FACULTY OF BUSINESS
ONLINE CLASS REGISTRATION [OCR] – SEMESTER 2, 2020
(Updated 23 June 2020)

IMPORTANT:
(a) Semester 2, 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.

(b) Notice from ICT Department:
Reminder to all students to reset their Windows (PC Login) account:

Please make sure your Windows account (PC login) is active so that you will have no login issues into OCR. Here’s the link to reset password: https://reset.curtin.edu.my/showLogin.cc or contact ICT Helpdesk at it.helpdesk@curtin.edu.my or via phone: + (60) 85 630 200

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 after 24 JULY 2020 (FRIDAY)
(iii) Have made FULL payment and payment cleared before or on 24 JULY 2020 (FRIDAY)
    Student who made payment after bank cut off hour on 24 July 2020, payment may not have been cleared into the University’s bank account on the same day and as such student is not able to register via OCR.
(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, 27 JULY (9.30AM) to 30 JULY 2020 (THURSDAY). The software works on IE7 or Firefox only. The last date to complete OCR is on THURSDAY, 30 JULY 2020 BY 12.00 NOON.
The Faculty Administration Team will be available to assist students from 8.30am to 1.00pm from Tuesday 28 July to Thursday 30 July 2020 via:

a) Faculty Administrative Office (1st Floor, Faculty of Business)

b) OCR enquiries platform via WEBEX
   Meeting number (access code): 156 992 1179
   Meeting password: b8pUgpNeQ68 (28784763 from phones and video systems)

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 **24 JULY 2020 (Friday)**.

   *Please consult the respective Head of Department via email* (as per 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 24 JULY 2020 (Friday)**. The class registration will be available from Monday 10 AUGUST 2020. (Applicable to students who make FULL payment and payment cleared before or on **24 JULY (Friday)**.

D. **NEW STUDENTS (new intake)** are required to do their class registration on **WEDNESDAY 29 JULY 2020 FROM 1.00PM - 4.00PM ONLINE** through the OCR system.

   *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 **5.00PM ON WEDNESDAY 29 JULY 2020.** 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 viewed on OCR and website between **12.00 NOON TO 4 PM FROM MONDAY 27 JULY TO 29 JULY 2020.** Should a student encounter any clashes of timetable after the amendments, please consult the respective Head of Department.