FACULTY OF BUSINESS
ONLINE CLASS REGISTRATION [OCR] – SEMESTER 2, 2019
(Updated 26 June 2019)

Registration for a tutorial class via OCR 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 before or on 17 July 2019 (Wednesday).
   (iii) Have made FULL payment and payment cleared before or on 17 July 2019 (Wednesday).
   (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 **MONDAY, 22 JULY TO 26 JULY 2019**. The software works on IE7 or Firefox only. **The last date to complete OCR is on FRIDAY, 26 JULY BY 12.00 NOON.**

**INFORMATION COUNTERS** will be available from **TUESDAY, 23 JULY TO THURSDAY, 25 JULY from 8am to 4pm at Faculty of Business ground Floor (In front of LTBS 11)**

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 17 JULY 2019 (Wednesday).

   **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 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 **085-630021** to rectify the situation by providing proof of payment **by**
17 JULY 2019 (Wednesday). The class registration will be available from Monday 22 July 2019. (Applicable to students who make FULL payment and payment cleared before or on 17 JULY 2019 (Wednesday).

D. NEW STUDENTS (new intake) are required to do their class registration on WEDNESDAY 24 JULY 2019 FROM 2.00PM -4.00 PM AT GP2103.

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

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

E. Changes in the timetable can be view on OCR and website between 12.00 NOON TO 4 PM FROM MONDAY 22 JULY TO FRIDAY 26 JULY. Should a student encounter any clashes of timetable after the amendments, please consult the respective Head of Department.

**IMPORTANT:**

(a) Semester 2, 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.
FACULTY OF BUSINESS
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COURSES:

Bachelor of Commerce:
*Banking & Finance
*Finance Single Major
*Finance & Marketing
*Finance & Management

Bachelor of Commerce:
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*Public Relations and Management
*Tourism and Hospitality & Marketing

Bachelor of Commerce:
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*Management and Marketing
*Entrepreneurship and Marketing
*Human Resources & Management

Bachelor of Commerce:
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*Accounting & Finance
*Accounting & Banking
*Accounting & Entrepreneurship

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