

LEE KONG CHIAN FACULTY OF ENGINEERING AND SCIENCE
(LKC FES)

May 2017 Trimester : Add/Drop Week (29 May to 9 June 2017)

1. Online Registration for May 2017 Trimester

(a) Preview of Available Courses starting from 5.00pm, 26 May 2017 (Friday)

- All extra seats (if any) for all courses will be released.
- Students may preview the timetable to check the availability of the courses via student portal.

(b) Online Registration start at 6.00am, 29 May 2017 to 5.00pm, 9 June 2017

- The system will be open for students to do course registration from Week 1 to Week 2 (29 May to 9 June 2017).
- Students who wish to do add/drop course **can do online**** within the stipulated time and date (for available courses only).

***Do not need to do manual registration (i.e. submission of the “Add/Drop/Withdrawal of Courses Form” with “Justification Letter” to Faculty General Office (FGO) counters is not required).*

2. Courses that FGO is NOT Accepting “Add/Drop/Withdrawal of Courses Form”

The classes for the following courses are full and unable to add any student. Please meet with your HoD (Dr. Chang Yun Fah) and seek his advice if you **MUST** take the course in May 2017 trimester.

- (a) UECM2063 Calculus III**
- (b) UECM2093 Operation Research I**
- (c) UECM2493 Life Contingencies**
- (d) UECM3253 Applied Nonparametric Statistics**
- (e) UKFF2013 Business Finance**

3. Manual Registration : Submission of the “Add/Drop/Withdrawal of Courses Form” with Justification Letter

Students should submit “Add/Drop/Withdrawal of Courses Form” **IF**:

(a) Full Class

- The course that you would like to register is full and you want to take the course in May 2017 trimester; **Or**

(b) Timetable Clashing

- The timetable (Lecture/Tutorial/Practical) is clashing and you are required to take the course in May 2017 trimester;

Please print out and fill in the “Add/Drop/Withdrawal of Courses Form” and justification letter to explain the reason why you **MUST** take the course in May 2017 trimester (as attached) **before** queuing at the **Faculty General Office (FGO) counters** for submission as follows:

Venue: North Lobby, KA Block
Date: 29 to 31 May 2017 (Monday to Wednesday)
Time: 9.00am to 11.45am

Note:

- (i) The “Add/Drop/Withdrawal of Courses Form” and justification letter **MUST submit to FGO counters within stipulated date and time stated above.** Submission through FGO at Level 8 is only allowed on 1 to 9 June 2017 (Monday – Friday, 8.30am – 5.00pm);
- (ii) Without the justification letter, the Faculty will not accept the application form;
- (iii) **Do not approach your lecturer directly.** Please follow the procedures strictly;
- (iv) The application is **SUBJECT TO FACULTY’S APPROVAL** based on seats availability, urgency of the case and also on first come first served basis;
- (v) FGO staff will be adding the courses for you if your request is successful. You can check the outcome of your request by checking your timetable on the following time and date.

First announcement : 5.00pm, 2 June 2017
Second announcement : 5.00pm, 8 June 2017
Final announcement : 5.00pm, 13 June 2017

4. Leave of Absence

For students who are on “Leave of Absence” status in the previous trimester, please email to the FGO staff-in-charge of the respective programme (as table below) to do course registration before the trimester start. If you would like to register during the add/drop week, please drop by the North Lobby, KA Block and provide the “Reply Slip” (if any) to FGO staff and indicate the courses that you would like to register.

Programme	FGO Staff-in-charge	Email	Contact No.
AR, 3E, EC, ET & PH	Ms. Chen Huey Chin	chenhc@utar.edu.my	+603- 90860288 Extension : 778
CL	Ms. Lau Sie Ping	splau@utar.edu.my	+603- 90860288 Extension : 779
SE	Puan Netty Akmal Binti Borhan	netty@utar.edu.my	+603- 90860288 Extension : 781
BI, MH, ME & MM	Cik Noor Razia Binti Samardin	razia@utar.edu.my	+603- 90860288 Extension : 782
AS, AM & FM	Cik Noradila Binti Musa	noradilam@utar.edu.my	+603- 90860288 Extension : 780
CI & QS	Puan Nur Hanisah Binti Mohd Noh	hanisah@utar.edu.my	+603- 90860288 Extension : 780

Students are welcomed to seek advice from FGO staff for any issues related to the course registration.

P/s: Please take note that the fixed/guided timetable will be available for viewing starting from **5.00pm, 26 May 2017** at the following link:

<http://fes.utar.edu.my/timetable/>

~~ Thank you ~~

Faculty General Office
Lee Kong Chian Faculty of Engineering and Science
18 May 2017