

ANNOUNCEMENT ON
ACADEMIC ADVISING FOR SEMESTER 2, 2024/2025
28 OCTOBER 2024 to 11 NOVEMBER 2024

To: All Students

(Bachelor, Diploma, and Foundation Programme)

Please be informed that the Academic Advising System for Semester 2, 2024/2025 will be open from **28 October 2024 to 11 November 2024**.

Academic advising is compulsory for all students.

Action Needed:

Students are required to log in to the Student Info System during the specified period to:

- Select courses for Semester 2, 2024/2025 according to the programme structure.
- Obtain approval from your academic advisor for the selected courses.
- Follow the instructions provided for the academic advising process.

Consequences of Not Completing Advising

Failure to complete advising by the end of the week will result in:

- No registration ticket for the first two weeks of subject registration.
- Inability to apply for increased subject capacity

If no subjects are registered, your status may change to "Dropped" without notice, and a fee of RM100.00 will be charged to reactivate your status.

Here's a clear and structured way to present the steps students need to follow for academic advising:

No.	The Steps	Description	Important Notes
1	Log in to the Info System	Access the system through the following link: http://info.uniten.edu.my/info (Available 24 hours).	
2	Go to the Advising Menu	On the left side of the screen (pink menu), select the "Advising" option.	
3	Select Your Subjects	View your program structure and check the boxes for the subjects you wish to take for Semester 2, 2024/2025.	
4	Submit Your Subject Selection	After selecting your subjects, click the "Submit" button to send your choices to your Academic Advisor.	
5	Consult Your Academic Advisor	It is required to consult your Academic Advisor to confirm your subject selection.	Once the Academic Advisor has approved (defined) your subject selection, no further changes are allowed.
6	Amendments Before Deadline	If you need to amend your subject selection, you must do so by consulting your Academic Advisor before the advising week ends.	

Academic Advising Process Flowchart

