

NOTICE TO DEGREE, DIPLOMA AND FOUNDATION STUDENT: ONLINE SUBJECT REGISTRATION SEMESTER/TRIMESTER 2, 2025/2026

1. Subject Registration Timeline for Semester/Trimester 2, 2025/2026

Category	Registration Subject Start Date	Registration Subject End Date	Additional Information
Students who have completed advising	15 December 2025	11 January 2026	- Can request to increase subject capacity - Can apply for accommodation parking sticker
Students whose advising is not approved	15 December 2025		-Can request to increase subject capacity
Students who have not completed advising	30 December 2025		N/A

CATEGORY	DETAILS
Notice	Online Subject Registration for Semester/Trimester 2, 2025/2026
Registration Period	Open for 4 weeks. Starts: 15 December 2025 Ends: 11 January 2026
Timetable Details	Timetable will be assigned automatically for Foundation programs and <i>Persijilan Tahfiz</i> . Timetable viewable during the registration session. Foundation students without timetables (due to incomplete advising): refer to your Head of Department .
Increase Full Class Capacity	Only students who have completed the Advising Process may apply for an increase in full class capacity through their respective colleges.
Registration Process	Refer to the course outline or college handbook when registering for subjects. Use the Online Subject Registration Guidelines and FAQs if needed. Check your timetable again at the start of Semester for any schedule changes.

Finance Rule	Details
Proforma Payment	35% of the total subject fees must be paid.
Payment Deadline	Payment must be made before 2 February 2026 .
Consequences of Non-Payment	Subjects in the timetable will be dropped on 3 February 2026 if there are outstanding debts or unpaid proforma fees.
Recommendation	It is advisable to settle the proforma fees before the new semester begins.

2. Subject Registration and Status Change

Section	Details
Subject Registration and Status Change	Students who fail to register for subjects as stated in the program structure handbook by the end of Finalized Subject Registration Week (FSR) will have their status changed to "dropped" without notice.
Steps to Reactivate Student Status	<ul style="list-style-type: none"> a) Download the application form from <ul style="list-style-type: none"> - Registrar Office Forms : Local Student - Registrar Office Forms : International Student and send the completed form to Enrol@uniten.edu.my.
	<ul style="list-style-type: none"> b) Upon approval, pay a processing fee of RM100.00.
Application for Deferment of Studies	Students can apply to defer studies for health reasons (with a medical certificate) or other valid reasons.
Application Process	Local Students (Online): Deferment Application (Home > Deferment Application Local).
	International Students (Manual Form): Deferment Form .

3. Online Subject Registration Session for Semester/Trimester 2, 2025/2026 will be held as follow:

ACTIVITY	PROGRAM	DATE		URL ADDRESS
Checking Subject Registration Timeslot	Diploma Program & Degree Program	From 15 December 2025 (9 am onwards)		Internet http://info.uniten.edu.my/info Click on menu Tickets (24 hours) (No online ticket for Foundation Programme)
Online Subject Registration Session	Foundation Program & DCMT (Part time)	15 December 2025 – 11 January 2026	View Timetable only	Internet http://info.uniten.edu.my/info Select menu Timetable (24 hours) (Foundation only) DCMT (Part time)
	Diploma & Degree Program		Follow the time slot given	Internet http://online.uniten.edu.my/online Click on menu Subject List (24 hours) (For degree & diploma students only)

Bypass Pre-Requisite Request	Diploma & Degree Program	15 December 2025 – 11 January 2026	Open Slot	Internet http://info365.uniten.edu.my/info365 (24hours) (Select menu Bypass Pre- requisite Request) Result of Application will be sent to your email once the Head of Department has processed your request.
Additional Credit Maximum Request	Diploma & Degree Program	15 December 2025 – 11 January 2026	Open Slot	Internet http://info365.uniten.edu.my/info365 (24hours) (Select menu Additional Credit Maximum Request) Result of Application will be sent to your email once the Dean has processed your request.
Repetition of Passed Subject Request	Diploma & Degree Program	15 December 2025 – 11 January 2026	Open Slot	Internet http://info365.uniten.edu.my/info365 (24hours) (Select menu Repetition of Passed Subject Request)
Online Increase Capacity Application	Diploma & Degree Program	15 December 2025 – 11 January 2026	Open Slot	Internet http://online.uniten.edu.my/online Click on subject list > Select Section and click link Apply to Increase Capacity (24 hours)
Online Increase Capacity Result	Diploma & Degree Program	30 December 2025 – 11 January 2026	Open Slot	Internet http://info.uniten.edu.my/info (If approved, class section will be added to student's timetable)

4. For subject registration inquiries, please refer to:

No.	Matter Regarding	Department	Form	Contact Details
a.	Finance Blocking/ Pro-forma Inadequate	Finance	Live form via MS Teams 15 December 2025 – 11 January 2026	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
b.	-Timetable clashing - Offering of subject	Respective College Head of Department (HOD)	Live form via MS Teams 15 December 2025 – 11 January 2026	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)
c.	- Online Subject Registration ticket	Registrar Office (Academic Unit)	Live form via MS Teams 15 December 2025 – 11 January 2026	Putrajaya Campus Queue Form: https://bit.ly/StudentPutrajayaForm KSHAS Campus Queue Form: https://bit.ly/StudentKshasForm Available from 8.30 am to 4.30 pm (working days)

d.	<p>-Login problem to MS Teams/ Info365 /Student Info / Online Student Records</p> <p>-Problems accessing the form (Subject Registration Session Queue Form), NT Account/ reset password and System error.</p>	ITMS	N/A	<p>i-Recommend:</p> <p>https://www.uniten.edu.my/i-recommend</p> <p>Do not forget to provide your Student ID and the login error message.</p>
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5. For further inquiries please refer to:

Contact Info	COE	CCI	UBS / COBA	CCED
General & College Handbook	Engineering@uniten.edu.my	CCIHelpdesk@uniten.edu.my	coba.helpdesk@uniten.edu.my ubs@uniten.edu.my	cced@uniten.edu.my
Head of Department	HOD List	HOD List	HOD List	HOD List
Credit Transfer	ME – Puan Norhazwani binti Abd Malek Norhazwani@uniten.edu.my CE – Dr. Nur'atiah Binti Zaini Nur_Atiah@uniten.edu.my EE – Puan Ayuniza Bte Ahmad Ayuniza@uniten.edu.my EP- Sarveswaren A/L Karunanithi Sarveswaren@uniten.edu.my	Ts. Rina Bte. Md. Anwar MRina@uniten.edu.my	Puan Masdiah Bt. Abdul Hamid Masdiah@uniten.edu.my	CCED – Dr. Azmi Bin Ahmad Azmia@uniten.edu.my
Finance	Financehelpdesk@uniten.edu.my			
Academic Unit	academicreg@uniten.edu.my			

Thank you.

"The more that you read, the more things you will know. The more that you learn, the more places you'll go."

– Dr. Seuss

Choose your subjects wisely, for they open doors to new opportunities.