

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

NOTICE #1

COURSE PRE-REGISTRATION FOR MAY 2018 TRIMESTER

To ALL LKC FES students:

IMPORTANT NOTES:

1. You are required to meet with your respective Academic Advisor before Week 12 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 19 April 2018 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**

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

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

(i) Pre-View of Course(s) Offered and Timetable
12 APRIL 2018 (Starting from 2:00pm) – 15 APRIL 2018

(ii) Duration for Pre-Registration of Course(s)
16 APRIL 2018 (MONDAY) [9:00am] –
19 APRIL 2018 (THURSDAY) [5:00pm]

Programme	Day	Start Date	Start Time	Day	End Date	End Time
QS (CH >90)	Monday	16 April	9:00AM	Thursday	19 April	5:00PM
QS (CH <91)	Monday	16 April	10:30AM			
AM,AS,FM (CH >80)	Monday	16 April	12:00NOON			
AM,AS,FM (50< CH <81)	Monday	16 April	1:30PM			
AM,AS,FM (CH <=50)	Monday	16 April	3:00PM			
3E,EC,ET,PH,AR	Tuesday	17 April	9:00AM			
CI,CL,ME,MM (CH >90)	Tuesday	17 April	10:30AM			
CI,CL,ME,MM (CH <91)	Tuesday	17 April	12:00NOON			
MH,BI,SE	Tuesday	17 April	1:30PM			

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
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