

FACULTY OF BUSINESS

ONLINE CLASS REGISTRATION [OCR] – SEMESTER 1, 2018

(As at January 2018)

Registration for a tutorial class via OCR is considered as confirmed registration. However, if a student fails to attend the first tutorial, the Unit Leader/Lecturer has the discretion to allocate that seat to another student. The student will then have to see the Unit Leader/Lecturer concerned to register for another tutorial.

- 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 by **13 FEBRUARY 2018.**
 - (iii) Have made FULL payment by **13 February 2018.**
 - (iv) Have been 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 **9.30am on 19 FEBRUARY TO 23 FEBRUARY 2018.** The software works on IE7 or Firefox only. **The last date to do the OCR is on FRIDAY, 23 FEBRUARY BY 12.00NOON.**

MANUAL CLASS REGISTRATION (MCR) only opens on 22 FEBRUARY 2017 FROM 9.00AM TO 5.00PM AT RECREATIONAL HALL, CURTIN MIRI. Registration will be based on a first come first serve basis. The documents required are:

- (i) Official Curtin payment receipt
 - (ii) Enrolment slip
 - (iii) Student ID
- B. **Students WILL NOT be able to do their tutorial class registrations via the Online Class Registration (OCR) if:**
- (i) There are time clashes in the timetable.
 - (ii) There are unit problems, e.g. changes in course structure or major.
 - (iii) Payment made from **14th to 22nd February 2018**, will proceed to do **Manual Class Registration (MCR) on 22nd February at REC Hall.**

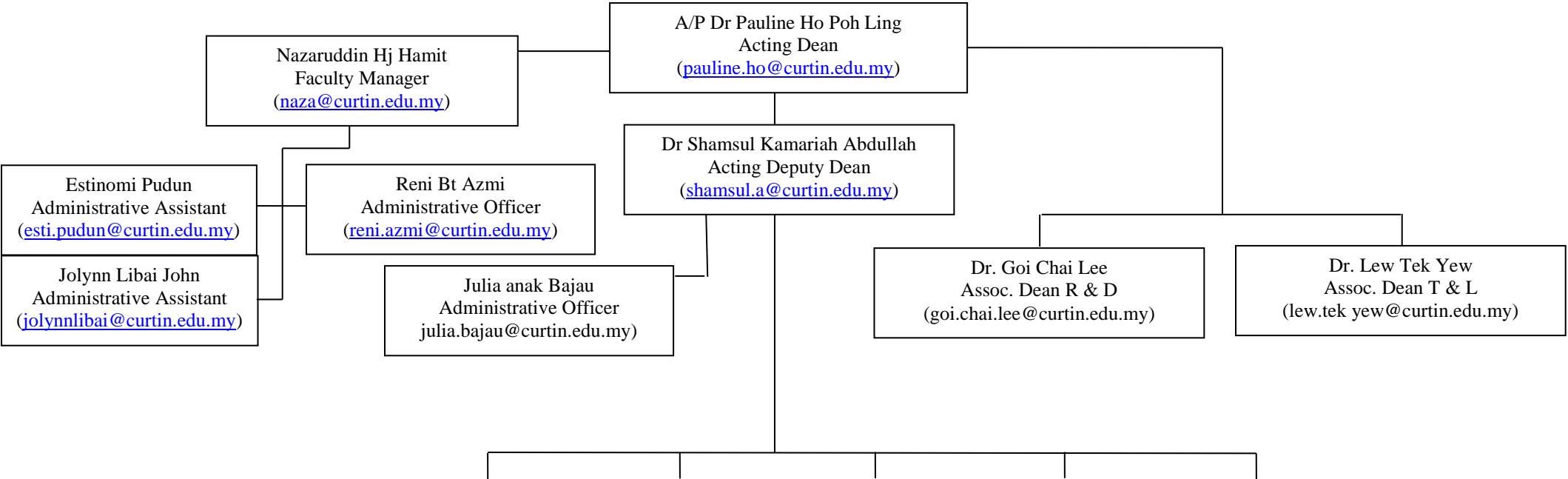
Please consult the respective Head of Department (SEE ATTACHED FACULTY ORGANISATIONAL CHART).

- C. For students who have paid their fees via telegraphic transfer or direct deposit and have not informed the University, the student account may not have been 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 **13 FEBRUARY 2018**. The online class registration will be available from **19 February 2018**.
(Applicable to students who make payment by 13 February 2018).
- D. **NEW STUDENTS (new intake) can ONLY do their class registration manually on Thursday, 22 FEBRUARY 2018 from 9.00am to 12.00noon at Recreational Hall, Curtin Miri.**
- E. Changes in the timetable can be viewed between **12pm and 4pm everyday (19 February to 23 February 2017)** from OCR timetable and the updated timetable on the website. Should a student encounter any clashes in the timetable after the amendments, please consult the respective ***Head of Department***.
- F. ***On 22 February 2018, Online Class Registration (OCR) will be closed for maintenance. Students will not be able to access the system from 9 am to 11.59pm. The system will resume on the 23 February 2018.***

IMPORTANT:

*(a) Semester 1, 2018 Timetable will be available on the website. Should there be any clashes, please notify the respective **Head of Department**. Please check the website for latest updates on the timetable from time to time.*

Faculty of Business Organization Structure



Department of Finance & Banking	Department of Marketing	Department of Management	Department of Accounting	Foundation Commerce
<p>Dr. Kenneth Ray Szulczyk Head of Department kenneth@curtin.edu.my</p> <p>Bachelor of Commerce: *Banking & Finance *Finance Single Major *Finance & Marketing *Finance & Management</p>	<p>Dr. Samuel Head of Department samuel.adey@curtin.edu.my</p> <p>Bachelor of Commerce: *Marketing and Public Relations *Public Relations and Management *Tourism and Hospitality & Marketing</p>	<p>Dr Jude Head of Department jude.emelifeonwu@curtin.edu.my</p> <p>Bachelor of Commerce: *Bachelor of Business Administration *Management and Marketing * Entrepreneurship and Marketing</p>	<p>Dr Yap Ching Seng Acting Head of Department yapchingseng@curtin.edu.my</p> <p>Bachelor of Commerce: *Accounting *Accounting & Finance *Accounting & Banking *Accounting & Entrepreneurship</p>	<p>Wendy Law Head of Department wendy.law@curtin.edu.my</p> <p>Foundation Commerce</p>