

REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE

TECHNOLOGY COLLEGE SARAWAK DIPLOMA PROGRAMME

DEM-DIPLOMA IN ENTREPRENEURSHIP MANAGEMENT (NEW INTAKE & PROCEEDING)

Time: 9:00am- 12:00pm

Date: 14th February 2019 (Thursday)

Venue: Library

All students taking DEM 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
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- Do O	nline Registration (Update contact no., address & emai address)
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- Go	to Academic Advising Counter to check the registered courses
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- (Go to Course Verification Counter to verify courses
	- Collect printed registration forms & timetable
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	- Check disciplinary fine and insurance
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	- Check library fine
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- Pay	r 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: 18th March 2019

PREPARED BY AdA:	REVIEWED BY AHAD :	APPROVED BY AM:	DATE:	REVISION:
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NORMAL PROCEEDING REGISTRATION TECHNOLOGY COLLEGE SARAWAK DIPLOMA PROGRAMME DEM-DIPLOMA IN ENTREPRENEURSHIP MANAGEMENT (NEW INTAKE & PROCEEDING)

REGISTRATION VENUE :	TCS LIBRARY
REGISTRATION DATE :	14th February 2019 (Thursday)
CLASS COMMENCEMENT:	18th March 2019 (Monday)

PAYMENT

ITEM	AMOUNT	
IT FEE	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 AHAD :	APPROVED BY FD:	DATE	DEVISION.
NN	TSC	TBY	DATE:	REVISION:
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