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 "<u>Class Schedule for MBA, DBA & PhD</u>" 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 <u>Enable Content</u> as shown below

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MyIBS This document is to Sem1, 2019/2020.	assist you in choosing your cou . Any questions regarding th	urses. It is not a proof of co he class offering can be for	ourse registration. rwarded to norhary	ani.kl@utm.my and	nazimah.kl@utm.my
STEP 1 Choose your program MBARL WEEKEND MBAJB WEEKEND MBAKL WEEKDAY	and location Section 01 (Package 2 and Loc Section 02 Section 03 (Package 1 and Inte Section 10	:al Students) ernational students)			
	Section 12				
	Section 20				
	Section 09				
	Section 10				
DBAKL	Section 01 Section 02				
PhD					

7. Next, click the <u>section</u> that your program belongs to and you will directed to the following screen:

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MBA courses in the same g Click here for abbreviation	roup are scheduled on s of courses	the same day and time. Student ca	an only choose 1	L (one) co	urse from eac	h group.						
		MBAJB										
		P	<i>c</i>		D	_	Clie	ck on the colored bo	xes and	choose	a maximum of	6 courses or
	ECON	0	DSP		D							
Course Grouping 1			IFS TE					Λ				
Course Grouping 2	MKTG	SM	IRPS		MSTO							
Course Grouping 3	ACCT	FM/SFM	1015		GBS		- 5					
Course Grouping 4	BERS	IT / BIS	NVC		NEGO							
Course Grouping 5	OBD	BR										
Course Grouping 6	LTO		FMBF		MAA							
Notes: 1 Students must pass MKTG 5 Students must pass MKTG, 5 Students must pass SR bef d Students must pass BR bef	and ACCT before regist ACCT and NVC before r fore registering for DSP ore registering for Busin	ering for SM or NVC egistering for Cl, SE or TE ness Research Project or Action Re	search 1 & 2				c	ar 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 <u>choose one</u> from a drop down list <u>at the end</u> 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 <u>course selection from each Course Grouping</u>:

	abbreviations of courses								
		MBAJB				~			
					Clic	k on the colored bo	xes and choose a	maximum of 6	i co
	A	В	C	D					
	ECON		IFS		05/				
Course Groupi	ng 1		TE						
Course Groupi	og 2 MKTG	SAA	IBDS	MSTO	SM4				
course droup	ACCT	FM/SFM	1013	GBS					
Course Groupi	ng 3				GB	5			
	BERS	IT / BIS	NVC	NEGO	NEC	50			
Course Groupi	ng 4								
Course Groupi	ng 5 OBD	BR			BR				
Course Groupi	ng 6 LTO		FMBF	MAA	ма	A			
Note:					G	ear selection			

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- 9. Once the course from each Course Grouping is selected, click <u>this button</u>:

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

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	Course 1	BR			1	Course 2	DSP		
	Code	MRSA 1713				Code	MRSA 2213		PRINT
	Lecturer	DR. OBED RASHDI				Lecturer	DR. SHATHEES BASKARAN		
	Program/Section	MRAIR/Sec 02				Program/Section	MRAIR/Sec 02		
	Credit hours	3				Credit hours	3		
	Venue	BILIK LATIHAN, LEVI	L 3. AHIB	5 JB		Venue	F201.T08.AHIBS JB		
		01011 01111 0111 011				101140	. 202, 100, 11100 10		
	DATE	TIME	HOURS	MEET		DATE	TIME HOU	JRS MEET	
	Sun, 15 Sep, 2019	3pm-10pm	7	1		Sat, 28 Sep, 2019	3pm-10pm 7	1	
	Sun, 22 Sep, 2019	3pm-10pm	7	2		Sun, 06 Oct, 2019	3pm-10pm 7	2	
	Sun, 29 Sep, 2019	8am-3pm	7	3		Sun, 20 Oct, 2019	3pm-10pm 7	3	
	Sun, 13 Oct, 2019	8am-3pm	7	4		Sun, 10 Nov, 2019	8am-3pm 7	4	
	Sat, 26 Oct, 2019	8am-3pm	7	5		Sun, 24 Nov, 2019	3pm-10pm 7	5	
	Sun, 17 Nov, 2019	8am-3pm	7	6		Sun, 15 Dec, 2019	8am-3pm 7	6	
	Sun, 05 Jan, 2020	9am-12pm	3	FEEP		Sun, 05 Jan, 2020	2pm-5pm 3	FEE	
							/		
	Course 3	GBS				Course 4	МАА		
	Code	MBSA 2223				Code	MBSA 2243		
	Lecturer	AP DR FAUZIAH SH.	AHMAD			Lecturer	MR. ZAIFUL		
	Program/Section	MBAJB/Sec 02				Program/Section	MBAJB/Sec 02		
	Credit hours	3				Credit hours	3		
	Venue	F205,T08, AHIBS JB				Venue	F205,T08, AHIBS JB		

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 <u>here</u>.

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	Course 1	BR				Course 2	DSP			00007
	Code	MBSA 1713				Code	MBSA 2213			PRINT
	Lecturer	DR. OBED RASHDI				Lecturer	DR. SHATHEES BAS	KARAN		
	Program/Section	MBAJB/Sec 02				Program/Section	MBAJB/Sec 02			
	Credit hours	3				Credit hours	3			
	Venue	BILIK LATIHAN, LEVE	L 3, AHIBS	5 JB		Venue	F201,T08,AHIBS JB			
	DATE	TIME	HOURS	MEET		DATE	TIME	HOURS	MEET	
	Sun, 15 Sep, 2019	3pm-10pm	7	1		Sat, 28 Sep, 2019	3pm-10pm	7	1	
	Sun, 22 Sep, 2019	3pm-10pm	7	2		Sun, 06 Oct, 2019	3pm-10pm	7	2	
	Sun, 29 Sep, 2019	8am-3pm	7	3		Sun, 20 Oct, 2019	3pm-10pm	7	3	
	Sun, 13 Oct, 2019	8am-3pm	7	4		Sun, 10 Nov, 2019	8am-3pm	7	4	
	Sat, 26 Oct, 2019	8am-3pm	7	5		Sun, 24 Nov, 2019	3pm-10pm	7	5	
	Sun, 17 Nov, 2019	8am-3pm	7	6		Sun, 15 Dec, 2019	8am-3pm	7	6	
	Sun, 05 Jan, 2020	9am-12pm	3	FEEP		Sun, 05 Jan, 2020	2pm-5pm	3	FEEP	
	Course 3	GRS -	_		1	Course 4	4444			
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	Lecturer	AD OR EAUTIALI SU	AHMAD			Lasturer	MAD ZAIEUU			
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	venue	r205,108, AHIBS JB				venue	F205,108, AHIBS JE			

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

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cou	rse Grouping 1			TE			
Cour	rse Grouping 2	MKTG	SM	IBPS	MSTO	SM	
Cour	rse Grouping 3	ACCT	FM/SFM		GBS	G85	
Cour	rse Grouping 4	BERS	IT / BIS	NVC	NEGO	NEGO	
Cour	rse Grouping 5	OBD	BR			BR	
Cour	rse Grouping 6	LTO		FMBF	MAA	MAA	
Alor*-	~					Clear selection	

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