FACULTY OF BUSINESS
ONLINE CLASS REGISTRATION [OCR] – SEMESTER 1, 2019
(Updated 11 January 2019)

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 respective Unit Leader/Lecturer 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 before or on Wednesday 13 February 2019.
   (iii) Have made FULL payment and payment cleared before or on Wednesday 13 February 2019.
   (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 commencing **9.30AM ON MONDAY 18 FEBRUARY 2019.**

The software works on IE7 or Firefox only. **The last date to complete OCR is on FRIDAY 22 FEBRUARY 2019 BY 12.00 NOON.**

**INFORMATION COUNTERS** will be available from Tuesday, **19 to Friday, 22 February 2019 FROM 8AM TO 4PM AT FACULTY OF BUSINESS GROUND FLOOR LOBBY (IN FRONT OF LTBS LT 11).**

B. **Students WILL NOT be able to do their 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 Wednesday 13 February 2019.

   **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 Wednesday 13 February 2019.** The class
registration will be available from **Monday 18 February 2019. (Applicable to students who make **FULL** payment and payment cleared before or on **Wednesday 13 February 2019).**

D. **NEW STUDENTS** (new intake) are required to do their class registration on **Wednesday 20 February 2019 from 2.00 PM - 4.00 PM at GP3103.**

*Note: The Online Class Registration (OCR) will not be accessible to current students during this time block.

E. The Online Class Registration (OCR) system will resume accessibility to all students commencing **6.00PM ON WEDNESDAY 20 FEBRUARY 2019.** For late registration, the Online Class Registration (OCR) system is only accessible after 24 hours upon activation of Student ID.

F. Changes in the timetable can be viewed on OCR and website between **12.00 NOON TO 4 PM from Monday 18 February to Friday 22 February 2019.** Should a student encounter any clashes of timetable after the amendments, please consult the respective **Head of Department.**

**IMPORTANT:**
(a) **Semester 1, 2019 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.**