following steps:
 - a) Download application form via <https://www.uniten.edu.my/student-hub/registrar-office-download-forms/> and send the completed form to Enrol@uniten.edu.my
 - b) Once the application is successful, student is required to pay processing fee of RM100.00

7. Students may apply to defer their studies if they are not well with a medical certificate by a medical practitioner. Students may also apply to defer studies for reasons other than health. Application for deferment must be done as follows:

Local (Via Online) - <https://info365.uniten.edu.my/info365> (Home > Deferment Application Local)

INTER (Manual form) - <https://www.uniten.edu.my/media/5932/deferment-form-inter.pdf>

8. For subject registration enquiries please refer to:

No.	Matter Regarding	Department	Form	Contact Details
a.	Finance Blocking / Pro-forma Inadequate	Finance	Live form via MS Teams 27 August – 24 September 2024	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
b.	-Timetable clashing - Offering of subject	Respective College Head of Department (HOD)	Live form via MS Teams 27 August – 24 September 2024	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
c.	- Online Subject Registration ticket	Registrar Office (Academic Unit)	Live form via MS Teams 27 August – 24 September 2024	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
d.	-Login problem to MS Teams/ Info365 /Student Info / Online Student Records -Problems accessing the form (Subject Registration Session Queue Form), NT Account/ reset password and System error	ITMS	N/A	i-Recommend: https://www.uniten.edu.my/i-recommend Do not forget to provide your Student ID and the login error message.

9. For further enquiries please refer to:

Contact Info	COE	CCI	UBS / COBA
General & College Handbook	Engineering@uniten.edu.my	CCIHelpdesk@uniten.edu.my	coba.helpdesk@uniten.edu.my ubs@uniten.edu.my
Head of Department	HOD List	HOD List	HOD List
Credit Transfer	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	Ts. Rina Bte. Md. Anwar MRina@uniten.edu.my	UBS – Mrs. Ida Irdawaty Binti Ibrahim Irdawaty@uniten.edu.my COBA – Puan Masdiah Bt. Abdul Hamid 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
Universiti Tenaga Nasional
23rd August 2024