

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

## **COURSE PRE-REGISTRATION FOR JANUARY 2018 TRIMESTER**

To ALL LKC FES students:

### **IMPORTANT NOTES:**

1. You are required to meet with your respective Academic Advisor before Week 7 to enable you to pre-register the courses for next trimester.
2. For any **common courses** (e.g.: UAXXxxx3 Foreign Language etc.), priority may be given to certain programme(s) according to the indicated year/trimester from respective programme structure. The **Faculty will release the remaining seats for common courses (if any) on 30 November 2017 at 9.30am** for all students to register.
3. Students who are in a **Normal candidacy** are allowed to register for a maximum of **20 credit** hours and a minimum of 1 course in a 14 lecture-week trimester.
4. Students who are **on Probation** are only allowed to register for a maximum of **12 credit** hours and a minimum of 1 course in the 14 lecture-week trimester.
5. Please take note that if you would like to register for foreign language, you **MUST** follow one of the below combinations:
  - (a) Students who register **Lecture 1 (L1)**, **MUST** register either **Tutorial 1 (T1) or 2 (T2) only; OR**
  - (b) Students who register **Lecture 2 (L2)**, **MUST** register either **Tutorial 3 (T3) or 4 (T4) only; OR**
  - (c) Students who register **Lecture 3 (L3)**, **MUST** register either **Tutorial 5 (T5) or 6 (T6) only; OR**
  - (d) Students who register **Lecture 4 (L4)**, **MUST** register either **Tutorial 7 (T7) or 8 (T8) only.**

**If you DID NOT register Lecture & Tutorial class as instructed above (Items 5 (a), (b), (c) and (d)), FGO will revise your timetable without notification.**

Please view the timeline for pre-registration and register your desire course(s) to be studied for January 2018 Trimester based on the following stipulated period:

**(i) Pre-View of Course(s) Offered and Timetable**  
**23 NOVEMBER 2017 (Starting from 4:00pm) – 26 NOVEMBER 2017**

**(ii) Duration for Pre-Registration of Course(s)**  
**27 NOVEMBER 2017 (MONDAY) [9:00am] – 30 NOVEMBER 2017 (THURSDAY) [5:00pm]**

Programme	Day	Start Date	Start Time	Day	End Date	End Time
MH,BI,SE	Monday	27 November	9:00 AM	Thursday	30 November	5:00 PM
3E,EC,ET,PH,AR	Monday	27 November	10:30 AM			
CI,CL,ME,MM ( <b>CH</b> >90)	Monday	27 November	12:00 NOON			
CI,CL,ME,MM ( <b>CH</b> <91)	Monday	27 November	1:30 PM			
QS ( <b>CH</b> >90)	Monday	27 November	3:00 PM			
QS ( <b>CH</b> <91)	Monday	27 November	4:30 PM			
AM,AS,FM ( <b>CH</b> >80)	Tuesday	28 November	9:00 AM			
AM,AS,FM (50 < <b>CH</b> <81)	Tuesday	28 November	10:30 AM			
AM,AS,FM ( <b>CH</b> <=50)	Tuesday	28 November	12:00 NOON			

**CH** = Total Credit Hours earned up to last trimester.  
 (You can login to UTAR Portal, then proceed to "My Account" to view your total credit hours earned.)

## **HOW TO LOGIN TO THE SYSTEM**

(a) Click on the web browser below and key in your details to log in:-

<http://unitreg.utar.edu.my>

## **OR**

(b) Go to UTAR homepage at <http://www.utar.edu.my> and click **UTAR Portal -> Course Registration** to display the Login page.

Please read through **COURSE REGISTRATION USER GUIDE** before register.

Thank you.

Faculty General Office  
Lee Kong Chian Faculty of Engineering and Science