

FACULTY OF BUSINESS

ONLINE CLASS REGISTRATION [OCR] – SEMESTER 2, 2016

(As at June 2016)

Registration for a tutorial class via OCR is considered as confirmed registration. **However, if a student fails to attend the first tutorial, the Unit Leader/Lecturer has the discretion to allocate that seat to another student.** The student will then have to see the Unit Leader/Lecturer concerned to register for another tutorial.

A. **Online class registration is only available to students who have fulfilled the following :**

- (i) Have completed the re-enrolment process.
- (ii) Have not made changes to their enrolment **after 20th JULY 2016.**
- (iii) Have made **FULL** payment **before or on 22nd JULY 2016.**
- (iv) Have been approved full (100%) scholarship or loan recognized by the University.

Students who have met the above criteria will be able to do their online registration starting **9.30am on 25 JULY until 29 JULY 2016.** The software works on IE7 or Firefox only. **The last date to do the OCR is on Friday, 29 JULY by 2.00pm.** **MANUAL CLASS REGISTRATION** only opens on **28 JULY 2016 from 9.00am to 2.00pm at Recreational Hall, Curtin Miri.** Registration will be based on a first come first serve basis.

B. **Students WILL NOT be able to do their tutorial class registrations via the OCR if:**

- (i) **There are time clashes in the timetable.**
- (ii) **There are any add or drop unit enrolment done after 20th July 2016; the amendments will not be captured in the OCR.**
- (iii) **There are unit problems, e.g. changes in course structure or major.**

Please consult the respective Head of Department (SEE ATTACHED SCHOOL ORGANISATIONAL CHART).

C. For students who have paid their fees via telegraphic transfer or direct deposit and have not informed the University, the student account may not have been updated, and therefore online class registration may not be available. In this case, please contact the Financial Services at finance@curtin.edu.my, or call **085-443885** to rectify the situation by providing proof of payment by **25 JULY 2016.** The class registration will be

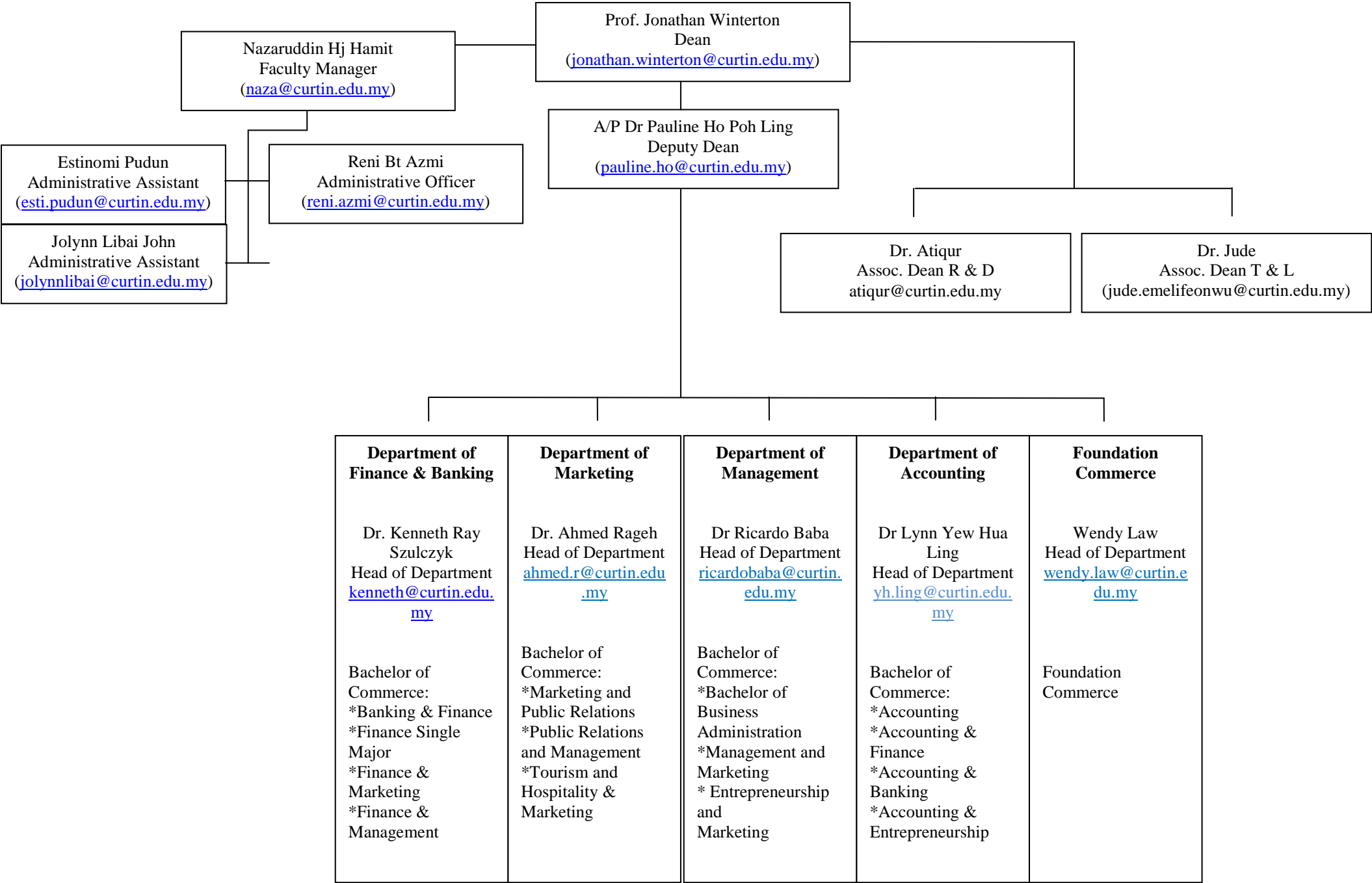
available from **26 JULY 2016**. (*Applicable to students who make payment before the due date*).

- D. **NEW STUDENTS** (new intake) can **ONLY** do their class registration manually on **Thursday, 28 JULY 2016 from 2.00pm to 5.00pm**.
- E. Changes in the timetable can be viewed between **12pm and 4pm everyday (25 JULY to 29 JULY 2016)** from OCR timetable and the updated timetable on the website. Should a student encounter any clashes in the timetable after the amendments, please consult the respective **Head of Department**.
- F. **28 JULY 2016**, Online Class Registration (OCR) will be closed for maintenance. Students will **not be able to access the system from 28 July at 9 am to 29 July at 8.59am**. The system will **resume on the 29 JULY 2016 AT 9am**.

IMPORTANT:

- (a) *Semester 2, 2016 Timetable will be available on the website. Should there be any clashes, please notify the respective **Head of Department**. Please check the website for latest updates on the timetable from time to time.*

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