

SCHOOL OF BUSINESS

Online Class Registration – Semester 2, 2011 (Amended date: 27.06.2011)

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 08.07.2011**.
- (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 **13.07.2011**. The software works on IE7 or fire fox only. **The last date to do the OCR is on the 20 July. 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) Unit problem eg. *Due to changes in course structure or major.*

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, or call **085-443885 to rectify the situation by providing proof of payment by **11.07.2011**. The online class registration will also be available from **13.07.2011**.**

D. For all payment **received after 08.07.2011, and for students who do not meet the above criteria, they are able to register for the class in person between **14.07.2011 – 15.07.2011**. Registration counters will be opened at GP3.103 & GP3.104 from 9:00am – 12:00pm and 1:00pm – 3:30pm.**

E. **For New Students (new intake) you can do your class registration manually on the 14 July at 2.00 ~ 4.00pm (Venue: GP3.103 and GP3.104)**

F. **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 2 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 2011

