

REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE UTM DIPLOMA PROGRAMME - SHORT SEMESTER

Time: 9:00 AM - 4:00 PM (12:00 P.M - 1:00 P.M, LUNCH BREAK)

Date: 17th APRIL 2017 (MONDAY)

All students registering UTM DIPLOMA SHORT SEMESTER are required to register your courses following the steps below:

Go to Course Registration Counter @ Library to check the registered courses and collect Academic Calendar. Go to Course Verification Counter @ Library to verify the courses. Collect printed registration forms & timetable. Go to Course Verification Counter @ Library to verify courses. Collect printed registration forms & timetable. Check disciplinary fine & insurance @ Student Affairs Department. Pay fees @ Finance & Accounts Department and submit the completed registration forms.

*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 CLASS COMMENCEMENT.

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

CLASS COMMENCEMENT DATE: 17th APRIL 2017

PREPARED BY AdE:	REVIEWED BY ASAM:	APPROVED BY AM:	DATE:	REVISION:
TSC	KMF	ТНН		
TAN SZE CHA	ANT STUDENT ADMINISTRATION MANAGER	ACADEMIC MANAGER TEO HUA HNG	20/03/2017	0