

# SCHOOL OF BUSINESS

## Online Class Registration – Semester 1, 2012 *(Amended date: 13.01.2012)*

**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.
- (iii) Have made **FULL** payment **before or on 17 February 2012**.
- (iv) Have 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 **20 February to 24 February 2012**. The software works on IE7 or fire fox only. **The last date to do the OCR is on the 24 February 2012 at 2.00pm. However your registration is based on first come first serve basis.**

**B. You WILL NOT be able to do your tutorial classes via the Online Class Registration if :**

- (i) There are time clashes in your timetable.
- (ii) Any add and drop unit enrolment done; the amendments will not be capture in the OCR.
- (iii) Unit problem eg. Due to changes in course structure or major.
- (iv) Registration is based on units reflected in Student Progress Report (SPR); any units not reflected in SPR will not be registered via Online for tutorial. For Enquiry refer to Student Service – Enrolment Division.

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

**C. Students who have paid their fees via telegraphic transfer or direct deposit and have not informed the University, the student account may not be updated, and therefore online class registration may not be available. In this case, please contact the Financial Services at [finance@curtin.edu.my](mailto:finance@curtin.edu.my), or call **085-443885** to rectify the situation by providing proof of payment by **20 February 2012**. The online class registration will also be available from **22 February 2012**.**

**D. For New Students (new intake) you can do your class registration online on the 20 February 2012.**

**E. Note: Please check with the respective tutors for the unit/s the availability of the tutorial that you wish to register but is not able to do so due to the classes is full.**

**IMPORTANT:**

- (a) *Semester 1 Timetable will be available on website. Should there be any clashes, please notify your Head of Department. Please check the website for latest updates of the timetable from time to time.*

# Organizational Structure for School of Business 2012

