

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

NOTICE #3

COURSE PRE-REGISTRATION FOR MAY 2021 TRIMESTER

To ALL LKC FES students:

IMPORTANT NOTES:

1. You are required to meet with your respective Academic Advisor by Week 12 to enable you to pre-register the course(s) for next trimester.
2. For any **common courses** (e.g.: UAXXxxx3 Foreign Language etc.), priority will be given to certain programme(s) according to the indicated year/trimester of the respective programme structure. The **Faculty will release the remaining seats for common courses (if any) on 22 April 2021 at around 9.30am for all students to register.**
3. Students who are in **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, i.e. UAXXxxx3 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**

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

6. Please take note of the following when you are doing your pre-registration of courses for May 2021 trimester.
- (a) **Physical Mode** – If you would like to continue your study physically for tutorial/practical class(es), please ensure that you select the class(es) with “**Physical**” mode of study. For Academic Study Mode, please select “**Return to campus**” before you could submit your pre-registration.
 - (b) **OTL Mode** – If you would like to continue your study online for all the class(es), please ensure that you select the class(es) with “**OTL**” mode of study. For Academic Study Mode, you may opt to
 - (i) “Not return to campus – Study remotely from home” or
 - (ii) “Return to campus” should you want to utilise venues and infrastructures at the campus.
 - (c) If the course(s) has Lecture, Tutorial and Practical classes but you are only able to view the lecture/tutorial and/or practical class(es), that indicated the priority is given to those who are following the guided programme structure for the course(s). The Faculty will release the remaining seats (**if any**) on **22 April 2021, at around 9.30am and onwards** for students to register.
 - (d) The total capacity for lecture for some of the courses will not be tally with the total capacity for tutorial/practical classes. This is due currently we have two types mode of study and we are unsure students will be selecting which mode. As such, we have increased the capacity for certain tutorial/practical classes.

Please view the timeline for pre-registration and register your desire course(s) to be studied for May 2021 Trimester based on the following stipulated period:

(i) Pre-View of Course(s) Offered and Timetable
15 April 2021 (Starting from 4:00pm) – 18 April 2021

(ii) Duration for Pre-Registration of Course(s)
19 April 2021 (MONDAY) [9:00am] – 22 April 2021 (THURSDAY) [5:00pm]

Programme	Day	Start Date	Start Time	Day	End Date	End Time
3E, EC, ET, PH	Monday	19 April 2021	9:00AM	Thursday	22 April 2021	5:00PM
AR	Monday	19 April 2021	9:30AM			
SE (CH >80)	Monday	19 April 2021	10:00AM			
SE (CH 51-80)	Monday	19 April 2021	10:30AM			
SE (CH 0-50)	Monday	19 April 2021	11:00AM			
CI, CL (CH >90)	Monday	19 April 2021	11:30AM			
CI, CL (CH 51-90)	Monday	19 April 2021	12:00NOON			
CI, CL (CH 0-50)	Monday	19 April 2021	12:30PM			
BI, ME, MM, MH (CH >90)	Monday	19 April 2021	1:00PM			
BI, ME, MM, MH (CH 51-90)	Monday	19 April 2021	2:00PM			
BI, ME, MM, MH (CH 0-50)	Monday	19 April 2021	2:30PM			
QS (CH >90)	Monday	19 April 2021	3:00PM			
QS (CH <91)	Monday	19 April 2021	3:30PM			
AM, AS, FM (CH >80)	Monday	19 April 2021	4:00PM			
AM, AS, FM (CH 51-80)	Monday	19 April 2021	4:30PM			
AM, AS, FM (CH 0-50)	Monday	19 April 2021	5:00PM			

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 you proceed with pre-registration.

Thank you.

Faculty General Office
Lee Kong Chian Faculty of Engineering and Science