UNIVERSITI TUNKU ABDUL RAHMAN *DU012(A)*

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Faculty of Business and Finance
Jalan Universiti, Bandar Barat, 31900 Kampar, Perak
Phone: 05-468-8888   Fax: 05-466-7407
https://fbf.utar.edu.my/

MEMO

To   : **FBF Students**

From   : **FBF / FGO**

Date   : **17 January 2022**

Re   : **REGISTRATION OF REPEAT COURSE(S) and ADD / DROP OF COURSE(S)**

1) FOR EXISTING STUDENTS

❑ Please be informed that the Faculty will open its online course(s) registration starting **from Monday, 24 January 2022 (9:00 am) until Friday, 4 February 2022 (5:00 pm)**.

❑ You may check the seat availability of the course(s) that you want to take via the Course Registration System in the UTAR Portal (Student Intranet).

❑ Please read through the Guidelines on Course Registration as in **Appendix 1** before registration.

Important Information

Students who are under the following status shall be allowed to register the courses as follows:-

NORMAL STATUS (EN/EC)	PROBATION STATUS (FP)
Long Semester (14 Lecture-Week)	Long Semester (14 Lecture-week)
Maximum - 20 credit hours Minimum - at least 1 course	Maximum - 12 credit hours Minimum - at least 1 course

You are **REQUIRED TO DROP THE ADDITIONAL COURSE(S) IF YOUR REGISTERED COURSES HAVE EXCEEDED THE STATED CREDIT HOURS BASED ON YOUR STATUS** as at Jan 2022 trimester.

With effective from this October 2019 trimester and onwards, for those students with probation status who had registered excessive credit hours at the end of **Week 2 (Friday), 4 February 2022 (5:00 pm)** before the student bill generation, SODEMC will drop all the registered courses.

Therefore, it is required that you drop the courses with the remaining of **maximum of 12 credit hours** latest by **5 p.m. on 4 February 2022 (5:00 pm) (Week 2)** via **UTAR portal**.

Administrative Address: Jalan Sg. Long, Bandar Sg. Long, Cheras, 43000 Kajang, Selangor D.E.
Tel: (603) 9086 0288 **Fax:** (603) 9019 8868 **Homepage:** utar.edu.my

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2) FOR NEW STUDENTS

❑ Please be informed that the online course(s) registration period is **from Monday, 24 January 2022 (9:00 am) until Friday, 4 February 2022 (5:00 pm)**.

❑ The forms can be downloaded from https://fbf.utar.edu.my/Faculty-application-forms.php and submit the completed form to us via the google link https://forms.gle/AWHibae3M7TTJneY8 starting **from Monday, 24 January 2022 (9 am) until Friday, 4 February 2022 (5:00 pm)**

❑ **Any late submission SHALL NOT be entertained**.

Important Information

Students shall be allowed to register the courses up to a maximum of 20 credit hours and a minimum of 1 course in a 14 lecture-week trimester.

*Remark***:**

1. Students are required to meet with your respective Academic Advisors to enable you to register the courses. Please adhere to the following procedures:
   i. Meet with your Academic Advisor (virtually if not in campus)
   ii. Check the report by your Academic Advisor via student portal. Click the "Submit" button to complete the report.
   iii. Proceed to register your course at the UTAR Portal.

2. The **Final Year Project** (i.e. UBXZ30X6) course is spread over two trimesters; therefore, students are required to register this course **ONCE** in **EACH LONG TRIMESTER**.

3. Please be reminded that only BAC students who are undergoing **UBFF33712 Industrial Training** are required to register twice for the Industrial Training course via **Course Registration System.**

4. Please be reminded that **Industrial Training** (i.e. UBXX 33XX) students are required to register for the Industrial Training course by filling in the ***Add/Drop/Withdrawal of Courses Form (FM-IAD-001)*** and **e-mail it to Ms. Hew (**hewsl@utar.edu.my**) and Ms. Liew (**liewmt@utar.edu.my**)**

5. For any special request for courses not offered, you may submit a formal letter addressed to the respective HoD and **email to Mr Yip Theam Leong** (yiptl@utar.edu.my**) or Mr Yong Wai Juen** (yongwj@utar.edu.my) or counter submission from **Thursday, 20 January 2022** till **Tuesday, 25 January 2022 by 5:00 pm.** Any submission beyond the deadline **SHALL NOT** be entertained.

6. The Management has the right to make necessary changes to the scheduled time-table without prior/further notice.

How to login to the system

Click on the web browser and follow the steps below:
i. https://unitreg.utar.edu.my and then press the ENTER key

   OR

ii. Go to UTAR HOMEPAGE at https://utar.edu.my/ and point to **Links,** then click **UTAR Portal**, under **Related Links**, click -> **Course Registration** to display the Course Registration System login page.

Please read through the Course Registration User Guide before registration.

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MEMO

To : **All FBF Students**

From : **FBF / FGO**

Date : **17 January 2022**

Re : **Guidelines for Submission of Add/Drop of Courses Forms for January 2022 Trimester**

Please be informed that students would need to register all courses in January 2022 trimester through the **online system**. Submission of add/drop of courses forms are only for Special Cases, which require the HoD's approval.

i)   Special Cases **(*Add/drop form)*** with HoD's approval are noted as:

   Students who are:
   1. Repeating for Pre-requisite courses (e.g. UBAF1013).
   2. Re-joining study after the completion of deferment of study.
   3. Reinstating their studies after they have completed their suspension period.
   4. Re-joining after successfully appealed against termination of study.
   5. Repeating course(s) more than twice (after granted approval from Senate).
   6. Repeating course(s) to boost up their CGPA even though they have fulfilled all the graduation requirements.

ii)   Special cases (Submission of **Appeal Letter** from **20 January 2022 until 25 January 2022 by 5:00 pm)**

   1. Final Year and Final Trimester students (remaining course(s) are not offered in current trimester).
   2. Final Year and Final Trimester students (clashing of time-table).

iii) For other special request for **Extra Credit Hours** by **Final Year and Final Trimester students (only applicable to those who are under normal status e.g. EC/EN),** you are required to submit a *formal letter* and *extra credit hours form*, which is addressed to the respective HoD after ***getting approval from academic advisor on the form*** to the FGO, from **Monday, 24 January 2022 to Friday, 4 February 2022 before 5:00 pm** except public holidays.

iv)   Special Cases (Submission of Add/Drop of courses form with HoD's approval from **20 January 2022 until 25 January 2022 by 5:00 pm)**

   For Final Year & Final Trimester students, (who could not register due to the seats of the course(s) offered is/are fully registered)

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Student can get the [add/drop form](#) through the directed link https://fbf.utar.edu.my/Faculty-application-forms.php.

Any submission of add/drop forms can be submitted under **https://forms.gle/AWHibae3M7TTJneY8**

If unable to submit under the google link, please email to the counter person in charge below

Mr Toh Kee Tian	tohkt@utar.edu.my	for BF, FE, FN, MK, LS, HM & TD
Ms Phun Woan Jye	phunwj@utar.edu.my	for AC, BA, EN, RM, RK & PA

*** Any submission **BEYOND THE DEADLINE** shall **NOT BE ENTERTAINED**.*

Add/ Drop of courses form for special cases without prior approval from the respective HoD will not be processed.

IMPORTANT NOTES:

- If the class that students would like to take is full during pre-registration, you can try to register online again during add/drop period in the **FIRST TWO WEEKS** of every new trimester, 2nd week till Friday before 5pm.
- Students who have not met their Academic Advisor (AA) before pre-registration period are not allowed to register any course(s). Add/drop of courses forms from these students will not be processed by FGO.
- Any change of tutorial class is to be done online. Any add/drop of courses form submitted for such request will not be processed.
- For the change of pre-registered lecture/tutorial slot due to personal reason, students are all only allowed to change it through online. Add/drop of courses form will not be accepted for this purpose.
- Add/Drop of courses forms will be submitted via google link https://forms.gle/AWHibae3M7TTJneY8 during e-learning period.

Thank you.

Faculty General Office (FGO)
Faculty of Business and Finance

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