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### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	15/02/14	Establishment	00	Director, CQA
2	15/02/14	Usage of new Logo	01	Director, CQA
3	11/10/22	Usage of new logo and University name	02	Director, CQA
4	05/07/24	Review the whole content	03	Manager, AAR
5	10/10/24	Review section 3.0, 4.0, and 7.0	04	Manager, AAR

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## 1.0 OBJECTIVE

- 1.1 To serve as a guideline for continual improvement of the registration process.
- 1.2 To ensure that the monitoring of students status and records are carried out in a consistent manner.

## 2.0 SCOPE


- 2.1 This procedure covers the registration process for new and returning students including the course registration and application to change student status.

## 3.0 REFERENCES

- 3.1 Undergraduate Academic Rules & Regulations (UTS-AAR-P01-UARR)
- 3.2 Failure to Register Guidelines (UTS-AAR-P01-FTR)
- 3.3 Foundation Programme Academic Rules & Regulations (UTS-SFS-FARR)
- 3.4 Academic Advising Guideline (UTS-AAR-P01-AAG)

## 4.0 DEFINITIONS / ABBREVIATIONS

- AAR : Academic Affairs & Registry
- AARP : Academic Affairs & Registry Personnel
- SA : School Administrator
- STD : Student
- UARR : Undergraduate Academic Rules & Regulations
- FARR : Foundation Programme Academic Rules & Regulations
- FTR : Failure to Register
- HoP : Head of Program

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## 5.0 RESPONSIBILITY

- 5.1 The Dean is responsible to ensure that Registration Procedure is adhered to.
- 5.2 AAR personnel and SA is responsible to ensure status of students is monitored and updated regularly.
- 5.3 Academic Advisor is responsible to monitor academic performance of their students.

## 6.0 PROCEDURE

- 6.1 Refer to process flow chart.



# UTS

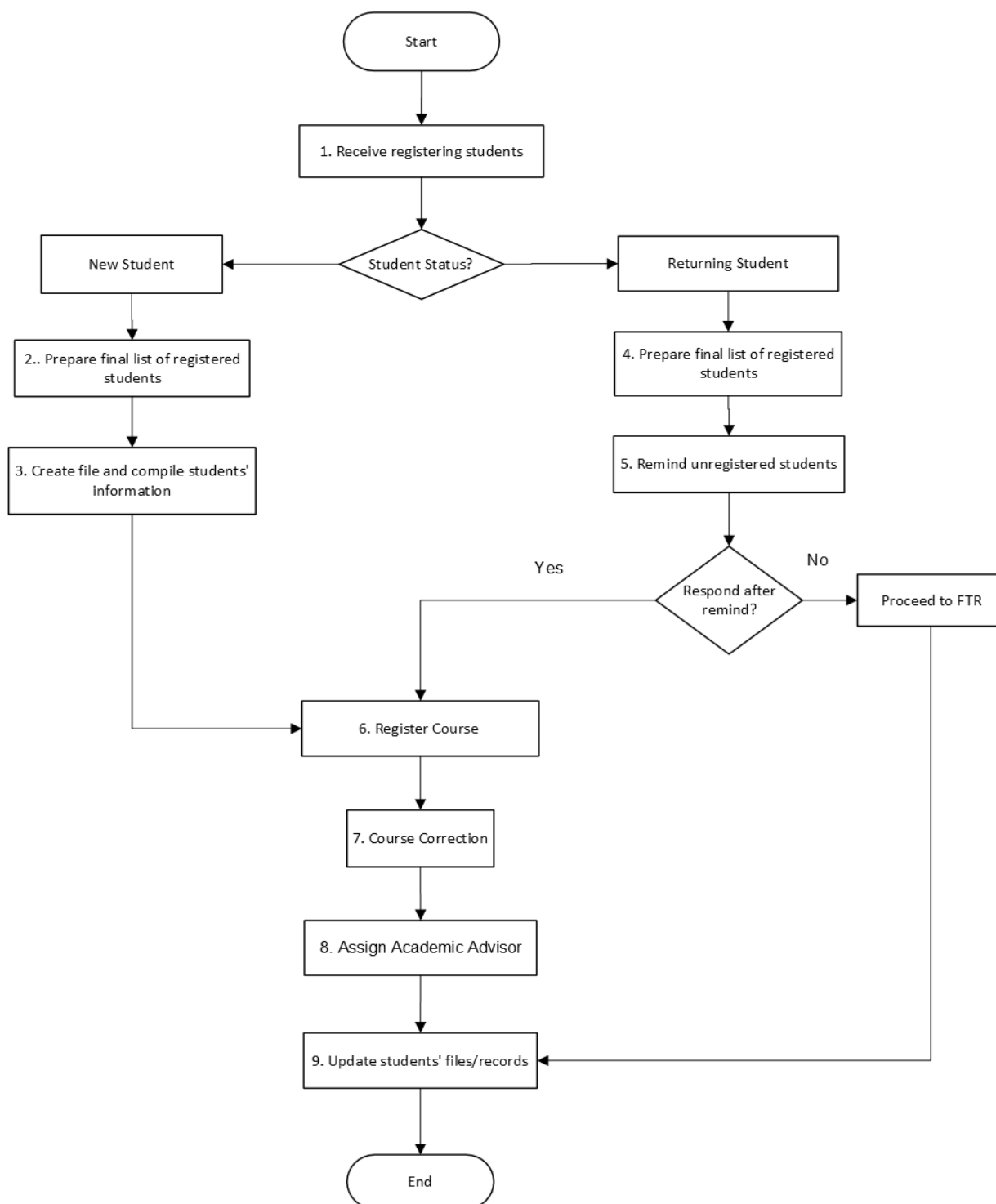
## REGISTRATION


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## 7.0 DESCRIPTION


No	Description	Person in Charge	Document
1.	<p>Receive registering student;</p> <ul style="list-style-type: none"> <li>Receive new students register through via the academic management system, Oculus (<a href="https://oculus.uts.edu.my/online_registration/register.php">https://oculus.uts.edu.my/online_registration/register.php</a>) and complete the registration process by submitting registration documents as mention in the website. Proceed to step 2.</li> <li>Returning student register semester through the academic management system, Oculus (<a href="https://oculus.uts.edu.my/online_registration/register.php">https://oculus.uts.edu.my/online_registration/register.php</a>). Proceed to step 4.</li> </ul>	AARP SA	Student documents (only for New Student)

### New Students


2.	Prepare final list of registered students.	AARP	Final list of registered students
3.	Create student file and compile students' information.		Student Registration Documents

### Returning Students – Semester Registration

4.	Prepare Final List of Registered Students	AARP	
5.	<p>Remind the unregistered students. Under these conditions;</p> <ol style="list-style-type: none"> <li>Student register the semester by register course (proceed to step 6 onwards) after received reminder from school administration.</li> <li>Student remain unregistered after receiving reminder from school administration. The school administration will refer to Failure to Register guideline via the academic management system, Oculus</li> </ol>	SA AARP	<ol style="list-style-type: none"> <li>Failure to Register guideline (UTS-AAR-P01-FTR)</li> <li>FTR list name via email</li> <li>Academic Management System, Oculus (<a href="https://oculus.uts.edu.my/administration/index.php?page=doclb-view&amp;maincategory=policy">https://oculus.uts.edu.my/administration/index.php?page=doclb-view&amp;maincategory=policy</a>)</li> </ol>

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	( <a href="https://oculus.uts.edu.my/administration/index.php?page=doclb-view&amp;maincategory=policy">https://oculus.uts.edu.my/administration/index.php?page=doclb-view&amp;maincategory=policy</a> ) before submit list of student who FTR to AAR by email.		
6.	<p>Register courses via the academic management system, Oculus</p> <p>(<a href="https://oculus.uts.edu.my/academic/index.php?page=acacr-list">https://oculus.uts.edu.my/academic/index.php?page=acacr-list</a>).</p> <p>Student start to do course registration;</p> <ol style="list-style-type: none"> <li>before the academic semester begins and onwards</li> <li>Diploma level student are eligible to do credit transfer before or after register course upon recommendation from HoP. To follow SOP of Credit transfer/Credit Exemption (UTS/AAR/P02)</li> </ol>	STD	Academic Management System, Oculus ( <a href="https://oculus.uts.edu.my/academic/index.php?page=acacr-list">https://oculus.uts.edu.my/academic/index.php?page=acacr-list</a> ).
7.	<p>Students are responsible to verify the correctness of their registration records before end of week 4.</p> <p>If course correction is inevitable starting from Week 5, students must apply for Course Correction via Amend Course Registration Form (UTS-AAR-P01-ACR) with the assistance of SA or HoP.</p> <p>Any course correction after week 4 will be penalized per application as follow;</p> <ul style="list-style-type: none"> <li>Week 5 to Week 8: RM50</li> <li>Week 9 onwards: RM100</li> </ul>	SA HoP Dean AARP	<ol style="list-style-type: none"> <li>Amend Course Registration (Course Correction) Form (UTS-AAR-P01-ACR)</li> <li>Undergraduate Rules &amp; Regulations (UTS-AAR-P01-UARR)</li> <li>Foundation (UTS-SFS-FARR)</li> </ol>
8.	<p>Academic Advisors</p> <ul style="list-style-type: none"> <li>Assign Academic Advisors for new students</li> <li>Returning student will remain with previously assigned Academic Advisors.</li> </ul>	HoP	
9.	Update student files and records	AARP	<p>*If applicable;</p> <ol style="list-style-type: none"> <li>Student documents</li> </ol>

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			(registration documents) ii. Show-Caused Letter iii. Notification of Dismissal Letter iv. Defer Study Letter v. Withdrawal from Study Letter
10.	Process starts from registration until end process; 1. New student (within 7 days) 2. Returning student (within 3 weeks)	AARP	

## 8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Enrolment Statistics	i. AAR File Room ii. Academic Management System, Oculus ( <a href="https://oculus.uts.edu.my/statistics/">https://oculus.uts.edu.my/statistics/</a> )	Permanent
2.	Students' Files	AAR File Room	i. Min 2 years (Foundation) ii. Min 6 - 8 years (Bachelor)
3.	Credit transfer/Credit exemption Form (UTS-AAR-P02-CTCE)	Academic Management System, Oculus ( <a href="https://oculus.uts.edu.my/administration/index.php?page=adcrt-list">https://oculus.uts.edu.my/administration/index.php?page=adcrt-list</a> )	Permanent
4.	Show-Cause Letter	AAR File Room	2 years
5.	Notification of Dismissal Letter	AAR File Room	2 years

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6.	Amend Course Registration Form (UTS- AAR-P01-ACR)	AAR File Room	2 years
7.	Students' Files	AAR Archive Room	Permanent