

EARLY SEMESTER BRIEFING

Semester 1
Session 2013/2014
Dr Tina Abdullah

LIST OF COORDINATORS

COURSE CODE	COORDINATOR	HP #
ULAB 1122	Pn Rohani Othman	019-7525299
ULAB 2122	En. Faizal Yamimi	012-7736446
ULAB 3161	Pn. Wan Zarina	019-7106266

COURSE CODE	NAME	Ext. & HP #
UHB1412/ULAB1112	Dr. Zairus Norsiah	35107/013-7719780
UHB2422/ULAB2112	Pn. Mahani	31871/016-7123275
UHB 3012/ULAB3112	Pn. Zanariah	31853/019-7548555
UHB3022/ULAB3122	Dr. Shanti Chandran	31796/012-7580395
UHB3032/ULAB3132	Pn. Nur Al-Huda	31799/012-7608642
UHB3042/ULAB3142	Tn. Hj. Mohd Nasir	31821/0197558417
UHB3052/ULAB3152	Pn. Hafilah	31798/013-7715432

IMPORTANT THINGS TO DO

- REGISTRATION – At the Resource Room, D 05
- REGISTRATION & INSERT DELETE – please refer to schedule - slide no. 8
- TRANSFER OF CREDIT / EXEMPTION – NONE
- REPORT CLASS SIZE TO PA UG – in Week 4 & 5
- MONITOR AIMS LIST – starting Week 3
- MONITOR MyLinE ACTIVITIES – starting Week 4 to Week 12
- CONTACT FACULTIES – for registration & attendance problems
- STUDENT MONITORING FORM (BORANG PEMANTAUAN) – will be reminded through e-mail before Semester Break
- WARNING LETTERS / LETTER BARING STUDENTS FROM TAKING THE FINAL EXAM – will be reminded through e-mail before Semester Break
- COURSEWORK & SUBMISSION OF MARKS

IMPORTANT DATES

○ First half of the Semester

- WEEK 1 – WEEK 8: 9 SEPT (MON) to 3 NOV (SUN)

○ Registration Amendments

- WEEK 1: 9 SEPT (MON) to 13 SEPT (FRI)

○ Registration Amendments with Penalty

- WEEK 2: 17 SEPT (TUE) to 20 SEPT (FRI)

○ Withdrawal *****

- WEEK 3 – WEEK10: 23 SEPT (MON) to 15 NOV (FRI)

○ Semester Break

- WEEK 9: 4 – 10 NOV

○ Second Half of the Semester

- WEEK 10 – WEEK 15: 11 NOV (MON) to 22 DEC (SUN)

COURSE CODES

- New cohort - **new** code **ULAB**
- Old cohort – **old** code **UHB**
- May have old and new cohort in one section – students registering for UHB and ULAB in one section
- **Need to check AIMS for both codes**

PREREQUISITE

○ For UHB2422 / ULAB 2112

- Must have passed UHB1412 / ULAB 1112
- IMPORTANT – Students are not taking BOTH UHB2422 and UHB3XX2 / ULAB 2112 and ULAB 3XX2 at the same time

○ For electives (UHB3XX2)

- Must have passed UHB1412 & UHB2422/ULAB1112 & ULAB 2112
- IMPORTANT – Students only registered for ONE elective
- IF in doubt - CHECK STUDENTS REGISTRATION SLIP

MANTAINING CLASS SIZE

DOs and Don'ts

- Make sure the registration form has the **LA or PA UG STAMP**
- Make sure that the registration forms do not have any amendments – do not accept students whose forms appear to have been tampered with.
- Make sure students have registered for the course :
 - In doubt – ask for the Pre Registration Slip.
- DON'T agree or promise to accept students in your class

Registration & Insert/Delete Schedule

DAY	WEEK 1 (9 – 13 Sept.)	WEEK 2 (16 – 20 Sept.)	WEEK 3 (23 – 27 Sept.)
Monday	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00
Tuesday	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00
Wednesday	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00
Thursday	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00
Friday	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00

OTHER POSSIBLE PROBLEMS

Problems with section, classroom, students etc.

○ LIST OF ACADEMIC CLERKS

FACULTY	CLERK IN CHARGE	EXT
FBME	Pn Aishah (aishah@utm.my)	58526
FP	Pn. Aida (nooraida@utm.my)	34601
FS	Pn. Liza Anizah (noranizah@utm.my)	34043
FAB	Pn. Nurhayati (nurhayatimahmud@utm.my)	57413
FKA	Pn. Sapiah (sapiah@utm.my)	33072
FKE	Pn. Aisyah (aisyah@fke.utm.my)	57010
FKM	En. Rosli (roslibohani@utm.my)	57069
FPREE	En. Johari (johari@petroleum.utm.my)	36082
FK	En. Abdullah (abdullahy@utm.my)	38826
FM	Cik Norlela (norlelamzain@utm.my)	10002
FGHT	Pn. Shida (shahida@utm.my)	30878
FKK	Pn. Ila / Pn. Hasni (hasi@cheme.utm.my)	35474

OTHER CONTACT NO.

- CTL – e-learning
 - Pn. Norafeza Mohamed Ext. 37858
- MyLinE activities
 - Cik Asura Mohd Yunos Ext. 37928

Course Outline & Course Packs

- Course outlines – **will be available in the LA website by TODAY September 2, 2013**
- Course Packs (course outline, rubrics & project/task description, marksheets) – **will be available to be downloaded via UTMSHARE also by TODAY September 2, 2013**

MONITORING STUDENTS

■ ATTENDANCE

- Must check AIMS list regularly through out the semester.
- Please submit the BORANG PEMANTAUAN
- Please send warning letters to students who fail to come more than 20% of attendance
- Please send letter baring students from taking exam after sending warning letters

■ MYLINE ACTIVITIES

- Need to monitor students progress in completing activities
- Should alert the MyLinE team if there are problems