

EARLY SEMESTER BRIEFING

SEMESTER 2

SESSION 2013/2014

DR TINA ABDULLAH

LIST OF UG 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 # |
|------------------|---------------------|-------------------|
| UHB2422/ULAB2112 | Pn. Mahani | 31871/016-7123275 |
| 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 & INSERT DELETE – will be done at the faculty

TRANSFER OF CREDIT / EXEMPTION – NONE

REPORT CLASS SIZE TO PA UG – in Week 4 & 5

MONITOR AIMS LIST – starting Week 2 to Week 15

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

SUBMISSION OF MARKS – failure to attend the Final Exam ***** (TS/MC)

IMPORTANT DATES

First Half of the Semester

- WEEK 1 – WEEK 7: 9 FEB (SUN) to 27 MARCH (THUR)

Registration Amendments

- WEEK 1: 9 FEB (SUN) to 27 FEB (THUR)

Registration Amendments (with Penalty)

- WEEK 2: 16 FEB (SUN) to 27 (THUR)

Withdrawal (TD) *****

- WEEK 3 – WEEK 9: 23 FEB (SUN) to 10 APRIL (THUR)

Semester Break

- WEEK 8: 30 MARCH – 5 APRIL

Second Half of the Semester

- WEEK 9 – WEEK 15: 6 APRIL (SUN) to 22 MAY (THURS)

COURSE CODES

New cohort - NEW ULAB CODES

Old cohort – UHB & OLD ULAB CODES

May have old and new cohorts in one section – students registering for UHB and old 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

As registration and Insert/Delete are done at the faculty, please monitor

- the number of students in each section (35 students)
- the Registration Slip
- the AIMS list from WEEK 2 to WEEK 15 (especially for students who went through the registration and Insert/Delete in WEEK 1 to WEEK 3)

CONTACT PERSON

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 | En. Shahulnizam / Pn. Liza Anizah (noranizah@utm.my)/ | 34043 / 46 |
| FAB | Pn. Nurhayati (nurhayatimahmud@utm.my) | 57413 / 16 / 06 |
| FKA | Pn. Sapiah (sapiah@utm.my) / Pn/ Maria | 31740 |
| FKE | Pn. Aisyah (aisyah@fke.utm.my) | 57010 |
| FKM | En. Rosli (roslibohani@utm.my) | 57069 / 70 |
| FPREE | En. Johari (johari@petroleum.utm.my) | 36082 |
| FCOMP | En. Abdullah (abdullahy@utm.my) | 38826 |
| FM | Cik Norlela (norlelamzain@utm.my) | 10026 / 27 |
| FGHT | Pn. Sarimah / 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

- Pn. Nurshudah Ext. 37926
- Cik Asura Mohd Yunos Ext. 37928

COURSE OUTLINE & COURSE PACKS

Course outlines – will be available in the LA website by TODAY February 6, 2014

Course Packs (course outline, rubrics & project/task description, mark sheets) – will be available to be downloaded in the LA website also by TODAY February 6, 2014

MONITORING STUDENTS

■ ATTENDANCE

- Please check AIMS list regularly throughout the semester.
- Please submit the BORANG PEMANTAUAN/MONITORING FORM FOR EVERY SECTION TO THE COORDINATOR
- 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
- Must alert the MyLinE team if there are problems

HAVE A GREAT SEMESTER AHEAD

THANK YOU

