

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.

\leftrightarrow \rightarrow C \square online.uniten.edu.my/online		☆ ≕ 🔃 :
	Sign in https://online.uniten.edu.my Username Password Sign in Cancel	

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

	Online Student Records Verst 10.1453
Home	Preliminary Tasks
Add/Drop List Biodata Classes Taken Ossis Taken Subject List	Welcome to the Online Student Records system, Annalysis and Annalysis Before you are allowed to continue with class registration, you are required to perform the following tasks in the specified order:
	No. Requirement Action Status
Time Table	1. You need to enter a minimum number of subjects into your study plan for future semesters. Update Study Plan
	You can proceed with class registration!

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.

Online Student Records Versi: 1.0.2 Subject List for Interim Semester, Academic Year 2020/202 Please Note!!! This list only shows the relevant subjects for your specified p EEEB4013 Process Control & Instrumentation (3 credits)	16 21 progra	am that are offered. If you wish to see all the subjects offered, please click here.
EEEB4013 Process Control & Instrumentation (3 credits) EPPB3034 Control System I (4 credits) HFTB113 Health and Fitness (3 credits) HFTB113 Health and Fitness (3 credits) KKSB113 Kaunseling dan Kerja Sosial (3 credits) LITB113 World Literature (3 credits) LITB113 World Literature (3 credits)	ing	There will be certain subjects that will not appear in the Subject List above:
MEHB40/73 Energy and Sustanable Development (3 credits) MLEB113 Malaysian Literature in English (3 credits) MPU3143 Bahasa Melayu Komunikasi II (3 credits) MPU3173 Pengajian Malaysia III (3 credits) MPU3323 Moral & Civil Society II (3 credits) MPU3422 Moral & Civil Society II (2 credits) PKIB113 Creative Thinking (3 credits) PKIB113 Creative Thinking (3 credits) RELB113 Comparative Religion (3 credits) REL B113 Comparative Religion (3 credits)	heir	Subjects that you have been awarded transfer of credit Subjects which you have taken and passed Subjects which are not offered this semester Please take the necessary action as follows: Repeating passed subjects Fill up the Repetition of Passed Subject Application Form and submit it to Academic Helpdesk during the Add/ Drop session.
SPRB113 Sport and Recreation Management at Workplace (3 credits) SPRB113 Sport and Recreation Management at Workplace (3 credits) + Students are advised to see their Academic Advisors for further clarification Thank you Registrar Office 30 May 2016	n.	2. Subjects which are not offered Please refer to the respective Head of Department

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.

lass List for EEEB4	013				
	010				
lease click on the Subject	Code to obtain more details	about the class. Yo	u will then be able t	o register for the class if y	rou find it suitable.
lo. Subject Code Descr	iption	Section Capacity	Registered Note	×	
. EEEB4013 Proce	ss Control & Instrumentation	01 25	; O		
EEEB4013 Proce	ss Control & Instrumentation	02 25	; 0		

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

Online Stu	dent	Re	ec	0	rd	5	6		-	-	/ers	si:	.0	21	6	1		7	4			1	W	-	-	No.	E	1	a la la	g vi	1	1	X	1	
EEEB4013 (Pro	ocess C	ont	rol	&	Ins	tru	me	nta	itic	on)																				_					
Downpayment In	formation					SE	сті	ON	01	Sect	ion	02																							
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Register for this cla	ass													<u>.</u>		× ×	da.				- 01	107													

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.

Online S	tu	den	nt R	ecc	ords	*	in the second se	V	ersi:	1.0.2	165		207	No.		-	N		74				-		-			14	- ANN	2	ć	T	N ISS
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Sunday																																	
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8. To switch section, click on the class section.

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2.		CSE	B214	P	rogra	mming	11						021			4	2,30	1.15		0.00		2,085	.40		215.75	Yes
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4.		CSN	B213	D	ata C	ommu	nicati	on ar	nd C	omp	uter Ne	etwork	ks <u>01</u>			3	1,72	5.85		0.00		1,564	.05	1	61.80	Yes
5.		MPU	3412	Is	lam &	Civil	Societ	ty II					01			2	83	2.60		0.00		754	.55		78.05	Yes
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9. Choose section which are not clash & full. To change section click link switch section

CSEB214	(Pro	grai	mmii	ng II)																			
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Surplus:		21,6	619.70)																			
Required:			0.00)			Imesi	ot fo	or					Symbo	51								
Min. Payme	ent	-21,6	619.70)		ļ.	This Cla	ass (CSE	B214	Secti	ion 0:	2A) (CSEB.	214								
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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

SECTION 01A Section 01B Section 02A

Day	Time	Room	Block	
Monday	1000 - 1200	BN-4-009	Block B	N (COE)
Wednesday	1000 - 1200	BC-0-007	Block B	C (ITMS)
Thursday	0800 - 0900	BN-4-012	Block B	N (COE)
3				6
Timeslot fo	i		Symbol	
This Class (CISB214 Sect	tion 01A)	CISB214	
Other classe	S		(Subject)	
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Multiple Clas	shl		x	
				22 C

Can Register.

080)	0900	1000	1100	1200	1300	1400	1500		1600	1700	1800	1900	2000	2100
			CISB:	214	CSNB213						CSEE	3214			
MPU	J3412	2				20 		CSE	B214						
			CISB:	214		CSEE	3233								
CISE	3214				CSNB213					CSEB233	CSEE	3214		MPU3412	
	0800 MPU	0800 MPU3412 CISB214	0800 0900 Image: State St	09000 09000 1000 Image: State St	0900 1000 1100 I I I I MPU3412 I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I	0900 0900 1000 1100 200 Image: Strain	0900 1000 1100 1200 1300 1 2 CISE214 CSNE213 2 MPU3412 4 2 2 4 2 CISE214 CISE214 4 2 2 2 CISE214 2 2 3 2 2 2 CISE214 3 3 3 3 3 3	0900 1000 1200 1300 1400 a a c	0900 1000 1200 1300 1400 1500 10000 10000 10	0900 1000 1200 1300 1400 1500 $1 = 0$		$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	0900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 Image: Strate Strat

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 R	gistered No	te	
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 C	apacity
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:

Cla	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 No	ote		
1	. <u>MEMB3034</u>	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.

info365.uniten.edu.my/info365	
	Sign in https://info365.uniten.edu.my Username
	Sign in Cancel

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.

Info365 Home -

Create

New Additional Credit Maximum Request

	~
Semester Code	
Semester 2, Academic Year 2020/2021	~
Credits Requested	
25	
Reason	
This is my last semester	

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 <u>academicreg@uniten.edu.my</u> 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 <u>enrol@uniten.edu.my</u>.

14. If you have any inquiries regarding subject registration, please email us at <u>Academicreg@uniten.edu.my</u>

15. You may also contact your College Head of Department (HOD) pertaining subject registration & credit transfer as below:

				0.051
Contact Info	COE		UBS — Putrajaya	CCEd
			COBA - KSHAS	
General & College Handbook	Engineering@uniten.edu.my COE Manager: Mrs. Norma Bt. Hassan Tel: +603-89287200 Email: normah@uniten.edu.my	CCIHelpdesk@uniten.edu.my CCI Manager: Mrs. Norashikin Bte. Mohamed Aznan Tel: +603-89212020 Ext.2301 Email: <u>MNorashikin@uniten.edu.my</u>	ubs@uniten.edu.my Putrajaya - UBS Manager: Safidah Jun binti Hj Mohamad Tel: +609-4552020 Ext. 2127 Email: <u>Safidah@uniten.edu.my</u> KSHAS – UBS Officer: Wan Nurul Huda Binti Mohd Yusoff Tel: +609-455 2020 Ext. 2127 Email: <u>WNurul@uniten.edu.my</u>	Helpdeskces@uniten.ed u.my CCEd Officer: Mrs. Fajrul Mona Bte. Jamal Ariffin Tel: +603-89287524 Email: FMona@uniten.edu.my
Head of Department	HOD List	HOD List	HOD List	HOD List
Credit Transfer	ME – Mrs. Norhazwani Binti Abd Malek <u>Norhazwani@uniten.edu.my</u> CE – Dr. Nur'atiah Binti Zaini <u>Nur Atiah@uniten.edu.my</u> EE – Puan Ayuniza Bte Ahmad <u>Ayuniza@uniten.edu.my</u> EP - Mr. Sarveswaren A/L Karunanithi <u>Sarveswaren@uniten.edu.my</u>	Ts. Rina Bte. Md. Anwar <u>MRina@uniten.edu.my</u>	Mrs. Ida Irdawaty Binti Ibrahim (UBS, Putrajaya Campus) <u>Irdawaty@uniten.edu.m y</u> Mrs. Masdiah Bt. Abdul Hami (COBA- KSHAS) <u>Masdiah@uniten.edu.my</u>	-
Finance	Tel: +603-8928 7425; +603-892 student) <u>http://bit.ly/FINANCE</u>	28 7426; +603-8928 7430; Whatsa ENQUIRIES	pp: +60 16-255 7425 (current stude	nt), +60 14-330 0314 (new
Academic Unit	academicreg@uniten.edu.my			