

TO: ALL LKC FES STUDENTS

## **Online Course Verification Exercise for May 2019 Trimester**

Please be informed that there will be an online course verification exercise for May 2019 Trimester from

**24 June 2019 (Monday) to 7 July 2019 (Sunday)**

Students are required to check and verify the course(s) registered for May 2019 Trimester through **UTAR Portal** within the stipulated deadline.

Please click on the “**I VERIFY**” button after checking the course(s) registered and if there is no discrepancy in the course(s) registered.

In the case that there is/are discrepancies in the course(s) registered on the system, students are required to enter the discrepancies in the text-box provided and click on the “**PENDING**” button. Faculty General Office (FGO) staff will check on the discrepancies after the verification exercise.

### **According to Rule IV ---→ Clause (5) (3A) ---- >**

*“Where a candidate registers more elective courses than required in the same elective group, the candidate shall declare which existing elective course to be replaced to fulfill the requirement of that elective group before the end of add/drop period. Failing to do so, the most recent grade obtained from the required number of courses shall be taken into the calculation of GPA and CGPA.”*

**Hence, students must “DECLARE” current elective courses that are to replace the previous elective courses of their choice.**

Please take note that it is the responsibility of the students to verify the course(s) registered on the system. If there is no action from the students after the stipulated deadline, the course(s) registered will be deemed as FINAL and CORRECT.


This course verification exercise is only for students who have paid the student bill.

If you make the payment late and missed the online course verification exercise and required to do declaration for the elective course (Replacement / Audit), then please visit to FGO immediately after you made the payment.

Thank you.

Faculty General Office,  
Lee Kong Chian Faculty of Engineering and Science  
21 June 2019

# UTAR Portal – Course Verification Exercise



Welcome to UTAR Portal

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# Sample of Course Verification Page

## Course Verification Exercise

<b>ACADEMIC SESSION</b>	201801
<b>NAME</b>	Mr. XXXXXXXXX
<b>STUDENT ID</b>	11UEB00001
<b>FACULTY / DEPARTMENT</b>	Lee Kong Chian Faculty of Engineering And Science
<b>COURSE</b>	CL

The course registered in the current trimester is an extra course in the respective elective group

**i** You have registered the following elective course(s) which is more than required in the same elective group. Please select one of the taken course(s) for replacement or you may declare it as Audit Course (No GPA/CGPA contribution).

UEXX1234 - XXXX

Course	Description	Session	Paper Type	Grade	Group
<input checked="" type="radio"/> UEXX1111	Course YYY	201705	Main Paper	B	CLE02
<input type="radio"/> UEXX2222	Course ZZZZ	201705	Main Paper	B	CLE02

**Audit Course**

Update

Click "Audit Course" if you do not wish to replace any courses as replacement. The extra course which registered in the current trimester will have no CGPA/CGPA contribution

For example, Course YYY is selected as a replacement and will not contribute to CGPA calculation. UEXX1243 will be used for CGPA calculation for the Elective Group CLE02.

**i** Please verify the following unit subject(s) for the current trimester that you registered or the course(s) being exempted.

Click "**I Verify**" button to verify all the course(s) or "**Pending**" button if there is any discrepancy course(s). Write down your comment to the faculty general office if you have any enquiry.

No.	Course Code	Description	Paper Type	Status
1	UKMM1011	SUN ZI'S ART OF WAR AND BUSINESS STRATEGIES	Main Paper	Eligible to Sit For Exam
2	UEEG2113	LAW FOR ENGINEERS	Main Paper	Eligible to Sit For Exam
3	UALB1003	INTRODUCTION TO GERMAN LANGUAGE	Main Paper	Eligible to Sit For Exam
4	UEGE4113	PROJECT	Main Paper	Eligible to Sit For Exam