

REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE DIPLOMA PROGRAMME - INDUSTRIAL TRAINING

Time: 9:00 A.M - 4:00 P.M. (12:00 P.M - 2:00 P.M, LUNCH BREAK)

Date: 12th MAY 2017 (FRIDAY)

All students going for Industrial Training in Semester 1 Session 2017/2018 are required to register your courses on the date set above. Kindly follow the steps below when registering your courses:

Registration Process
Collect provisional result slip @ B103
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Register your courses online @ B104L & B105L
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Verify your registered courses @ B101L & B102L
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Fill up Application of Conferment @B106L
Û
Check library fines, disciplinary fine & insurance @ Student Affairs Department.
Û
Pay fees @ Finance & Accounts Department and submit the completed registration forms.

NOTE:

*PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE. ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO REGISTER A WEEK AFTER REGISTRATION DATE.

^{*} ALL STUDENTS ARE COMPULSORY TO BRING ALONG 2 COPIES OF PHOTOCOPIED IC & SPM CERTIFICATE.

PREPARED BY AdE:	REVIEWED BY ASAM:	APPROVED BY AM:	DATE:	REVISION:
TSC	KMF	ТНН		
ADMISSIONS EXECUTIVE A	SISTANT STUDENT ADMINISTRATION MANAGE	ACADEMIC MANAGER	11/04/2017	0

^{*}ALL COMPLETED REGISTRATION FORM MUST BE SUBMITTED TO FINANCE & ACCOUNTS DEPARTMENT

^{*} INDUSTRIAL TRAINING COMMENCEMENT DATE: 15TH MAY 2017