

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

Notice #6
Course Registration for May 2021 Trimester

Add/Drop of Course(s) via Course Registration Portal
(8 June 2021 – 18 June 2021)

1. Online Registration (via Course Registration Portal)

- (a) **Preview of available Courses starting from 2.00pm, 4 June 2021 (Friday)**
- Seats for all courses will be released (if any).
 - Students may preview the timetable to check the availability of the courses via Course Registration Portal.
- (b) **Online Registration starts at 7.00am, 8 June 2021 and ends at 5.00pm, 18 June 2021**
- The system will be opened for students to do course registration from Week 1 to Week 2 (8 June to 18 June 2021).
 - Any student who wishes to do add/drop course(s) **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” via **Google Form** is not required).*

2. 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) **Class is FULL**
- The course(s) which you would like to register is full and you would like to take the course in May 2021 Trimester; **Or**
- (b) **Clashes of Timetable**
- The timetable (Lecture/Tutorial/Practical) is clashing and you would like to take the course in May 2021 Trimester;

Please fill in the “Add/Drop/Withdrawal of Courses Form” (as attached) and justification letter (as attached) to explain the reason(s) why you **MUST** take the course(s) in May 2021 Trimester. Both form and letter need to be submitted via the Google form in the link below.

shorturl.at/puKM7

The submission of forms will be started from 8 June to 16 June 2021. Kindly use your UTAR student email account in order to access the above link.

Note:

- (i) The “Add/Drop/Withdrawal of Courses Form” and justification letter **MUST be submitted via Google form within the stipulated date and time stated above;**
- (ii) Without providing the justification letter, the application form will not be processed;
- (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 on a first come first served basis;
- (v) FGO staff will add the course(s) 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, 14 June 2021

Final announcement: 10.00am, 18 June 2021

3. Mode of Classes (Physical or Online Teaching Learning (OTL))

Please be informed that all the **lecture, tutorial** and physical **practical (using Computer labs)** classes will be conducted through **OTL mode** for the entire duration of the May 2021 trimester.

For practical classes (**not using Computer labs**), those classes previously designated to be conducted via physical mode for students who choose to return to campus will be conducted through OTL mode during the period from 1 to 27 June 2021. Depending on the actual COVID-19 situation, this arrangement is subject to further extension.

4. Leave of Absence

For students who are on “Leave of Absence” in the previous trimester, please email the “Reply Slip” (if any) and indicate the course(s) that you would like to register to the FGO staff-in-charge of the respective programme (as per table below) to do course registration before the commencement of the trimester.

Programme	FGO Staff-in-charge	Email
CL, 3E, EC, ET, PH, BI & MH	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
QS & CI	Puan Nur Hanisah Binti Mohd Noh	hanisah@utar.edu.my
ME & MM	Cik Noor Razia Binti Samardin	razia@utar.edu.my
AS, AM & FM	Cik Noradila Binti Musa	noradilam@utar.edu.my
AR & SE	Puan Netty Akmal Binti Borhan	netty@utar.edu.my

Students are welcome to seek advice from FGO staff via email or call the hotline (018-221 3100 / 018-267 3100) for any issues related to the course registration.

~~ Thank you ~~

Faculty General Office
Lee Kong Chian Faculty of Engineering and Science
1 June 2021