## **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.



![](_page_1_Picture_1.jpeg)

No.	Description
1	Insert your Username
2	Insert your Password
3	Button :
	<ul> <li>Sign In – Login into system</li> </ul>

Step 2 : Please select the menu COURSE REGISTRATION > DEGREE STUDENT > COURSE **REGISTRATION** for a link to Online Course Registration for Degree Student

![](_page_2_Figure_2.jpeg)

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)

![](_page_3_Figure_2.jpeg)

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)

		Onli	ne Course Regi	Re strat	3 ion Fo	or Deg	rati	0N dent	
:: Home@U	niMAP					Wed Aug	29 12:26:17 SGT	2012 Logout	
Nama		1. K.S.S							
Matric Numb IC / Passpor Program Study Statu Semester	per t s	: : : : : : : : : : : : : : : : : : :	ive 1-52	-					
PLEASE MAI ABOVE MEN SCHEDULE. ASSISTANCI	ke sure you U. Please ai Please cons E.	Have Registere LSO Make Sure 1 Sult Your Respe	D COURSES THAT ARE LIS THE COURSES SCHEDULE 1 CTIVE ACADEMIC ADVISO	TED IN THAT HA DR / CO	academi NS BEEN ( DURSE (CO	C GUIDELI CHOSEN IS JORDINAT(	ne book / CC Not Redund Dr For Furt	DURSES LISTED IN DANT WITH GIVEN HER ADVICE AND	
			Please Enter Cour	se Code			$\frown$		
Course Code	e :		Find Course	e	Reset	<b>E</b> K	<b>1</b> ABC	123	]
			Course Deta	ails		-			1
Course Code Course Nam Capasity	e : ne : [] : View Q	uota <mark>Uni</mark>	t ::0	2					
Status Group	:	[	[`						
Registe	er								
									1
Course Code		Course	Name	Unit	Туре	Status	Group		]
ECT111	Kemahiran Ke	ejuruteraan [Engineering Skills] 3 T FT A				Drop	٦		
EKT103	Kejuruteraan	Elektrik [Electrical En	gineering]	3	T	FT	Α	Drop	
EKT112	Prinsip-prinsip Measurement	Pengukuran dan Ins and Instrumentation	trumentasi [Principles of ]	4	T	FT	A	Drop	
EKT124	Elektronik Dig	it I [Digital Electronics	; []	3	Т	FT	A	Drop	
EQT102	Matematik Ke	juruteraan II [Engine	ering Mathematics II]	3	Т	FT	A	Drop	
EUW410	Bahasa Melay	u Universiti [Universi	ty Malay Language]	2	W	FT	( B ) - ISNIN- 12.00-2.00PM - BKY	Drop	J
		$\frown$	Total Units Registere	ed :	18				,
		4	View Slip						
No	No. Description								
1	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	2 Details of the courses selected will be displayed								
2	Access View Quota - View group quota								
		• Register button - To register the selected courses							
<b>)</b>		List of registered courses							
3		LISE OF TEGISTERED COURSES							
4		Drop buttons – To drop the registered course							
4		Button:	<b>. .</b>	41-			- Ba		
	• 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)

![](_page_5_Picture_2.jpeg)

IC / Passport	:	
Program	:	UR6526001 - CIVIL ENGINEE
Study Status	:	Active
Semester	:	2021-S1

PLEASE MAKE SURE YOU HAVE REGISTERED COURSES THAT ARE LISTED IN ACADEMIC GUIDELINE BOOK / COURSES LISTED IN ABOVE MENU. PLEASE ALSO MAKE SURE THE COURSES SCHEDULE THAT HAS BEEN CHOSEN IS NOT REDUNDANT WITH GIVEN SCHEDULE. PLEASE CONSULT YOUR RESPECTIVE ACADEMIC ADVISOR / COURSE COORDINATOR FOR FURTHER ADVICE AND ASSISTANCE.

Those who intend to register Foreign Language Course (Level 1), please follow the instructions in the link. ---> Foreign Language course registration guide.

Pre-Registration Courses					
Course Code	Course Name	Credit	Status	Group	
AMJ20103	Teori Struktur [Structural Theory]	3	First Time (FT)	Α	Register
AMJ20204	Kejuruteraan Mekanik Bendalir [Fluid Mechanics Engineering]	4	First Time (FT)	Α	Register
AMJ20303	Kejuruteraan Bahan Bangunan [Building Materials Engineering]	3	First Time (FT)	Α	Register
AMJ20403	Lukisan Kejuruteraan [Engineering Drawing]	3	First Time (FT)	Α	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	Α	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

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

![](_page_6_Figure_2.jpeg)

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

![](_page_7_Figure_2.jpeg)

No.	Details
1	<b>Temporary Slip</b> - 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