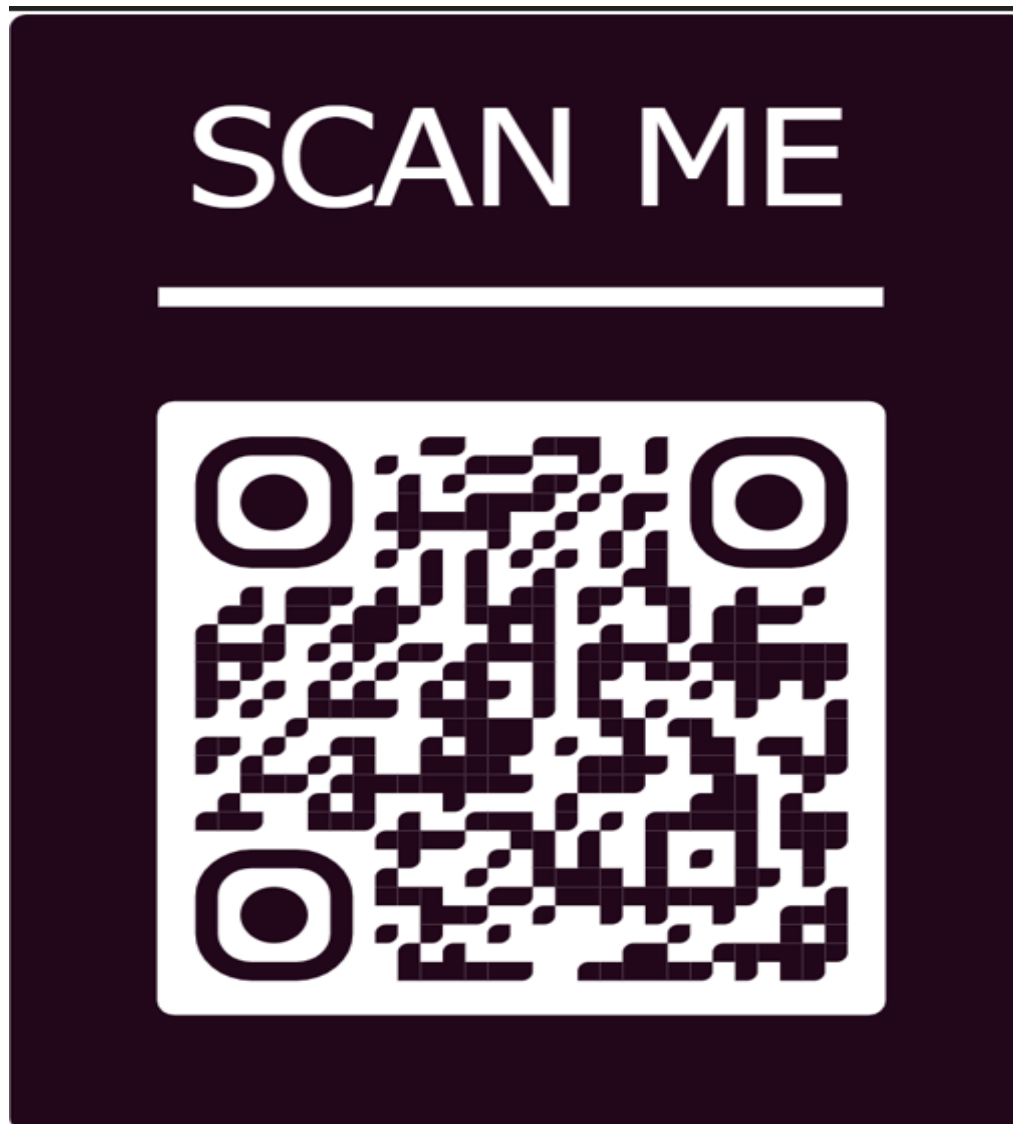## ONLINE COURSE REGISTRATION USER MANUAL

Step 1: Please log in to the Student Portal (***Online Student Information***) using your valid login account. (For new students, login information is on the registration slip). Students can scan this QR Code for quick access to Online Student Information.

No.	Description
1	Insert your Username
2	Insert your Password
3	Button : • **Sign In** – Login into system

Step 2 : Please select the menu **COURSE REGISTRATION > DEGREE STUDENT > COURSE REGISTRATION** for a link *to Online Course Registration for Degree Student*
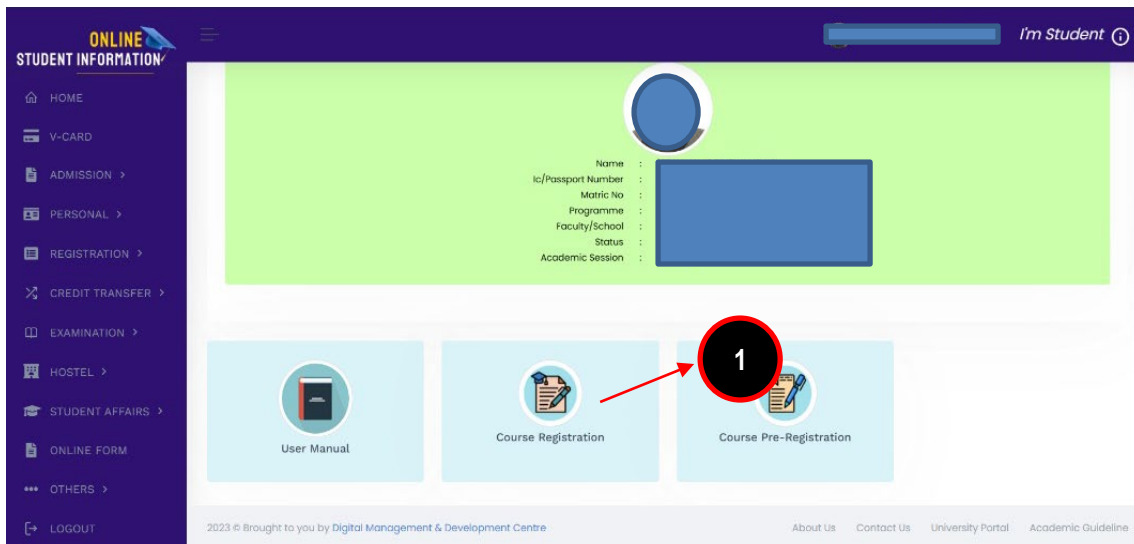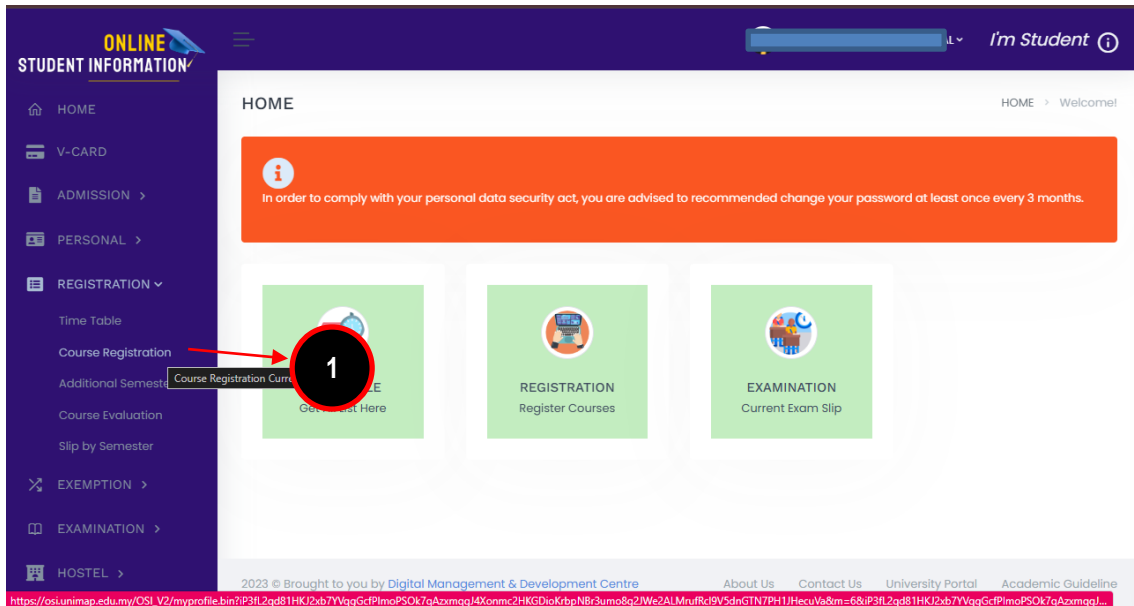
No.	Description
1.	Link to Course Registration for Degree Student

Step 3: The login view is as shown in the diagram below. Please log in to the *Course Registration for Degree Student System* using your valid login account. (For new students, login information is on the registration slip)

No.	Description
1	Insert your Username
2	Insert your Password
3	Button : • **Login** – Login into system
4	User Manual

Note:

- Please ensure username and password are correctly entered. Call helpdesk at 04 - 941 4401 / 04 - 941 4402 / 04 - 941 4403 (Helpdesk) for enquiry.
- Ensure there are no outstanding debts or payments to Bursary Department. Please contact the Bursary Department for more information on the debt or payment.

Step 4: The course registration page is as shown in the diagram below. Please enter the course code to register. **(View of New Students / Postponed Students in the Last Semester)**

No.	Description
1	Space to enter the course code • **Find Course** Button - Course Review based on a code entered. • **Reset** button – To delete wrongly entered code.
2	Details of the courses selected will be displayed • Access **View Quota** - View group quota. • **Register** button - To register the selected courses
3	List of registered courses • **Drop** buttons – To drop the registered course
4	Button: • **View Slip** - To display the registration slip

Note: Please ensure the courses offered in that semester. Please check the list of course offerings on the link provided.

(View of Students Who Have Registered for Courses during Pre-Registration)

Pre-Registration Courses					
Course Code	**Course Name**	**Credit**	**Status**	**Group**	
AMJ20103	Teori Struktur [Structural Theory]	3	First Time (FT)	A	Register
AMJ20204	Kejuruteraan Mekanik Bendalir [Fluid Mechanics Engineering]	4	First Time (FT)	A	Register
AMJ20303	Kejuruteraan Bahan Bangunan [Building Materials Engineering]	3	First Time (FT)	A	Register
AMJ20403	Lukisan Kejuruteraan [Engineering Drawing]	3	First Time (FT)	A	Register
SMQ20303	Matematik Kejuruteraan III [Engineering Mathematics III]	3	First Time (FT)	RK01/UR6526001	Register
SMU22402	Keusahawanan Kejuruteraan [Engineering Entrepreneurship]	2	First Time (FT)	UR6526001/ KEJURUTERAAN AWAM	Register

Registration Courses					
Course Code	**Course Name**	**Credit**	**Status**	**Group**	
AMJ20103	Teori Struktur [Structural Theory]	3	FT	A	Drop
AMJ20204	Kejuruteraan Mekanik Bendalir [Fluid Mechanics Engineering]	4	FT	A	Drop

Total Credits Registered : 7

View Slip

No.	Description
1	**Register** button - To register the selected courses
2	**Drop** buttons – To drop the registered course

Step 5: The following is an example of a Course Registration Slip.

No.	Details
1	Current date or date of the registration slip
2	Date of first registration
3	List of registered courses
4	Button: • **Print** - Print the registration slip. • **Edit** - To change or update the registration • **Exit** - Exit from system

Step 6: Please print the Course Registration Slip for your reference.

No.	Details
1	**Temporary Slip** - Students will receive a copy of temporary and must bring this slip to see an Academic Advisor for registration confirmation
2	Print the registration slip