

A stylized, light-colored illustration of a plant with several leaves and a cluster of small, round buds or flowers, positioned on the left side of the slide.

EARLY SEMESTER BRIEFING

SEMESTER 1
SESSION 2014/2015
DR TINA ABDULLAH

LIST OF UG COORDINATORS

COURSE CODE	COORDINATOR	HP #
ULAB 1122	Pn Rohani Othman	31785/019-7525299
ULAB 2122	En. Faizal Yamimi	31783/012-7736446
ULAB 3162	Pn. Wan Zarina	31814//019-7106266

COURSE CODE	NAME	Ext. & HP #
UHB2422/ULAB2112	En Affendi	31863/013-7171067
UHB3022/ULAB3122	Pn Norhanim	31782/019-7293389
UHB3032/ULAB3132	Pn. Jamiah	31791/019-7762898
UHB3042/ULAB3142	Tn. Hj. Mohd Nasir	31865/019-7558417
UHB3052/ULAB3152	Pn. Hafilah	31798/013-7715432

IMPORTANT THINGS TO DO

REGISTRATION & INSERT DELETE –done at the faculty **Do Not Sign Forms**

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 (6 WEEKS)**
 - WEEK 1 – WEEK 6: 7 SEPT (SUN) to 16 OCT (THUR)
- **Registration Amendments**
 - WEEK 1: 7 SEPT (SUN) to 11 SEPT (THUR)
- **Registration Amendments (with Penalty)**
 - WEEK 2: 14 SEPT (SUN) to 17 SEPT (THUR)
- **Withdrawal (TD) *******
 - WEEK 3 – WEEK 9: 21 SEPT (SUN) to 6 NOV (THUR)
- **Semester Break**
 - WEEK 7: 17 OCT – 25 OCT
- **Second Half of the Semester (8 WEEKS)**
 - WEEK 8 – WEEK 15: 26 OCT (SUN) to 18 DEC (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

OLD COHORT

- **For UHB2422 / ULAB 2112**
 - Must have passed UHB1412 / ULAB 1112
 - **IMPORTANT** – Students are not taking BOTH UHB2422 and UHB3XX2 / ULAB 2112 & 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**

PREREQUISITE

- **NEW COHORT**
- **For ULAB 1122**
 - All first year and Direct Entry students must take the course
- **For ULAB 2122**
 - Must have passed ULAB 1122

IMPORTANT – Students register for only ONE course

- 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 - WEEK 2)

IMPORTANT – Students are not allowed to change section.

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. Sharulnizam (s-snizam@utm.my)	33542
FAB	Cik. Nurhayati (nurhayatimahmud@utm.my) Pn. Nurhafizah (nurhafizah@utm.my)	57413/57417
FKA	Pn. Sapiah (sapiah@utm.my) / Pn. Kamariah	33072/31740
FKE	Pn. Aisyah (aisyah@fke.utm.my)	57010
FKM	En. Rosli (roslibohani@utm.my) / En. Razlan	57069 / 70
FPREE	En. Johari (johari@petroleum.utm.my)	35806
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

- **En Fairul / En. Zulazri / En Jefri Ext. 37914 / 37916**

MyLinE activities

- **Pn. Nurshudah Rusni Ext. 37926**
- **Abd Rahim Ahmad Ext. 37969**

Course Outline & Course Packs

Course outlines – will be available in the LA website by Thursday, SEPTEMBER 4, 2014

Course Packs (course outline, rubrics & project/task description, mark sheets) – will be available to be downloaded in the LA website also by Thursday, SEPTEMBER 4, 2014

MONITORING STUDENTS

■ ATTENDANCE

- Please check AIMS list regularly throughout the semester.
- Please submit the MONITORING FORM (BORANG PEMANTAUAN) FOR EVERY SECTION TO THE COORDINATOR
- Please send warning letters to students who fail to come more than 20% of the attendance
- Please send letter barring 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

