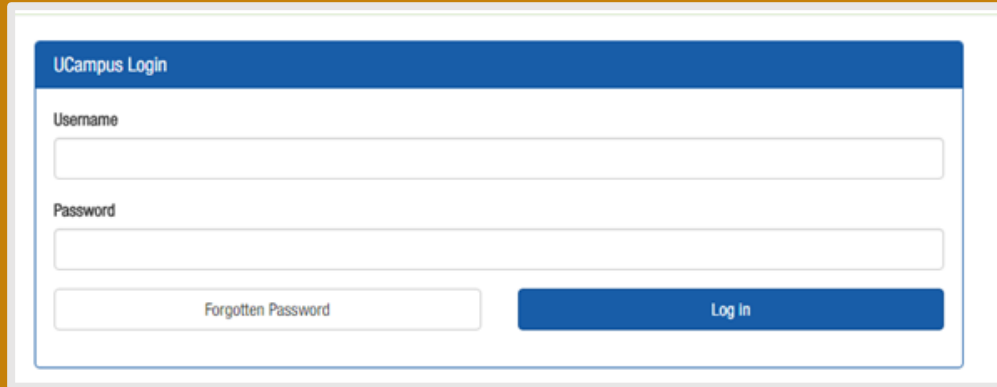


GUIDELINES TO ADD/DROP COURSES

1) Browse https://ucampus.utp.edu.my/sitsvision/wrd/siw_lgn and login into your account (example of Username: abu_17001212@utp.edu.my)



UCampus Login

Username

Password

Forgotten Password

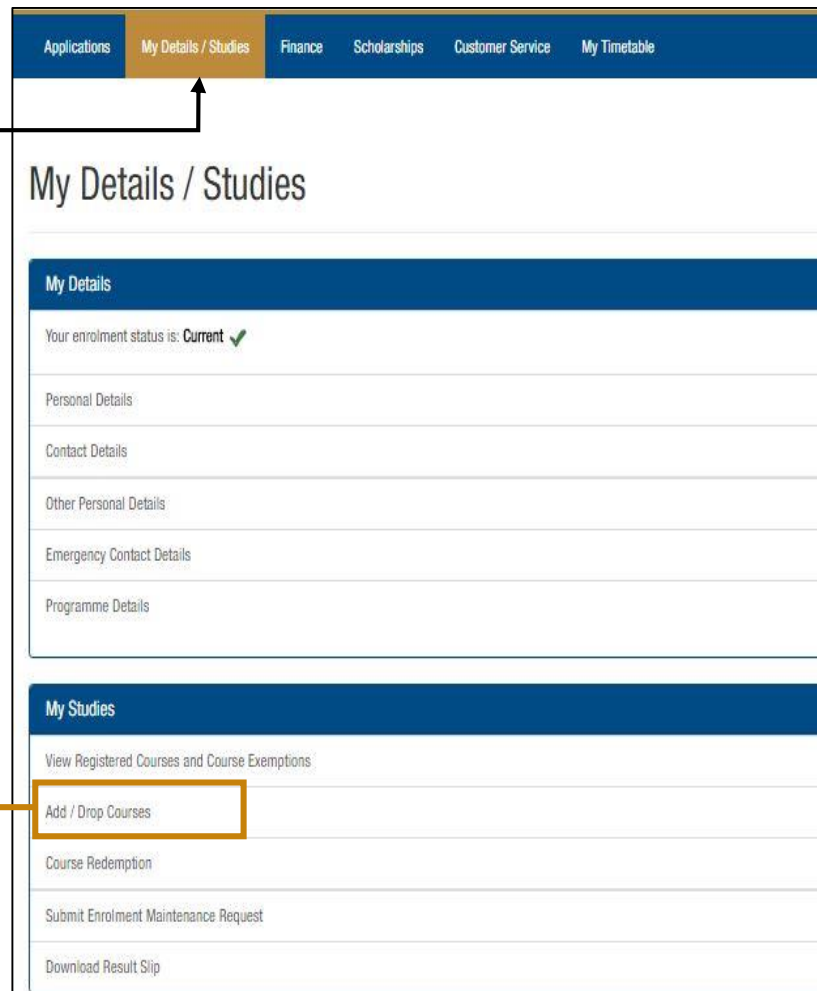
Log In



2) Click My Details/Studies tab



3) Click Add/Drop Courses



Applications My Details / Studies Finance Scholarships Customer Service My Timetable

My Details / Studies

My Details

Your enrolment status is: **Current** ✓

Personal Details

Contact Details

Other Personal Details

Emergency Contact Details

Programme Details

My Studies

View Registered Courses and Course Exemptions

Add / Drop Courses

Course Redemption

Submit Enrolment Maintenance Request

Download Result Slip

Confirmed Courses

This screen shows the list of courses you have confirmed.

Student Details

Student
Name
Programme Foundation of Technology in ICT
Route Technology Non-Specialisation
Mode of Attendance Full Time

Course Selections

Course Code	Course Name	Credit Hours	Status	Year	Period	Occurence	Level	Pre-Requisites
<input type="checkbox"/> FAB0025	Introduction to Business Information System	5.00	Compulsory	2018	F2	A	FOUND	None
<input type="checkbox"/> FAM0025	Linear Programming and Calculus	5.00	Compulsory	2018	F2	A	FOUND	Passed

Undo Selections

Next



4) Click Undo Selections



5) Click Remove Selections button at course that you need to drop

Make any choices from the courses contained within this block

Choose in July Semester from Foundation (Technology) - Trimester 1 Courses

[View List](#)

AND

Choose in July Semester from Foundation (Technology) - Trimester 2 Courses

[View List](#)

AND

Choose 3 credit hours in July Semester from Foundation: Islam / Moral Studies ✓

[View List](#)

AND

Choose in July Semester from Foundation (Technology) - Trimester 3 Courses

[View List](#)

All my courses Courses from current block

Selected Courses

Course	Name	Period	Occ	Credit Hours		
From the Current session						
FAM0025	Linear Programming and Calculus	F2	A	5		
From Previous sessions						
FAB0015	Business Management	F3-1	A	5		
FAB0025	Introduction to Business Information System	F1	A	5		
FAB0035	Principles of Economics	F3-1	A	5		
FAH0013	Islamic Studies	F2	A	3		
FAH0033	Thinking Skills	F2	A	3		
FAL0013	English I	F3-1	A	3		
FAL0024	English II	F2	A	4		
FAM0015	Pre-Calculus	F1	A	5		

Totals

Overall Progress	Required	Current	
Credits	5 - 18	5	

[Submit Selections](#)





6) Click View List button at Trimester tab above to find course that you need to add





7) After finish add/drop courses, Click Submit Selections

Student Details

Student 
Name 
Programme Foundation of Technology in ICT
Route Technology Non-Specialisation
Mode of Attendance Full Time

Course Selections

Course Code	Course Name	Credit Hours	Status	Year	Period	Occurence	Level	Pre-Requisites
 FAB0025	Introduction to Business Information System	5.00	Compulsory	2018	F2	A	FOUND	None
 FAM0025	Linear Programming and Calculus	5.00	Compulsory	2018	F2	A	FOUND	Passed



Undo Selections

Confirm Selections





8) Click Confirm Selections

Student Details

Student 
Name 
Programme Foundation of Technology in ICT
Route Technology Non-Specialisation
Mode of Attendance Full Time

Course Selections

Course Code	Course Name	Credit Hours	Status	Year	Period	Occurence	Level	Pre-Requisites
 FAB0025	Introduction to Business Information System	5.00	Compulsory	2018	F2	A	FOUND	None
 FAM0025	Linear Programming and Calculus	5.00	Compulsory	2018	F2	A	FOUND	Passed

Undo Selections

Next



9) Click Next

10) You will find Fee Details page and then click EXIT.

Applications My Details / Studies Finance Scholarships Customer Service My Timetable Logout

Fee Details

Below is our assessment of your tuition fees for your July Semester.
Please note that this is only a Pro Forma invoice. The amount stated excludes Accommodation fees and adjustments made after the Add/Drop period. Official Invoice will be issued by Finance and Fund Management Office in due course.

Tuition Fees	MYR
Annual Fee	588.00
FAB0025 - Introduction to Business Information System	1320.00
FAM0025 - Linear Programming and Calculus	1320.00
Tuition Fees Total	3228.00

Payment Due: RM 3228.00

Exit

11) It is important to verify you registered courses before log out.

Applications My Details / Studies Finance Scholarships Customer Service My Timetable Logout

My Details / Studies

My Details

Your enrolment status is: **Current** ✓

- Personal Details
- Contact Details
- Other Personal Details
- Emergency Contact Details
- Programme Details
- Accommodation Details

My Studies

- View Registered Courses and Course Exemptions
- Add / Drop Courses
- Course Redemption
- Submit Enrolment Maintenance Request

10) Click View Registered Courses and Course Exemptions

12) Search “2018[SPACE]F3” to view only registered courses in current semester. Take a screenshot of your registered courses for personal records and future references. Again, ensure your name is clear in the screenshot you take.

The screenshot shows a university portal interface. At the top, there is a navigation bar with links: Applications, My Details / Studies, Finance, Scholarships, Customer Service, My Timetable, and a user profile section with the name 'NAME' and a 'Logout' button. Below the navigation bar, the main heading is 'Your Registered Courses and Course Exemptions'. A sub-heading reads: 'This screen shows the list of courses you have registered, together with your Course Exemptions.' There are two main sections: 'Course Exemptions' and 'Registered Courses'. The 'Course Exemptions' section is currently empty, displaying 'No information available'. The 'Registered Courses' section contains a table with the following data:

Course Code	Course Name	Credit Hours	Status	Year	Period	Occurrence	Level
FAB0025	Introduction to Business Information System	5.00	Compulsory	2018	F2	A	FOUND
FAM0025	Linear Programming and Calculus	5.00	Compulsory	2018	F2	A	FOUND

Below the table is an 'Exit' button. A search bar at the top right of the 'Registered Courses' section contains the text '2018 F3'.

Figure 1



12) Take a screenshot/ print screen according to Figure 1 above and ensure your name is clear in the screenshot



11) Search “2018[SPACE]F3” to view only registered courses in current semester