

NEGLIGENCE WILL COST YOU!

**PRE-REGISTRATION &
REGISTRATION OF COURSES FOR
DECEMBER '09 – APRIL '10
ACADEMIC SESSION**

**ALL STUDENTS (EXCEPT PJJ/e-PJJ) MUST
COMPLETE THE PROCESSES OF
PRE-REGISTRATION &
REGISTRATION OF COURSES
(ONLINE) USING THE
i-STUDENT PORTAL**

Please refer to the flowchart →

IMPORTANT REMINDER

9 FEBRUARY 2010

**Students will be stripped of their
student status (i.e. given GT status) if they:**

**Fail to pay the tuition fees
(Last day of fee payment: 4 February 2010)**

AND/OR

**Fail to complete the course registration
(choose both the courses and groups)**

FLOWCHART OF PRE-REGISTRATION & REGISTRATION OF COURSES FOR DECEMBER '09 – APRIL '10 SESSION

PRE-REGISTRATION OF COURSES (26 Oct. – 15 Nov. 2009)

- Login to i-Student Portal.
- Enter the Course Pre-Registration Screen.
- You will find that the system automatically pre-registers the following courses for you (if applicable):
 - o Courses that you have failed but not yet reattempted.
 - o Courses for the lower semesters that you have not attempted.
- Add courses from the list provided to make-up your total credit units.



ANNOUNCEMENT OF FINAL EXAMINATION RESULTS

(10 December 2009)

- All courses that you have failed for this semester will be automatically registered.
- All courses with pre-requisite that you have failed will be automatically dropped.



COURSE REGISTRATION (21 December 2009 - 22 January 2010)

- Login to i-Student Portal.
 - Enter the Course Registration Screen.
 - Choose an appropriate **group** for each course that you have pre-registered. (check timetable to avoid clashes).
- Note:** Students with credit hours exceeding the maximum will be blocked from choosing groups. Please drop courses with higher codes first to comply with the maximum number of credit hours.
- Print and keep the printout of the Course Registration Information (Temporary). Please reprint and keep the Course Registration Information (Temporary) each time you perform any changes for your course registration.

Note: All courses which have not been given any group will be automatically dropped by the system before the validation of course registration starts.



VALIDATION OF COURSE REGISTRATION

(25 January 2010 – 8 February 2010)

- Login to i-Student Portal.
- Enter the Validation of Course Registration Screen.
- Check that there are no appropriate courses left unregistered and that all the registered courses are correct.
- Click the Validation button.

Note: Students who have not paid the tuition fees will be blocked from performing the Validation of Course Registration as well as printing Examination Slip.

- Print and keep the printout of the Course Registration Information (Final).