FACULTY OF BUSINESS
ONLINE CLASS REGISTRATION [OCR] – SEMESTER 2, 2018
(As at June 2018)

Registration for a tutorial class via OCR is considered as confirmed registration. 
*However, if a student fail 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 on or after 18th July 2018.
   (iii) Have made FULL payment before or on 18th July 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 class registration starting **9.30AM on 23 JULY TO 27 JULY 2018.** The software works on IE7 or Firefox only. **The last date to do the OCR is on FRIDAY, 27 JULY BY 12.00NOON.**

**MANUAL CLASS REGISTRATION (MCR) only opens on 25 JULY 2018 (WEDNESDAY) FROM 2.00PM TO 5.00PM AT RECREATIONAL HALL, CURTIN MALAYSIA.** Registration will be based on a first come first serve basis.

The documents required are:
   (i) Official Curtin payment receipt
   (ii) Enrolment Advice slip
   (iii) Student ID

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.
   (iii) Payment made after 18th July 2018, will proceed to do Manual Class Registration (MCR) on 25 JULY 2018 at REC Hall.

*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 18th July 2018. The class registration will be available from 23 July 2018. (Applicable to students who make payment before 18th July 2018).

D. **NEW STUDENTS** (new intake) can ONLY do their class registration manually on Wednesday, 25 JULY 2018 from 9.00am to 11.am at Recreational Hall, Curtin Miri.

E. Changes in the timetable can be viewed between 12pm and 4pm everyday (23 July to 27 July 2018) 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 25 July 2018, Online Class Registration (OCR) will be closed for maintenance. Students will not be able to access to the system from 9 am to 11.59pm. The system will resume on the 26 July 2018.**

**IMPORTANT:**
(a) **Semester 2, 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.**