

## **REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE**

UNIVERSITI KUALA LUMPUR (UNIKL) DEGREE PROGRAMME
Bachelor Of Business Administration (Hons) In Management and Entrepreneurship
Bachelor Of Business Administration (Hons) In Islamic Finance

Time: 9:00 am- 12.00 pm

Date: 18th September 2019 (Wednesday)

Venue: Computer Lab

All students taking UNIKL BME / BIF Programme are required to register your courses on the date set above.

Kindly follow the steps below when registering your courses:

### **SEMESTER REGISTRATION PROCESS**

- Collect Academic Calendar @ B104L
- Do Online Registration (Update contact no., address & emaddress) @ B101L
- Go to Academic Advising Counter to check the registered courses @ B102L
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- Go to Course Verification Counter to verify courses
- Collect printed registration forms & timetable @ B102L
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- Check disciplinary fine and insurance @ Student Affairs
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- Check library fine @ Library
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- Pay fees and submit the completed registration forms @ Finance & Accounts Department

\*PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE. ADDITIONAL PENALTY OF RM50 WILL BE CHARGED FOR THOSE WHO REGISTER ON/AFTER CLASS COMMENCEMENT.

\*ALL COMPLETED REGISTRATION FORMS MUST BE SUBMITTED TO FINANCE & ACCOUNTS DEPARTMENT.

\*CLASS COMMENCEMENT DATE: 23rd September 2019

PREPARED BY AdA:	REVIEWED BY AHAD :	APPROVED BY AM:	DATE:	REVISION:
NN	TSC	NAS		
Sn.	hfr.	Walm.	08/08/2019	0



### **NORMAL PROCEEDING REGISTRATION**

# UNIVERSITI KUALA LUMPUR (UNIKL) DEGREE PROGRAMME

Bachelor Of Business Administration (Hons) In Management and Entrepreneurship Bachelor Of Business Administration (Hons) In Islamic Finance

REGISTRATION VENUE :	Computer Lab	
REGISTRATION DATE :	18 <sup>th</sup> September 2019	
CLASS COMMENCEMENT:	23 <sup>rd</sup> September 2019	

### **PAYMENT**

ITEM	AMOUNT		
ITFEE	RM 30	_	
LIBRARY FEE	RM 30		
ACTIVITIES FEE	RM 30		
STUDENT AFFAIRS FEE	RM 30		
GRADUATION FEE	RM 50		
*STUDENT COUNCIL FEE	RM 30		
*ALUMNI FEE	RM 30		
TOTAL	RM 170/*RM230		

#### NOTE:

\*PENALTY FEE OF RM 50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE.ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO REGISTER ON/AFTER CLASS COMMENCEMENT.

\*FOR STUDENT COUNCIL FEE, INSURANCE FEE & ALUMNI FEE, YOU ARE REQUIRED TO PAY ONLY IF APPLICABLE

PREPARED BY AdA:	REVIEWED BY ASAM:	APPROVED BY FD:		
NN	KMF	ТВУ	DATE:	REVISION:
Su.	fm		08/08/2019	0