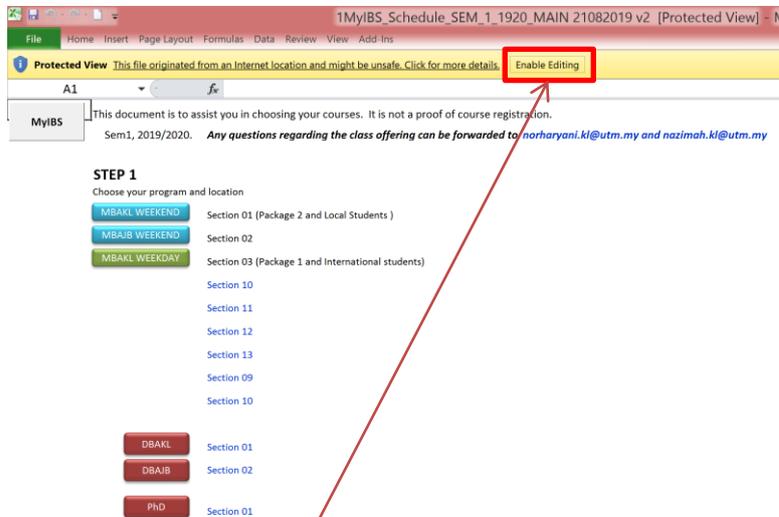
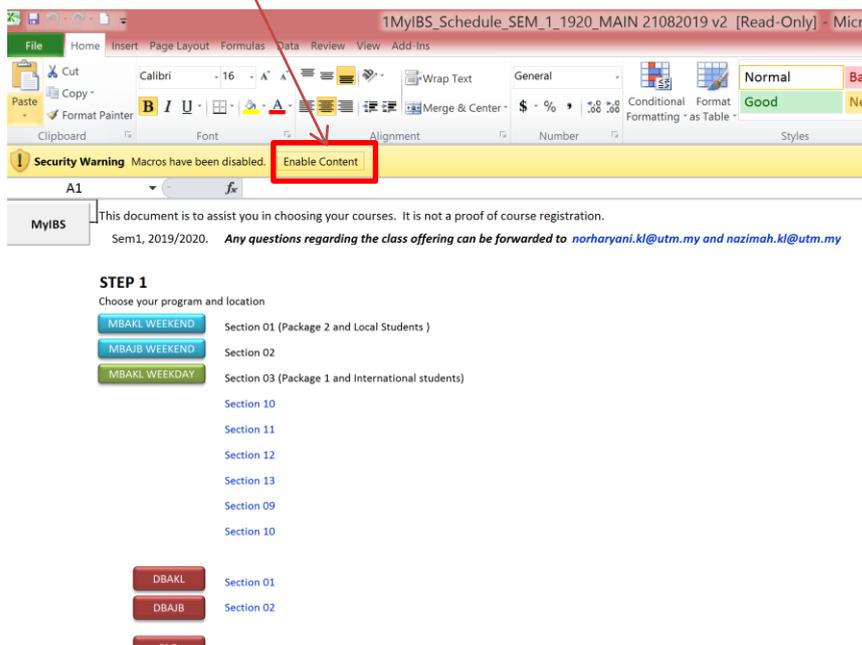


HOW TO PLAN YOUR COURSES EVERY SEMESTER?

1. Please click this link: <https://business.utm.my/class-schedule/>
2. Browse the page until you reach “**Class Schedule for MBA, DBA & PhD**” section.
3. Download the timetable which will be in either excel or zip format.
4. Open the timetable where you will see a screen as follows:



5. Click **Enable Editing**
6. Next, click **Enable Content** as shown below



7. Next, click the **section** that your program belongs to and you will be directed to the following screen:

1MyIBS_Schedule_SEM_1_1920_MAIN 21082019 v2 [Read-Only] - Microsoft Excel

MBA courses in the same group are scheduled on the same day and time. Student can only choose 1 (one) course from each group.
[Click here for abbreviations of courses](#)

	A	B	C	D
Course Grouping 1	ECON		DSP IFS TE	
Course Grouping 2	MKTG	SM	IBPS	MSTO
Course Grouping 3	ACCT	FM/SFM		GBS
Course Grouping 4	BERS	IT / BIS	NVC	NEGO
Course Grouping 5	OBD	BR		
Course Grouping 6	LTO		FMBF	MAA

Notes:

- a Students must pass MKTG and ACCT before registering for SM or NVC
- b Students must pass MKTG, ACCT and NVC before registering for CI, SE or TE
- c Students must pass SM before registering for DSP
- d Students must pass BR before registering for Business Research Project or Action Research 1 & 2

STEP 3

[Click for MBAIB Schedule](#)

Click on the colored boxes and choose a maximum of 6 courses only

Clear selection

8. Now, select a course for each Course Grouping. You are given an option of 6 Course Grouping (on your far left). For instance, Course Grouping 1 consists of ECON, DSP, IFS and TE. You shall **choose one** from a drop down list **at the end** of the row. You shall do the same for each Course Grouping. You are allowed a maximum of 6 courses only (one course from each grouping). Please refer to the screen below for an example of one **course selection from each Course Grouping**:

1MyIBS_Schedule_SEM_1_1920_MAIN 21082019 v2 [Read-Only] - Microsoft Excel

MBA courses in the same group are scheduled on the same day and time. Student can only choose 1 (one) course from each group.
[Click here for abbreviations of courses](#)

	A	B	C	D
Course Grouping 1	ECON		DSP IFS TE	
Course Grouping 2	MKTG	SM	IBPS	MSTO
Course Grouping 3	ACCT	FM/SFM		GBS
Course Grouping 4	BERS	IT / BIS	NVC	NEGO
Course Grouping 5	OBD	BR		
Course Grouping 6	LTO		FMBF	MAA

Notes:

- a Students must pass MKTG and ACCT before registering for SM or NVC
- b Students must pass MKTG, ACCT and NVC before registering for CI, SE or TE
- c Students must pass SM before registering for DSP
- d Students must pass BR before registering for Business Research Project or Action Research 1 & 2

STEP 3

[Click for MBAIB Schedule](#)

Click on the colored boxes and choose a maximum of 6 courses only

Clear selection

9. Once the course from each Course Grouping is selected, click **this button**:

MBA courses in the same group are scheduled on the same day and time. Student can only choose 1 (one) course from each group.
Click here for abbreviations of courses

	A	B	C	D
Course Grouping 1	ECON		DSP IFS TE	
Course Grouping 2	MKTG	SM	IBPS	MSTO
Course Grouping 3	ACCT	FM/SFM		GBS
Course Grouping 4	BERS	IT / BIS	NVC	NEGO
Course Grouping 5	ORD	BR		
Course Grouping 6	LTO		FMBF	MAA

Notes:

- a Students must pass MKTG and ACCT before registering for SM or NVC
- b Students must pass MKTG, ACCT and NVC before registering for CI, SE or TE
- c Students must pass SM before registering for DSP
- d Students must pass BR before registering for Business Research Project or Action Research 1 & 2

STEP 3
Click for MBAIB Schedule

10. Once the button is click, you will be directed to a course schedule page as follows:

This document is to assist you in choosing your courses. It is not a proof of course registration.

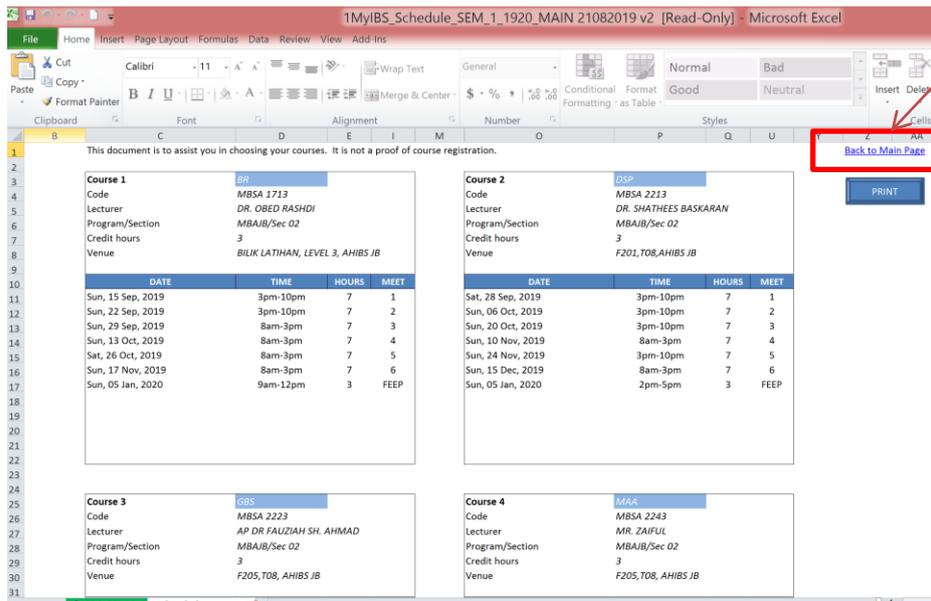
DATE	TIME	HOURS	MEET
Sun, 15 Sep, 2019	3pm-10pm	7	1
Sun, 22 Sep, 2019	3pm-10pm	7	2
Sun, 29 Sep, 2019	8am-3pm	7	3
Sun, 13 Oct, 2019	8am-3pm	7	4
Sat, 26 Oct, 2019	8am-3pm	7	5
Sun, 17 Nov, 2019	8am-3pm	7	6
Sun, 05 Jan, 2020	9am-12pm	3	FEEP

DATE	TIME	HOURS	MEET
Sat, 28 Sep, 2019	3pm-10pm	7	1
Sun, 06 Oct, 2019	3pm-10pm	7	2
Sun, 20 Oct, 2019	3pm-10pm	7	3
Sun, 10 Nov, 2019	8am-3pm	7	4
Sun, 24 Nov, 2019	3pm-10pm	7	5
Sun, 15 Dec, 2019	8am-3pm	7	6
Sun, 05 Jan, 2020	2pm-5pm	3	FEEP

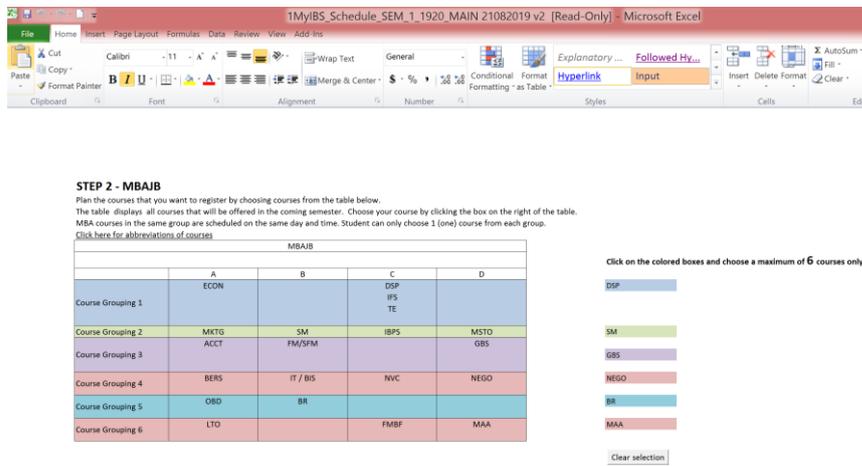
PRINT

11. On this page, you will be presented with all details in relation to each course you have selected earlier. If all are OK, please click "**print**" button to print your schedule.

12. If you would like to change the list of courses you selected earlier, please click [here](#).



13. You will be redirected to the main page as follows:



14. You shall **repeat Step 7 onwards** until the courses that you choose and the class schedules fit into your requirements.