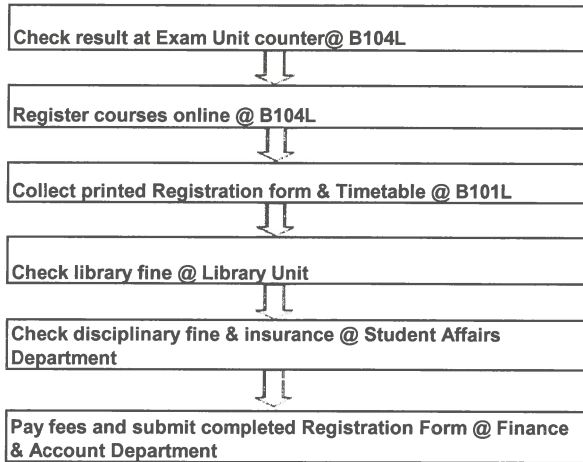# REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE

DIPLOMA PROGRAMME - INDUSTRIAL TRAINING

Time: 8:30am- 4pm

Date: 4th December 2015

All students going for Industrial Training in Semester 2 Session 2015/2016 are required to register your courses on the date set above. Kindly follow the steps below when registering your courses:

<u>Registration Process</u>

Check result at Exam Unit counter@ B104L

⇩

Register courses online @ B104L

⇩

Collect printed Registration form & Timetable @ B101L

⇩

Check library fine @ Library Unit

⇩

Check disciplinary fine & insurance @ Student Affairs Department

⇩

Pay fees and submit completed Registration Form @ Finance & Account Department

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 COMPLETED REGISTRATION FORM MUST BE SUBMITTED TO FINANCE.& ACCOUNT DEPARTMENT

*INDUSTRIAL TRAINING COMMENCEMENT DATE: 28 th DECEMBER 2015

PREPARED BY ScO:	REVIEWED BY AHAD:	APPROVED BY AM:	DATE:	REVISION:
ALP	CTS	THH	29/10/2015	0
ASSISTANT HEAD OF ADMISSIONS	SUSAN CHANG YU SHIENG	ACADEMIC MANAGER TEO HUA HNG		

DIPLOMA PROGRAMME - INDUSTRIAL TRAINING REGISTRATION
DIPLOMA IN MANAGEMENT TECHNOLOGY (DDPG) /
DIPLOMA IN MANAGEMENT TECHNOLOGY (ACCOUNTANCY) (DDPW) /
DIPLOMA IN COMPUTER SCIENCE (INFORMATION TECHNOLOGY) (DDPC)
(SEMESTER 6 & ABOVE)

REGISTRATION VENUE :	COMPUTER LABS, BLOCK B
REGISTRATION DATE :	4th DECEMBER 2015
INDUSTRIAL TRAINING COMMENCEMENT DATE :	28th DECEMBER 2015

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 5O 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 CLASS COMMENCEMENT.

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

PREPARED BY ScO:	REVIEWED BY AHAD:	APPROVED BY FD:	DATE:	REVISION:
ALP	CYS	TBY		
f. 3A	ASSISTANT HEAD OF ADMISSIONS SUSAN CHANG YU SHIENG	HEAD OF ACCOUNTS CHAI YEE CHIET	29/10/2015	0

REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE FOR DIPLOMA PROGRAMME

Time:	8:30am- 4:00pm
Venue:	COMPUTER LABS, BLOCK B
Class Commencement Date:	14th DECEMBER 2015

SEMESTER 6 & ABOVE (DDG / DDPG / DDW / DDPW / DDC / DDPC)

NEW SEMESTER	REGISTRATION DATE
ALL SEMESTER 6 & ABOVE (DDG / DDPG / DDW / DDPW / DDC / DDPC)	7/12/2015 (MONDAY)

DIPLOMA IN MANAGEMENT TECHNOLOGY (DDPG)

NEW SEMESTER	REGISTRATION DATE
SEMESTER 2 (DDPW)	8/12/2015 (TUESDAY)
SEMESTER 3 (DDPW)	
SEMESTER 4 (DDPW)	
SEMESTER 5 (DDPW)	
SEMESTER 5 (DDPG)	

DIPLOMA IN MANAGEMENT TECHNOLOGY (DDPG)

NEW SEMESTER	REGISTRATION DATE
SEMESTER 3 (DDPG)	9/12/2015 (WEDNESDAY)
SEMESTER 4 (DDPG)	

DIPLOMA IN MANAGEMENT TECHNOLOGY (DDPG)

NEW SEMESTER	REGISTRATION DATE
SEMESTER 2 (DDPG)	10/12/2015 (THURSDAY)

*PENALTY OF RM50 WILL BE CHARGED FOR LATE REGISTRATION (DURING REGISTRATION WEEK).
AN ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER
BY CLASS COMMENCEMENT DATE.

*CLASS COMMENCEMENT DATE IS SUBJECT TO CHANGE BASED ON UTM ACADEMIC CALENDAR.

PREPARED BY ScO	REVIEWED BY AHAD	APPROVED BY AM	DATE:	REV:
ALP	CYS	THH		
	ASSISTANT HEAD OF ADMISSIONS	ACADEMIC MANAGER	28/10/2015	0
	SUSAN CHANG YU SHIENG	TEO HUA HNG		

DIPLOMA PROGRAMME - PROCEEDING REGISTRATION

DIPLOMA IN MANAGEMENT TECHNOLOGY (DDPG) /

DIPLOMA IN MANAGEMENT TECHNOLOGY (ACCOUNTANCY) (DDPW) /

DIPLOMA IN COMPUTER SCIENCE (INFORMATION TECHNOLOGY) (DDPC)

(SEMESTER 2- 5)

REGISTRATION VENUE :	**COMPUTER LABS, BLOCK B**
REGISTRATION DATE :	**7th DECEMBER - 10th DECEMBER 2015**
CLASS COMMENCEMENT DATE:	**14th DECEMBER 2015**

FEE PAYMENT:

FOR SEMESTER 2 - 4 (DDPG) / SEMESTER 2 - 3 (DDPW)

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 / *RM 230

FOR SEMESTER 5 (DDPG) / SEMESTER 4 - 5 (DDPW)

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
MICROSOFT OFFICE SPECIALIST	RM 54
TOTAL	RM 224 / *RM284

NOTE:

*PENALTY FEE OF RM 50 WILL BE CHARGED FOR LATE REGISTRATION (DURING REGISTRATION WEEK).

AN ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER
BY CLASS COMMENCEMENT DATE.

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

*CLASS COMMENCEMENT DATE IS SUBJECT TO CHANGE BASED ON UTM ACADEMIC CALENDAR.

PREPARED BY ScO	REVIEWED BY AHAD	APPROVED BY FD	DATE	REVISION
ALP	CYS	HEAD OF FINANCE		
	ASSISTANT HEAD OF ADMISSIONS		28/10/2015	0
	SUSAN CHANG YU SHIENG	ANGELYNN WILLIAM		

DIPLOMA PROGRAMME - PROCEEDING REGISTRATION

DIPLOMA IN MANAGEMENT TECHNOLOGY (DDG / DDPG) /
DIPLOMA IN MANAGEMENT TECHNOLOGY (ACCOUNTANCY) (DDW / DDPW) /
DIPLOMA IN COMPUTER SCIENCE (INFORMATION TECHNOLOGY) (DDC / DDPC)
(SEMESTER 6 & ABOVE)

REGISTRATION VENUE :	**COMPUTER LABS, BLOCK B**
REGISTRATION DATE :	**7th DECEMBER**
CLASS COMMENCEMENT DATE:	**14th DECEMBER 2015**

FEE PAYMENT :

ITEM	AMOUNT
IT FEE	RM 30
LIBRARY FEE	RM 30
ACTIVITY FEE	RM 30
STUDENT AFFAIR FEE	RM 30
UNIVERSITY FEE	RM 400
TUITION FEE	RM 150 PER CREDIT HOUR
TOTAL	RM 520 + RM 150 PER CREDIT HOUR

NOTE:

*PENALTY FEE OF RM 5O WILL BE CHARGED FOR LATE REGISTRATION (DURING REGISTRATION WEEK).

AN ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER
BY CLASS COMMENCEMENT DATE.

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

*CLASS COMMENCEMENT DATE IS SUBJECT TO CHANGE BASED ON UTM ACADEMIC CALENDAR.

PREPARED BY ScO	REVIEWED BY AHAD	APPROVED BY FD	DATE	REVISION
ALP	CYS	TBY		
	ASSISTANT HEAD OF ADMISSIONS	HEAD OF FINANCE	28/10/2015	0
	SUSAN CHANG YU SHIENG	ANGELYNN WILLIAM		