

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

## NOTICE #2

### COURSE PRE-REGISTRATION FOR JANUARY 2022 TRIMESTER

To ALL LKC FES students:

#### **IMPORTANT NOTES:**

1. You are required to meet with your respective Academic Advisor by Week 6 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 2 December 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 that 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 **2 December 2021, at around 9.30am and onwards** for students to register.

Please view the timeline for pre-registration and register your desire course(s) to be studied for January 2022 Trimester based on the following stipulated period:

**(i) Pre-View of Course(s) Offered and Timetable**

**26 November 2021 (Starting from 10:00am) – 28 November 2021**

**(ii) Duration for Pre-Registration of Course(s)**

**29 November 2021 (MONDAY) [9:00am] – 2 December 2021 (THURSDAY) [5:00pm]**

Programme	Day	Start Date	Start Time	Day	End Date	End Time
SE ( <b>CH</b> >80)	Monday	29 November 2021	9:00AM	Thursday	2 December 2021	5:00PM
SE ( <b>CH</b> 51-80)	Monday		9:30AM			
SE ( <b>CH</b> 0-50)	Monday		10:00AM			
CI, CL ( <b>CH</b> >90)	Monday		10:30AM			
CI, CL ( <b>CH</b> 51-90)	Monday		11:00AM			
CI, CL ( <b>CH</b> 0-50)	Monday		11:30AM			
BI, ME, MM, MH ( <b>CH</b> >90)	Monday		12:00NOON			
BI, ME, MM, MH ( <b>CH</b> 51-90)	Monday		12:30PM			
BI, ME, MM, MH ( <b>CH</b> 0-50)	Monday		1:00PM			
QS ( <b>CH</b> >90)	Monday		2:00PM			
QS ( <b>CH</b> <91)	Monday		2:30PM			
AM, AS, FM ( <b>CH</b> >80)	Monday		3:00PM			
AM, AS, FM ( <b>CH</b> 51-80)	Monday		3:30PM			
AM, AS, FM ( <b>CH</b> 0-50)	Monday		4:00PM			
3E, EC, ET, PH	Monday		4:30PM			
AR	Monday		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