1. **ON REGISTRATION DAY**

On your arrival, facilitators will receive and seat you at Lecture Theatre C (LTC) to wait for your turn to register. At LTC a “Registration Pass” with your que-number and Document Check-List will be distributed. You will later be invited accordingly to proceed to Registration Stations as follows;

**Station 1 – Registry:**

1.1. Present your Registration-Pass at the counter;
1.2. Please submit the following documents;
   a. Certified copies of;
      i. SPM / SPMV / O Level;
      ii. UEC; or
      iii. Other equivalent qualifications recognized by the Malaysian Government
      iv. Other supporting documents as stated in the related forms.
   b. Completed Health Declaration & Medical Examination form.
1.3. The “Registration Pass” will then be signed and returned.
1.4. Proceed to Station 2.

**Station 2 - Bursary:**

1.5. Present your Registration Pass at the counter.
1.6. Submit original payment slips of fees, deposits and charges banked-in earlier for verification.
1.7. The “Registration Pass” will then be signed and returned.
1.8. Proceed to Station 3.

**Station 3 – Student Services:**

1.9. Present your Registration Pass at the counter.
1.10. Submit completed Hostel Application form (if you require accommodation).
1.11. You will receive details on your orientation program.
1.12. Collect your room keys. (Non-residents will be provided temporary accommodation during Orientation).
1.13. You will then be shown the way to your hostel. Your room has been furnished with basic facilities such as bed and locker but you are required to bring your own pillow and beddings.

**Registration Code of Conduct**

1.14. The university compound is a “non-smoking” area.
1.15. All registering students should be properly attired. Short pants and slippers are NOT allowed.
1.16. Please queue up at every counter.

2. **ORIENTATION**

2.1. **Program Schedule**

Orientation starts after registration (end of the day). Please note that you are required to attend the full orientation schedule. Daily activities are scheduled until 10:30 p.m.
2.2. **What to Bring to Orientation**

Food and lodging will be provided during orientation. However, you will have to bring your own pillow, beddings (pillow case, blankets and bed-sheet), towel, toiletries and other personal necessities. All students are required to bring casual clothes enough for the five (5) day's stay; sports clothing such as T-shirts, track-suit and sports-shoes along with collared T-shirts and water bottles/containers for drinking.

2.3. **Late Arrivals**

Orientation is designed to make your transition process organized and helpful. Students who come late will have more difficulties with later tasks assignments. If for some legitimate reason you do arrive late, please report to Academic Affairs & Registry Office as soon as possible and we will help you as best we can. The office is open from 8:00 a.m. - 5:00 p.m., Monday to Friday.

2.4. **Contact Persons**

For further enquiries, you may want to call the persons in charge as follows;

- **Registration**
  - Ms. Fizzahutiah bt. Taha,
  - Academic Affairs & Registry
  - Tel. No.: 084-367339

- **Accommodation**
  - Mr. David Ling Chai Kiong
  - Student Development & Affairs
  - Tel. No.: 084-367376

Thank you for your cooperation and welcome to UCTS.