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 on or before February 12, 2020 (Wednesday).
   (iii) Have made FULL payment and payment cleared on or before February 12, 2020 (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 from **February 17, 2020 (Monday) to February 21, 2020 (Friday)**. The software works on IE7 or Firefox only. **The last date to complete OCR is February 21, 2020 (Friday) at 12:00pm.**

**INFORMATION COUNTER** will be available from **February 18 (Tuesday) to February 20, 2020 (Thursday)** at first floor, Faculty of Business.

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 February 12, 2020 (Wednesday).

**Please consult the respective Head of Department** *(SEE ATTACHED SCHOOL ORGANISATIONAL CHART).*
C. For students who have paid their fees, should inform the University by sending proof of payment to Financial Services at finance@curtin.edu.my on or before **February 12, 2020 (Wednesday)**. Otherwise, student account may not be updated, and therefore online class registration may not be available.

D. **NEW INTAKE STUDENTS** are required to do their class registration on **February 19, 2020 (Wednesday)** from 1.15pm - 5.00pm at Computer Lab GP3. (103, 104, 106, 107 & 108).

*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 starting on **February 19, 2020 (Wednesday)** at 6.00pm. For late registration, the Online Class Registration (OCR) system is only accessible after 24 hours upon activation of Student ID.

E. Timetable changes can be view on OCR and website from **February 17 (Monday)** to **February 20, 2020 (Thursday)** between 12:00pm to 4:00pm. Should a student encounter any clashes of timetable after the amendments, please consult the respective Head of Department.

**IMPORTANT:**

(a) **Semester 1, 2020 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

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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:
*Business Administration
*Management and Marketing
*Entrepreneurship and Marketing
*Human Resources & Management

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

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