

EARLY SEMESTER BRIEFING

Semester 2

Session 2012/2013

Dr Tina Abdullah

LIST OF COORDINATORS

COURSE CODE	NAME	Ext.
UHB1412/ULAB1112	Dr. Zairus Norsiah	35107
UHB2422/ULAB2112	Pn. Mahani	31871
UHB3012/ULAB3112	Pn. Zanariah	31853
UHB3022/ULAB3122	Dr. Shanti Chandran	31796
UHB3032/ULAB3132	Pn. Nur Al-Huda	31799
UHB3042/ULAB3142	Tn. Hj. Mohd Nasir	31821
UHB3052/ULAB3152	Pn. Hafilah	31798

IMPORTANT THINGS TO DO

- REGISTRATION – PA UG
- INSERT DELETE – please refer to slide no. 8
- TRANSFER OF CREDIT / EXEMPTION- PA UG
- REPORT CLASS SIZE TO PA UG – by Week 4
- MONITOR AIMS LIST – starting Week 3
- MONITOR MyLinE ACTIVITIES – starting Week 4
- CONTACT FACULTIES – whenever needed
- STUDENT MONITORING FORM (BORANG PEMANTAUAN) – will be reminded through e-mail before Semester Break
- WARNING LETTERS / LETTER BARING STUDENTS FROM TAKING THE FINAL EXAM
- COURSEWORK & SUBMISSION OF MARKS

IMPORTANT DATES

○ First half of the Semester

- WEEK 1 – WEEK 8: 13 FEB (WED) to 7 APRIL (SUN)

○ Registration Amendments

- WEEK 1: 13 FEB (WED) to 18 FEB (MON)

○ Registration Amendments with Penalty

- Week 2: 19 FEB (TUE) to 22 FEB (FRI)

○ Semester Break

- Week 9: 8 – 14 April

○ Second Half of the Semester

- WEEK 10 – WEEK 15: 15 APRIL (MON) to 26 MAY (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**

- UHB1412
- IMPORTANT – Students are not taking UHB1412 or UHB3XX2 at the same time

- **For electives (UHB3XX2)**

- UHB1412 & UHB2422
- IMPORTANT – Students are not taking UHB1412 or UHB2422 at the same time
- IF in doubt - CHECK STUDENTS REGISTRATION SLIP

MANTAINING CLASS SIZE

DOs and Don'ts

- Make sure it has the **LA or PA UG STAMP**
- Make sure that the insert/delete 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 proof.
- DON'T agree or promise to accept students in your class

MANTAINING CLASS SIZE

For Insert / Delete direct students to:

- ◆ **ULAB1112 and UHB1412**

- Pn. Hema Rosheny - Room S₄₄ Level 4 No.3 - Ext. 35130

- ◆ **ULAB2112 and UHB2422**

- Dr. Noor Aireen - Room S₄ Level 2 No. A203 - Ext.35105

- ◆ **ULAB31X2 and UHB30X2**

- Tina - Room D₀₅ Level 4 No. 42 - Ext.31829

(A Schedule for the 3 representatives is on the next slide)

INSERT/DELETE SCHEDULE

DAY	WEEK 1 (13 – 15 Feb)	WEEK 2 (18 – 22 Feb)	WEEK 3 (25 Feb – 1 March)
Monday	Chinese New Year	3.00 – 5.00	3.00 – 5.00
Tuesday	Chinese New Year	10.00 -12.00 3.00 – 4.30	10.00 -12.00 3.00 – 4.30
Wednesday	-	-	-
Thursday	9.30 -12.00 3.00 – 4.30	9.30 -12.00 3.00 – 4.30	9.30 -12.00 3.00 – 4.30
Friday	10.00 -12.00	10.00 -12.00	10.00 -12.00

COURSE CODE	PERSON IN CHARGE	PLACE	TEL. NO.
UHB1412/ULAB1112	Pn. Hema Rosheny	Room S44 Level 4 No.3	553-5130
UHB2422/ULAB2112	Dr. Noor Aireen	Room S4 Level 2 No. A203	553-5105
UHB30X2/ULAB 2112	Dr. Tina	Room D05 Level 4 No. 42	553-1829

CREDIT EXEMPTION

- ONLY to Students from:
 - **UTM KL diploma students**
 - OR
 - **UTM diploma franchise programmes**
(their transcript should bear the UTM logo)
 - AND
- have obtained AT LEAST GRADE B for the LAST TWO ENGLISH COURSES (UDB1332, UDB 2332)
- Exemption form to be signed by TINA

OTHER POSSIBLE PROBLEMS

Problems with section, classroom, students etc.

- LIST OF ACADEMIC CLERKS will be distributed through email

FACULTY	CLERK IN CHARGE	EXT
FBB	Pn Zarina (zarinarazali@utm.my)	30263 /30163
FP	En. Faiz / Pn. Hamidah	34169
FS	Pn. Noranizah (noraniza@utm.my)	34046
FAB	Pn. Aishah	30685
FKA	En. Rosli (roslibohani@utm.my)	31740
FKE	Pn. Aishah (aisyah@fke.utm.my)	35220
FKM	Pn. Safiah (safiah@fkm.utm.my)	34618
FKSG	Pn. Sarimah (sarimah@utm.my)	30878
FKK/FPREE	En. Johari (r-johari@utm.my)	36982
FSKSM (FOC)	En. Abdullah (Abdullahy@utm.my)	38819
FPPSM (FM)	Cik Norlela (norlelazin@utm.my)	31834
FKBSK	Pn. Aisah (aisah@utm.my)	58526

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 – **email to LA mailing list by TODAY 5 February 2013**
- Course Packs (course outline, rubrics & project/task description) – **email to LA mailing list by TODAY 5 February 2013**
- Course Outline will also be available to download from the LA website **by TODAY 5 FEBRUARY 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