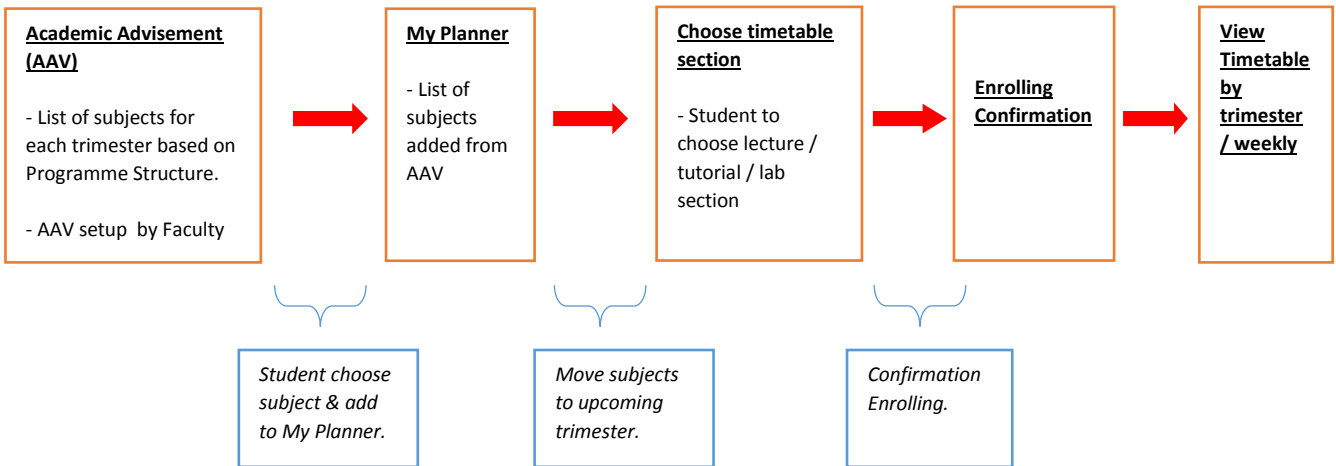
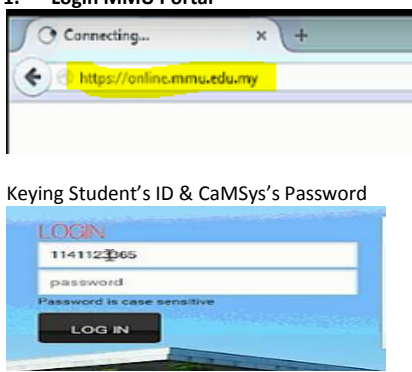


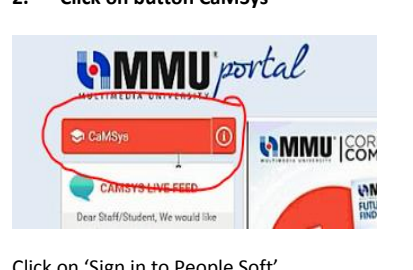
Steps for Course Enrolment / Subject Registration

The following is an overall process flow for Course Enrolment / Subject Registration.





Steps

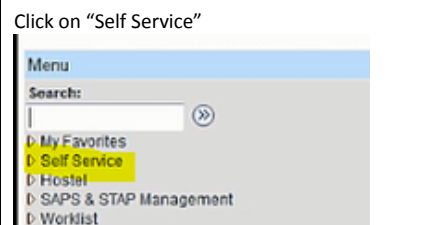
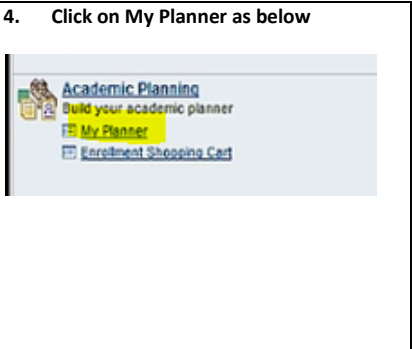
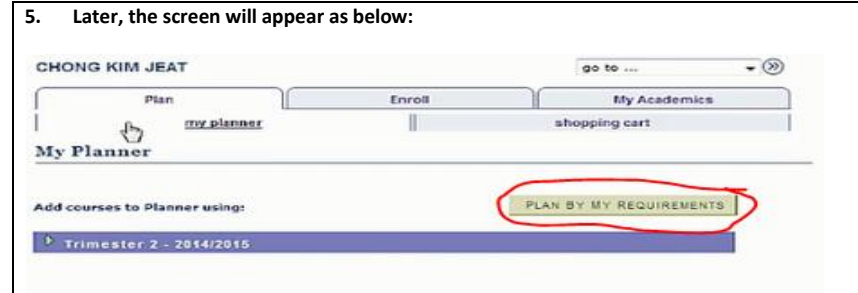
- 1. Login MMU Portal**


Keying Student's ID & CaMSys's Password
- 2. Click on button CaMSys**


Click on 'Sign in to People Soft'

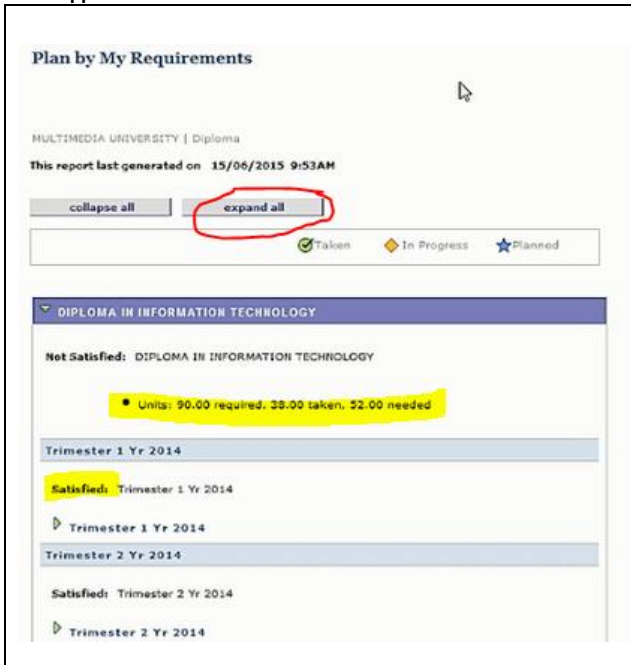

- 3. Keying Student's ID & CaMSys's Password**


Click on "Self Service"


- 4. Click on My Planner as below**

- 5. Later, the screen will appear as below:**


Click "Plan By My Requirements" to view subjects for each trimester.

6. Will appear screen below



Units = total credit hours required to complete the study.
 Taken = total credit hours that has been taken and passed.
 Needed = total credit hours that yet to be taken.

Column 'When':
 If Trimester appeared : the subject has been taken in that particular trimester

If no record of Trimester: the subject is yet to be taken.

Indicator :
 Satisfied = all courses in that trimester has been taken and passed.
 Not Satisfied = some or all courses yet to be taken.
 If there is no table of courses, students are advised to click at the button to view all courses that are offered in every trimester.

Student may choose subject from other trimester provided that subject is offer in this trimester

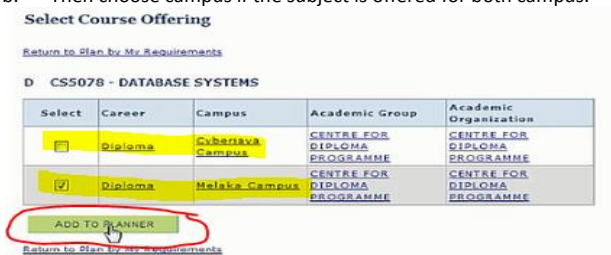
Click button 'expand all' to view subjects for all trimester. Please look your coming trimester and select subjects you are going to register.

7. Adding Course into 'My Planner'

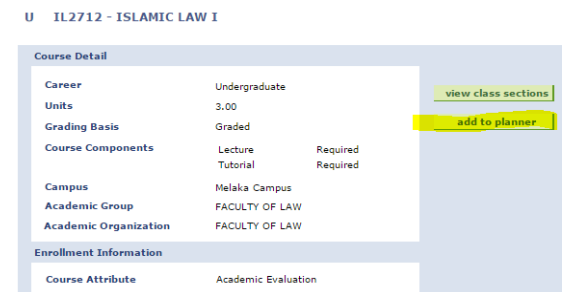
a. To add course into My Planner – click course to add,



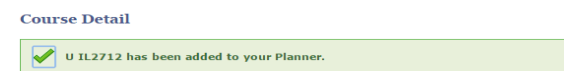
b. Then choose campus if the subject is offered for both campus.



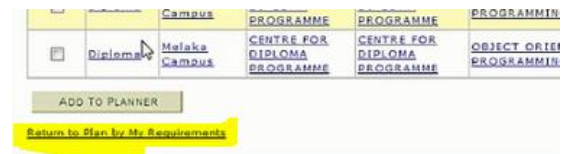
The page also can be as the following.



By clicking button 'add to planner' the course will automatically added.



Once completed add the subject, click Return to Plan By My Requirement'




Repeat the previous step (7a) to add another subject into 'My Planner'

Problems

Problem	Action by student	Action by ERU / Faculty
No valid appointment date	Students to check on Pre-Course Enrollment schedule as announced in Bulletin. Should the date is incorrect, please report to ERU for updating the correct date.	ERU will update on the appointment date.
No schedule classes for MPU's subject	Student need to choose under Academic Organization " LIFE" or STAD.	

8. View courses in 'My Planner'

Click button 'my planner' to view course in My Planner after adding course.



go to ...

PLAN BY MY REQUIREMENTS

Delete all courses in Planner: DELETE ALL

Select	Course	Description	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	U CR2612	CRIMINAL LAW I	3.00		i	
<input type="checkbox"/>	U IL2712	ISLAMIC LAW I	3.00		i	

Move selected courses to Term: [dropdown] move

List courses in my planner.

9. Delete Courses in 'My Planner'

Delete courses in My Planner (if student has to delete the course)

My Planner

Add courses to Planner using: PLAN BY MY REQUIREMENTS

Delete all courses in Planner: DELETE ALL

Select	Course	Description	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	T MA1111	MATHEMATICAL TECHNIQUES	4.00		i	
<input type="checkbox"/>	T MA1211	DISCRETE MATH AND PROBABILITY	4.00		i	
<input type="checkbox"/>	T ME3221	MARKETING AND E-COMMERCE	3.00		i	

Move selected courses to Term: [dropdown] move

This process will delete all the courses in your Planner. Do you want to continue?

Yes No

After completing the above steps, student is required to add course into my planner by clicking the "Plan By My Requirements" button.

My Planner


Add courses to Planner using: PLAN BY MY REQUIREMENTS

Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.

Once student has completed the process, student may proceed with course enrollment process.

10. Moving subjects to upcoming trimester

a. Click button 'My Planner'



My Planner

Add courses to Planner using: PLAN BY MY REQUIREMENTS

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input checked="" type="checkbox"/>	D CS3078	DATABASE SYSTEMS		4.00		i	
<input checked="" type="checkbox"/>	D CS3088	OBJECT ORIENTED PROGRAMMING	YES	4.00		i	
<input checked="" type="checkbox"/>	D CT3038	DATA COMM & NETWORKING		4.00		i	
<input checked="" type="checkbox"/>	D MA5018	MULTIMEDIA APPLICATIONS		3.00		i	
<input checked="" type="checkbox"/>	NPU 2322	FUND OF ISLAMIC LOREHP IN MSIA		2.00		i	

Move selected courses to Term: [dropdown] move

Trimester 2 - 2014/2015

Trimester 1 - 2015/2016

Tick the box at 'Select' column for subjects that student would like to register.

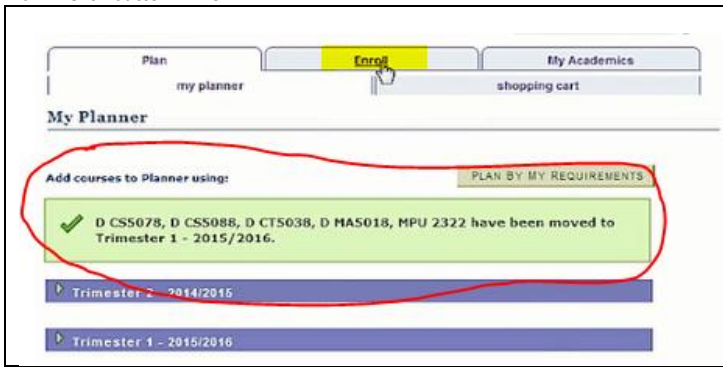
Select trimester to move and click button 'move'

Problems

Problem	Action by student	Action by ERU / Faculty
Able to view subject in 'My Planner' but without the blue link - unable to click subject to proceed with registration.	Student to report to Faculty. Once update, students may proceed online course enrollment.	Faculty : To check on student advisement report set up and requirement term tagging. ERU: Should there is wrong tagging in the requirement term, ERU will update accordingly.
Empty Report - No subject in 'My Planner'	Student to report to Faculty. Once	Faculty : To check on student advisement report set up

	update, students may proceed online course enrollment.	and requirement term tagging.
--	--	-------------------------------

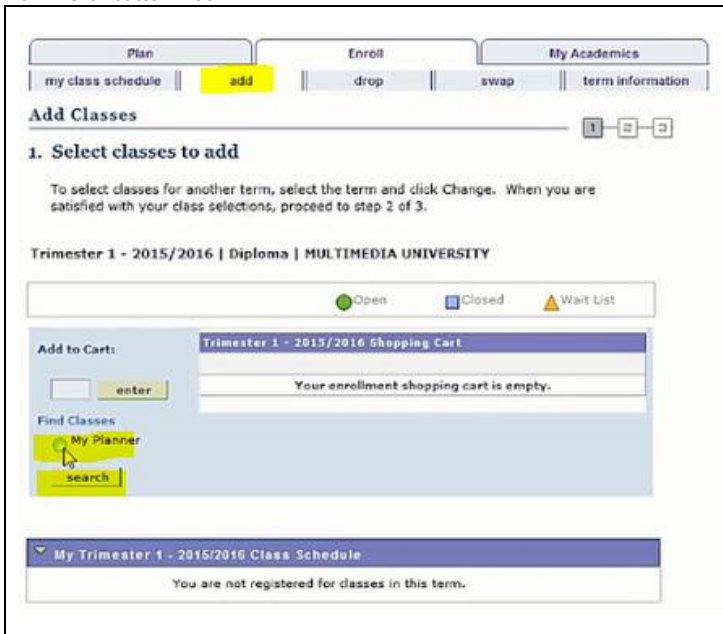
b. Click button 'Enroll'.



Once click button move, all subjects have been moved to that trimester.

Then, click button 'Enroll'

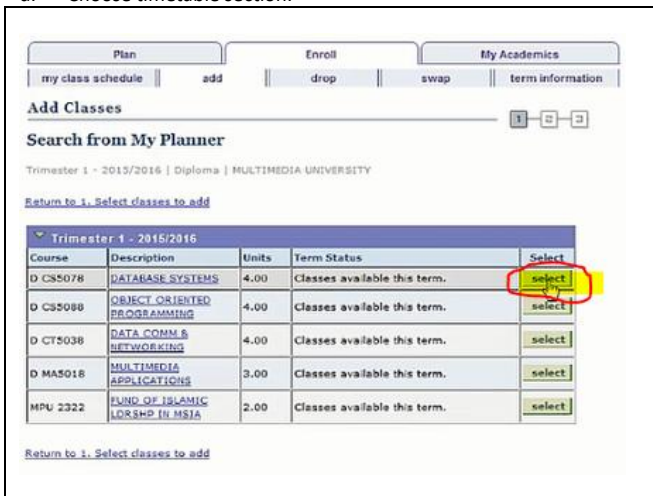
c. Click button 'Add'



Click button 'Add'

Tick the box 'My Planner' then click button 'Search'

d. Choose timetable section.



Click button 'select' to choose the classes (timetable).

Problems

Problem	Action by student	Action by ERU / Faculty
Student can't proceed with enrolment due to 'Department Consent Required'.	'Department Consent Required' refers to Faculty block / closed section. Student to report to Faculty.	Faculty : To informed students through any form of announcement that student can't register for subject with 'Department Consent Required'.
Student can't proceed with enrolment due to full capacity.	Student to report to Faculty.	Faculty : If allowed, Faculty to open class capacity.

Subject list in Program Structure but in system shown the subject has not been schedule.	Student to report to Faculty.	Faculty : To check on timetable whether the subject is offer for that trimester or not.
--	-------------------------------	---

Trimester 1 - 2015/2016 Course Schedule

My Class Schedule
You are not registered for classes in this term.

Shopping Cart
Your shopping cart is empty.

Open Closed Wait List

sections for Trimester 1 - 2015/2016

Section	Session	Status	
21-LAB (1738)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>
Days	Start	End	Room
Fr	9:00AM	10:00AM	MAMR1015-CDP Programming Lab
Dates	26/06/2015 - 16/10/2015		
20-LAB (1739)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>
Days	Start	End	Room
Th	8:00AM	10:00AM	MAMR1015-CDP Programming Lab
Dates	25/06/2015 - 15/10/2015		
12-LAB (1740)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>
Days	Start	End	Room
Tu	4:00PM	6:00PM	MAMR1015-CDP Programming Lab
Dates	23/06/2015 - 13/10/2015		
121-LEC (1741)	1	<input checked="" type="radio"/>	<input type="button" value="select"/>
Days	Start	End	Room
Mo	3:00PM	5:00PM	MSMX3003-CLC Lecture Hall C11
Dates	22/06/2015 - 12/10/2015		
We	4:00PM	5:00PM	MSMX3002-CLC Lecture Hall C10
Dates	24/06/2015 - 14/10/2015		

Student required to choose lecture section before choose tutorial/lab session.

Select class with indicator Open

Open Closed Wait List

Then click button 'select'

1. Select classes to add - Related Class Sections

Trimester 1 - 2015/2016 | Diploma | MULTIMEDIA UNIVERSITY

D CS5078 - DATABASE SYSTEMS

Lecture selected: Section T21
Mo 3:00PM - 5:00PM MSMX3003-CLC Lecture Hall C11
We 4:00PM - 5:00PM MSMX3002-CLC Lecture Hall C10

Open Closed Wait List

Select Laboratory section (Required):

Class Nbr	Section	Schedule	Room	Status
1738	T1	Fr 8:00AM - 10:00AM	MAMR1015-CDP Programming Lab	<input checked="" type="radio"/>
1742	T24	We 10:00AM - 12:00PM	MSMR3021-CDP Computing Lab	<input checked="" type="radio"/>
1743	T27	Tu 12:00PM - 2:00PM	MSMR3021-CDP Computing Lab	<input checked="" type="radio"/>

Select Tutorial section (Optional):

Class Nbr	Section	Schedule	Room	Status
	TBA	TBA	TBA	<input type="radio"/>
No Selection				

The first circle is lecture section that student choose before.

The second circle is tutorial / lab session that student need to choose under lecture section.

Then click button 'Next'

D CS5078 - DATABASE SYSTEMS

Class Preferences

D CS5078-T21	Lecture	<input checked="" type="radio"/> Open	Grading	Graded
D CS5078-T27	Laboratory	<input checked="" type="radio"/> Open	Units	4.00

Session Regular Academic Session
Career Diploma
Enrollment Information
• T21-29

Section	Component	Days & Times	Room	Start/End Date
T21	Lecture	Mo 3:00PM - 5:00PM	MSMX3003-CLC Lecture Hall C11	22/06/2015 - 12/10/2015
		We 4:00PM - 5:00PM	MSMX3002-CLC Lecture Hall C10	24/06/2015 - 14/10/2015
T27	Laboratory	Tu 12:00PM - 2:00PM	MSMR3021-CDP Computing Lab	23/06/2015 - 13/10/2015

Student can see the lecture & tutorial / lab session that you choose.

Then click button 'Next' to repeat the previous process (10d) to add all the subjects into shopping cart.

Once all the subjects are successfully added into shopping cart, click button 'Proceed to Step 2 of 3'

Then click button 'Finish Enrolling'

Student can see the status of registering of subjects. Click button 'My Class Schedule' to view timetable.

Student can see the status of registering of subjects. Click button 'My Class Schedule' to view timetable.

11. Swapping Section / Subject

- The "Select a class to swap" page is displayed.
- Select the class section which you want to replace.
 - Search for a new class section in which student will be enrolled now.
 - Click "Enter" button.
 - Click "Next" button.
 - The "Confirm your selection" page is displayed.
 - Click "Finish Swapping" button.
 - The existing class section is replaced with new class section.

Problems

Problem	Action by student	Action by ERU / Faculty
Students can't drop / swap class due to min credit hours.	Student to report to Faculty.	As per rules : Long Trimester : Min 12 CH Short Trimester : Min 6 CH
Exceed credit hours if FYP is registered. FYP is considered as registering 8 CHR rather than 4 CHR.	Student to report to Faculty.	ERU : To register by block enrollment.
Students failed to register subject due to clashing / pre-requisite subject.	Students to fill up SR manual form and get approval from the Faculty before submit to ERU for manual registration.	ERU : Will register the subject manually.

Student cannot register subject via online due to less than minimum CH limit.	Students to fill up SR manual form and get approval from the Faculty before submit to ERU for manual registration.	ERU : Will register the subject manually.
---	--	---

e. View timetable for whole trimester or by weekly

The screenshot shows the 'Class Schedule Filter Options' section with 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes' all checked. Below this, three subject sections are visible, each with a table of class sections. The 'Weekly Calendar View' button is highlighted with a red circle.

This is the viewing timetable for whole trimester.

Click 'Weekly Calendar View' to view weekly timetable.

Timetable by weekly.

Select Display Option List View Weekly Calendar View

<< previous week Week of 22/6/2015 - 28/6/2015 next week >>

Show Week of 22/06/2015 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday 22 Jun	Tuesday 23 Jun	Wednesday 24 Jun	Thursday 25 Jun	Friday 26 Jun	Saturday 27 Jun	Sunday 28 Jun
8:00AM		D CS5038 - T21 Lecture 8:00AM - 10:00AM Central Lecture Complex MSMX2006	D CS5088 - T27 Laboratory 8:00AM - 10:00AM CDP Building MBMR2021				
9:00AM							
10:00AM			D CS5038 - T27 Laboratory 10:00AM - 12:00PM CDP Building MBMR2022	D CS5088 - T21 Lecture 10:00AM - 12:00PM Central Lecture Complex MSMX2007	D CS5038 - T21 Lecture 10:00AM - 11:00AM Central Lecture Complex MSMX2007		
11:00AM							
12:00PM	D HA3018 - IT21 Lecture 12:00PM - 2:00PM	D CS5078 - T27 Laboratory 12:00PM - 2:00PM			D CS5088 - T21 Lecture 12:00PM - 1:00PM Central Lecture Complex MSMX2003		

end