

FACULTY OF BUSINESS

ONLINE CLASS REGISTRATION [OCR] – SEMESTER 1, 2017

(As at January 2017)

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 **17 February 2017.**
- (iii) Have made **FULL** payment **before or on 17 February 2017.**
- (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 20 February until 24 February 2017.** The software works on IE7 or Firefox only. **The last date to do the OCR is on Friday, 24 February by 2.00pm.** **MANUAL CLASS REGISTRATION only opens on 23 February 2017 from 9.00am to 2.00pm at Recreational Hall, Curtin Miri.** Registration will be based on a first come first serve basis.

B. **Students WILL NOT be able to do their tutorial class registrations via the OCR if:**

- (i) There are time clashes in the timetable.**
- (ii) There are unit problems, e.g. changes in course structure or major.**

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

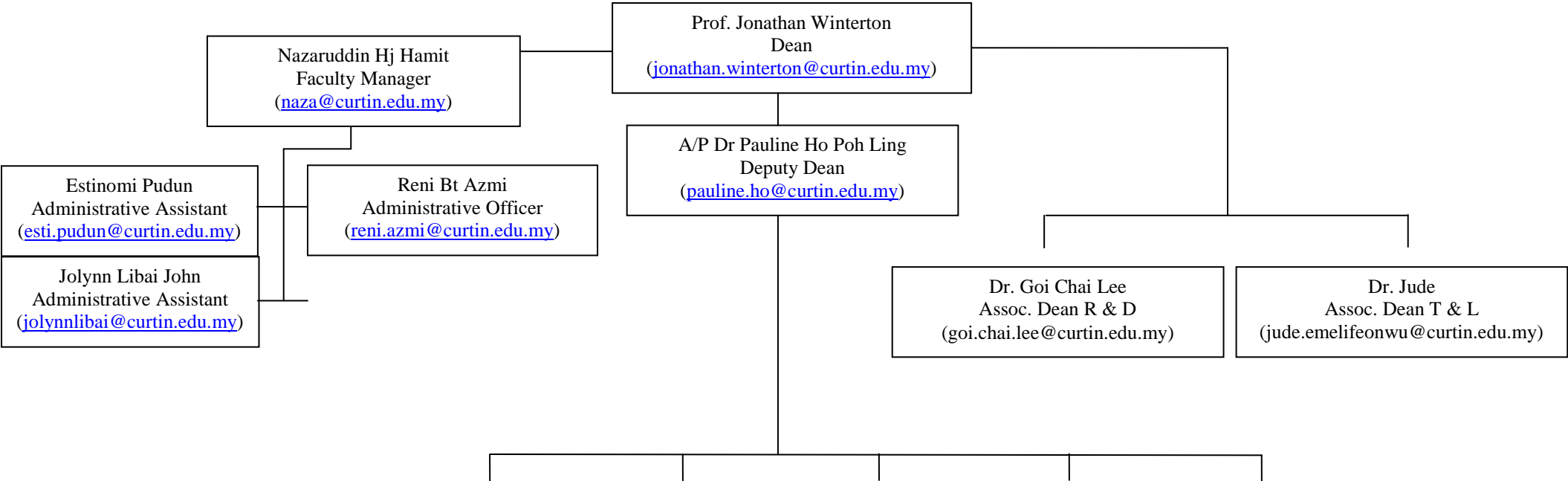
- C. For students who have paid their fees via telegraphic transfer or direct deposit and have not informed the University, the student account may not have been updated, and therefore online class registration may not be available. In this case, please contact the Financial Services at finance@curtin.edu.my, or call **085-443885** to rectify the situation by providing proof of payment by **17 February 2017.** The class registration will be available from **20 February 2017. (Applicable to students who make payment before the due date).**

- D. **NEW STUDENTS** (new intake) can **ONLY** do their class registration manually on **Thursday, 23 FEBRUARY 2016 from 2.00pm to 5.00pm AT Recreational Hall, Curtin Miri.**
- E. Changes in the timetable can be viewed between **12pm and 4pm everyday (20 February to 24 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. **23 february 2017, Online Class Registration (OCR) will be closed for maintenance. Students will not be able to access the system from 23 February at 9 am to 24 February at 8.59am. The system will resume on the 24 February 2017 at 9am.**

IMPORTANT:

- (a) *Semester 1, 2017 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
Dr. Kenneth Ray Szulczyk Head of Department kenneth@curtin.edu.my	Dr. Samuel Head of Department samuel.adey@curtin.edu.my	Dr Ricardo Baba Head of Department ricardobaba@curtin.edu.my	Dr Lynn Yew Hua Ling Head of Department yh.ling@curtin.edu.my	Wendy Law Head of Department wendy.law@curtin.edu.my
Bachelor of Commerce: *Banking & Finance *Finance Single Major *Finance & Marketing *Finance & Management	Bachelor of Commerce: *Marketing and Public Relations *Public Relations and Management *Tourism and Hospitality & Marketing	Bachelor of Commerce: *Bachelor of Business Administration *Management and Marketing * Entrepreneurship and Marketing	Bachelor of Commerce: *Accounting *Accounting & Finance *Accounting & Banking *Accounting & Entrepreneurship	Foundation Commerce