

Student Self Service - My Planner
Created on 12/23/2014 8:42:00 AM

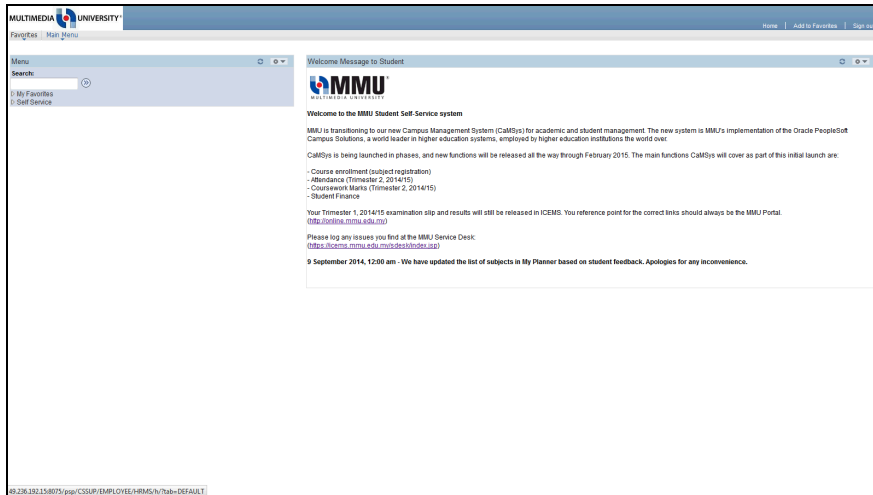
Table of Contents


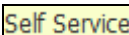
Student Self Service - My Planner	1
Plan Requirement at My Planner	1

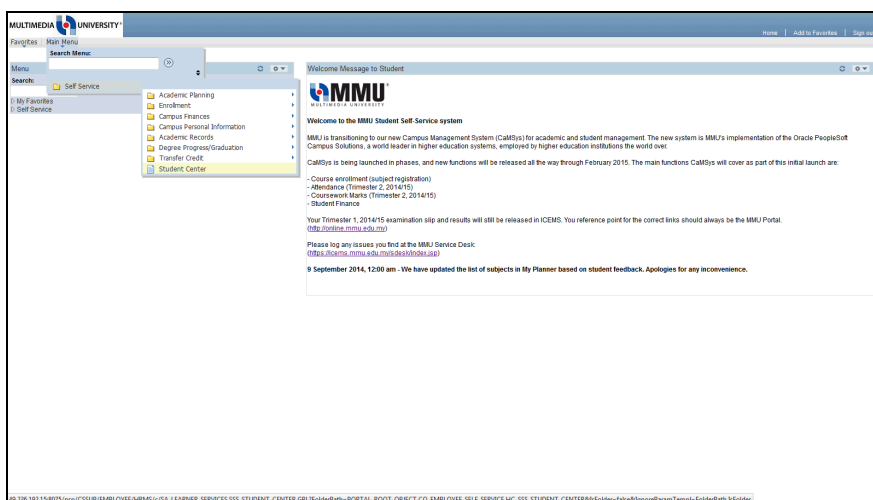
Student Self Service - My Planner

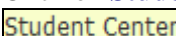
Plan Requirement at My Planner

Procedure



Step	Action
1.	When reading this guide, you may zoom in (Ctrl + Mouse Wheel). The image quality is high but the display size is reduced to keep the page layout neat. Click on Main Menu . 
2.	Click on Self Service . 



Step	Action
3.	Click on Student Center . 

MULTIMEDIA UNIVERSITY
XXXXXXXRY A/P JOSEPH SAGAYXXXXX's Student Center

Academics

Search
Enroll
My Academics

other academic... [go]

Share My Information

Enroll
No Holds
Enrollment Dates
Clean Enrollment Dates
Advisor
Program Advisor
None Assigned
Useful Links
Home
Search Engines
Home
Books


Class	Schedule
D_CS5028-LEC1 LEC (1846)	Ww 9:00AM - 11:00AM CLB1000-FCE Lecture Room 8 Mo 12:00PM - 1:00PM CLB1000-FCE Lecture Room 8
D_CS5028-TUT2 TUT (1445)	Th 10:00AM - 11:00AM CGAR1000-PCI Tutorial room
D_CS5028-LAB1 LAB (1829)	Fr 8:00AM - 10:00AM CGAR1000-PCI Computer App - Lab
D_CS5028-LEC1 LEC (1894)	Tu 11:00AM - 1:00PM CLB1000-FCE Lecture Room 8 Mo 3:00PM - 3:00PM CLB1001-FCE Lecture Room 7
D_EN5048-LEC2 LEC (1039)	Mo 3:00PM - 3:00PM CLB1000-FCE Lecture Room 8 Th 11:00AM - 12:00PM CLB1000-FCE Lecture Room 8
D_IM5058-LEC1 LEC (1796)	Mo 9:00AM - 11:00AM CLB1000-FCE Lecture Room 8 Th 3:00PM - 3:00PM CLB1001-FCE Lecture Room 7
D_IM5068-TUT2 TUT (1794)	Fr 10:00AM - 12:00PM CGAR1000-PCI Tutorial room

Academics

My Account
Bank Accounts

We are unable to display your account at this time. To access this information, [link]

enrollment shopping cart

Step	Action
4.	Click the Plan link. 

MULTIMEDIA UNIVERSITY
XXXXXXXRY A/P JOSEPH SAGAYXXXXX

Search Plan Enroll My Academics

my planner shopping cart course history

Add courses to Planner using: PLAN BY MY REQUIREMENTS

Unassigned Courses

Select	Course	Description	Units	Typically Offered	Delete
<input type="checkbox"/>	D_CS5058	OPERATING SYSTEMS	3.00		

Move selected courses to Term [dropdown] [more]

Trimester 2 - 2014/2015


Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	D_CS5028	DISCRETE STRUCTURES		4.00		
<input type="checkbox"/>	D_CS5038	PROGRAM DESIGN	188	4.00		
<input type="checkbox"/>	D_EN5048	EFFECTIVE COMM SKILLS		3.00		
<input type="checkbox"/>	D_IM5068	MATHEMATICAL TECHNIQUES 2	188	4.00		

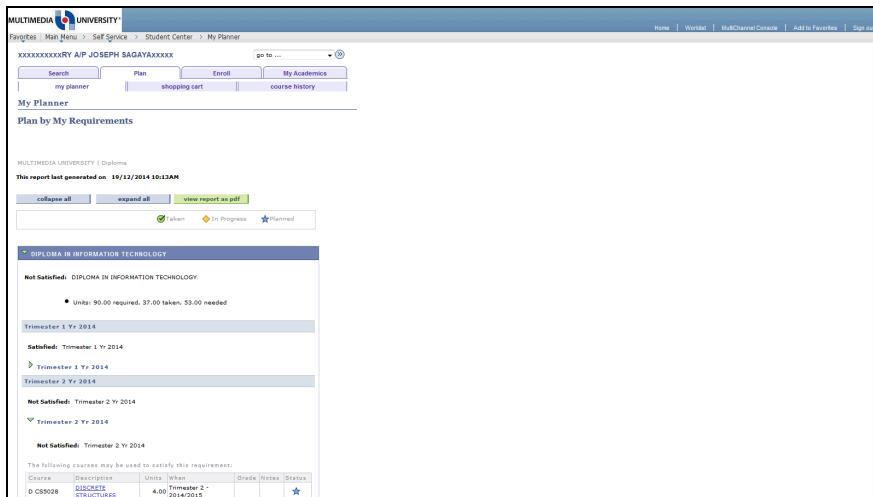
Move selected courses to Term [dropdown] [more]


Search Plan Enroll My Academics

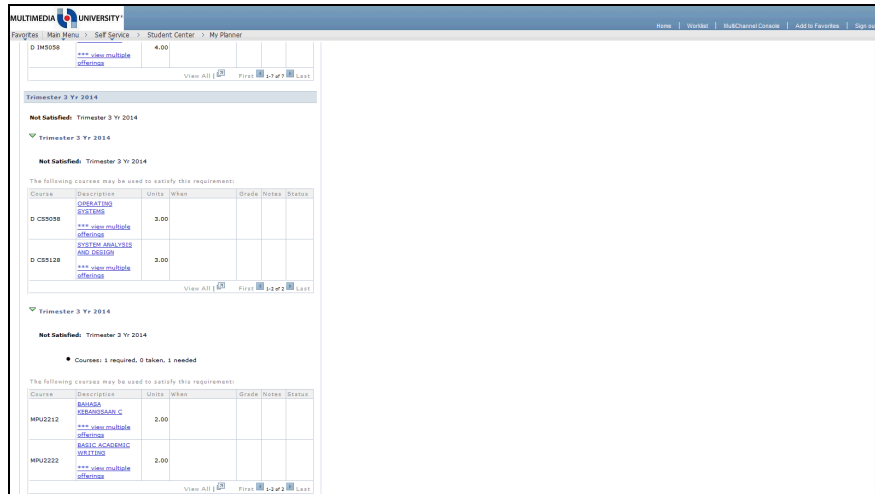
My Planner My Account My Account My Account

go to ... [dropdown]

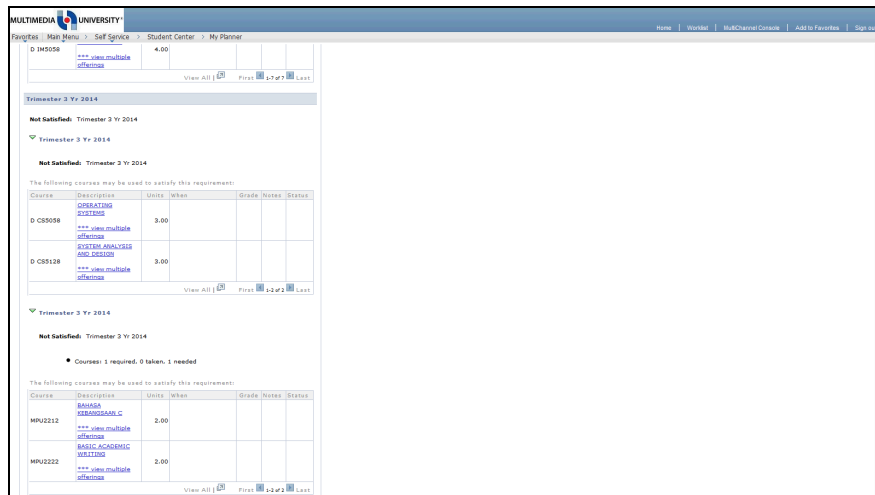
Step	Action
5.	<p>You will arrive at your “My Planner” page. Click the Plan by My Requirements button.</p>  <p>IMPORTANT NOTE for students tagged in the system as not following programme structure: In Trimester 2 2014/15, when the requirements function was not yet ready, all your Faculty’s subjects were added for you under “Trimester 2”. To clean up your list of subjects, you may wish to delete subjects you have already taken, move subjects you plan to take next trimester to “Trimester 3 2014/15”, and move the rest to “Unassigned” (Step 15-20). Please also check the next step (Step 6). If your Academic Advisory Report is available, you can add subjects to your planner yourself.</p>



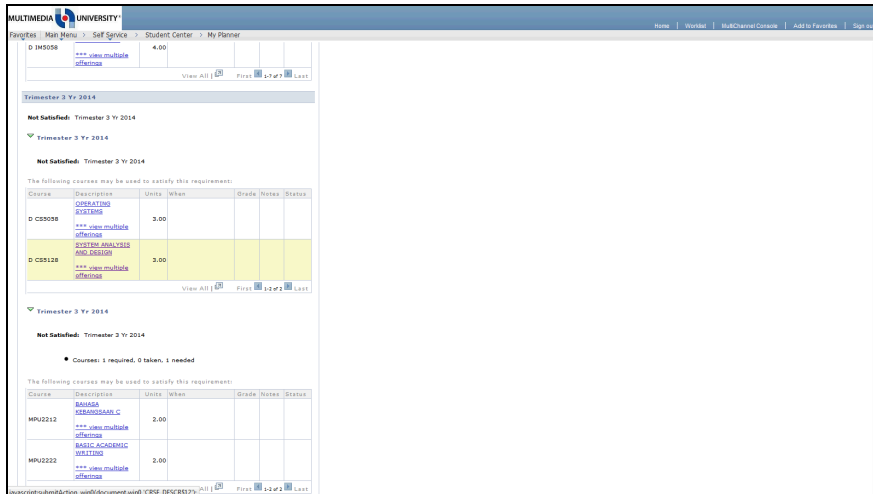
Step	Action
6.	<p>Once you have clicked the Plan by My Requirements button, you will reach this Academic Advisory report screen (AAV report). If you cannot see the AAV report, you need to contact your faculty. Students in their final trimesters may not have an advisement report, and are expected to register with the Faculty instead of online.</p> <p>Status Description : Taken : You have completed the course. In Progress : You are currently enrolled into the course. Planned : Planned course that is already in Planner.</p> 



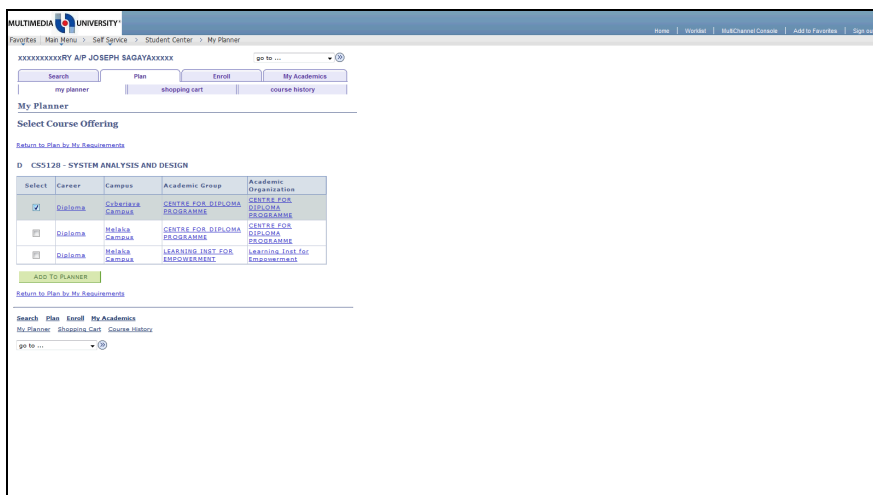
Step	Action
7.	Go to the section for your Next Trimester . For example, 'Trimester 3 Yr 2014' .




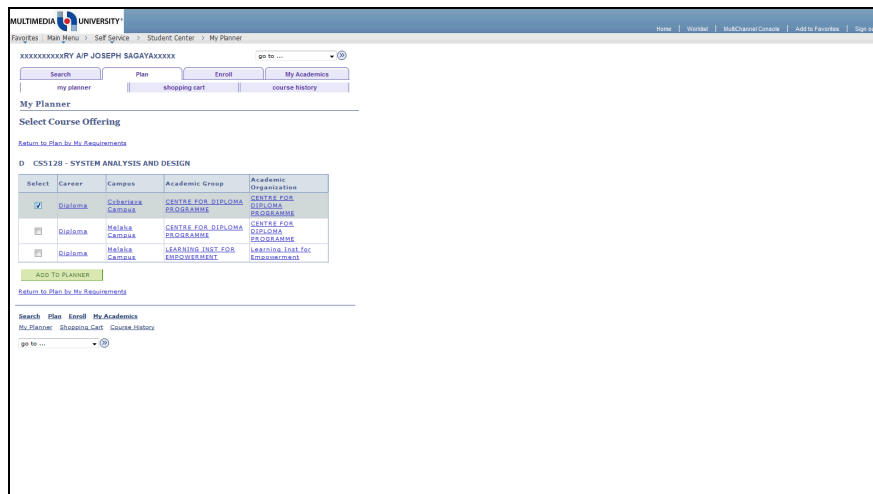
Step	Action
8.	The courses that you need to add to the Planner is listed in this section. In this example, the section above consist of mandatory courses. The section below (with the same Trimester name) are elective courses. You can identify sections with elective courses when you see “Courses: 1 required, 0 taken, 1 needed”

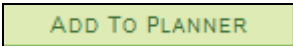


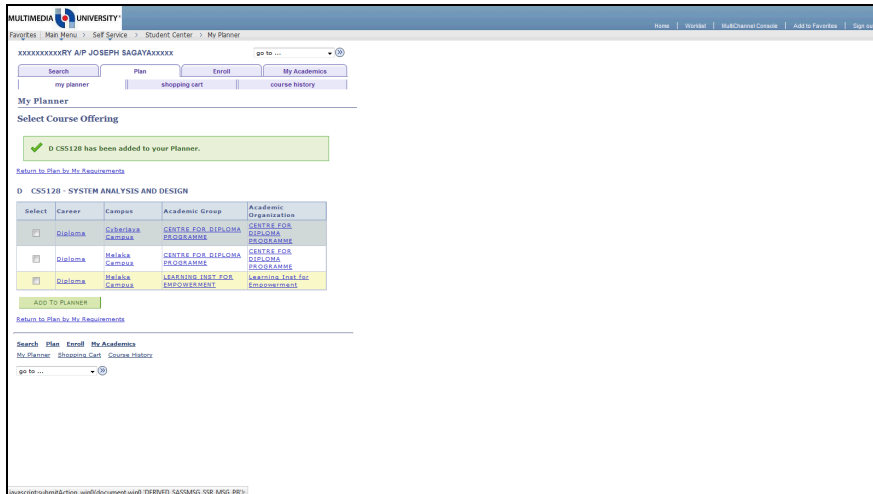
Step	Action
9.	<p>If the system tags you as following programme structure, only the courses relevant to you from your next trimester will be clickable. You can only add these courses to your planner.</p> <p>If the system tags you as NOT following programme structure, you may choose any of your courses from different trimesters.</p> <p>To add a course to the Planner, start by clicking the course description. For example, 'SYSTEM ANALYSIS AND DESIGN'.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;"> <p>SYSTEM ANALYSIS AND DESIGN</p> </div>



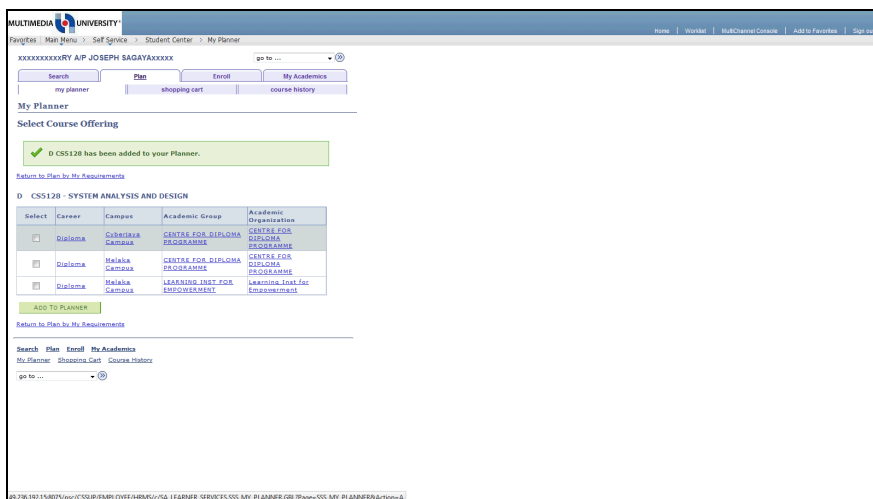
Step	Action
10.	<p>You will see a page listing course offerings. Every course may be offered by multiple faculties and campuses. You will usually choose your own Faculty, in your own campus for most courses.</p> <p>For sports (co-cu) subjects, you may have to choose “Student Affairs Division (STAD)”. For language (including language co-cu) and humanities subjects, you may have to choose “Learning Institute for Empowerment (LIFE)”. You can check the list of courses usually offered by STAD and LIFE by clicking “Subject” at http://timetabling.mmu.edu.my/timetable/, and searching for “%STAD” or “%LIFE”.</p> <p>Choosing the wrong offering for the course when updating your Planner is not a problem. When registering for your course later, you can edit your planner to choose a different offering for the course.</p> <p>Going back to the example, in this case, we will click the Option for 'CDP and Cyberjaya Campus'.</p> 




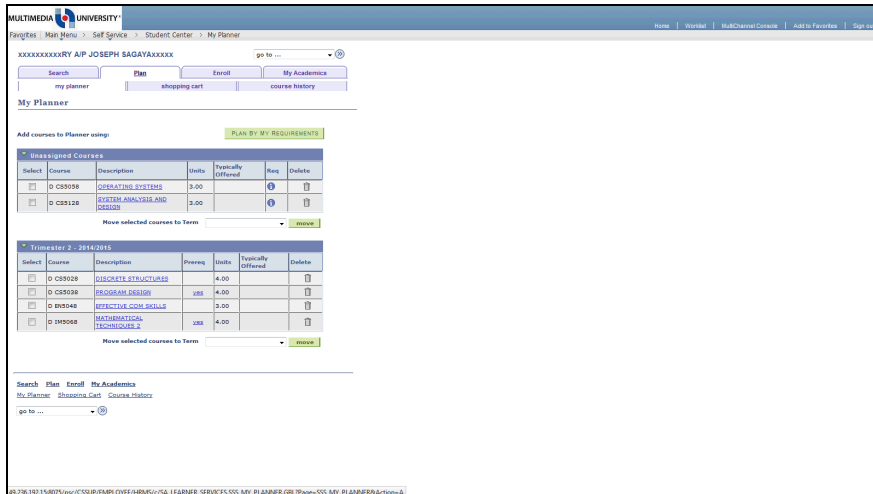
Step	Action
11.	<p>Click the Add to Planner button.</p> 



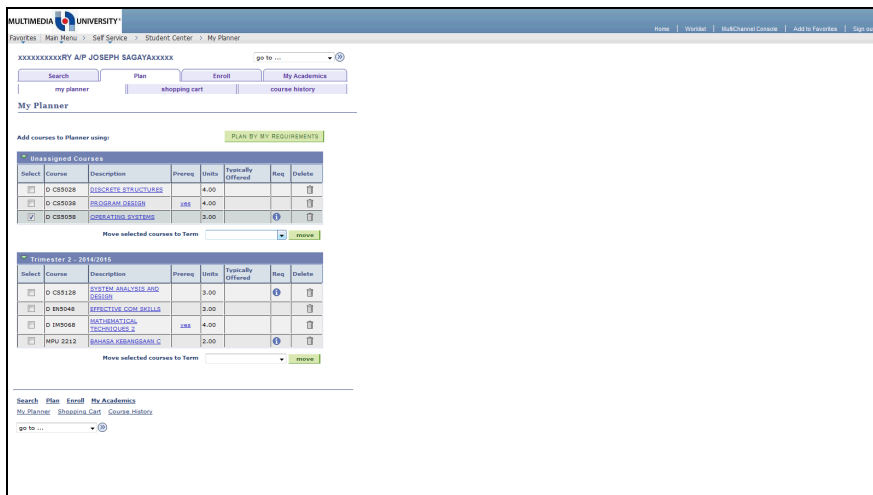
Step	Action
12.	Once you click the Add to Planner button, the message ' D CS5128 has been added to your Planner ' will appear.



Step	Action
13.	You may click on the Plan tab to verify. 

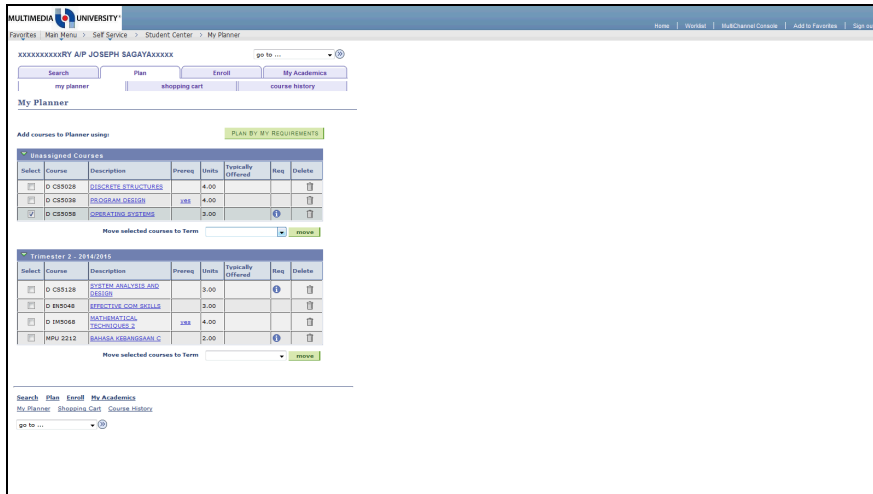



Step	Action
14.	You will see that the SYSTEM ANALYSIS AND DESIGN course has been added to the Planner under “Unassigned Courses”.

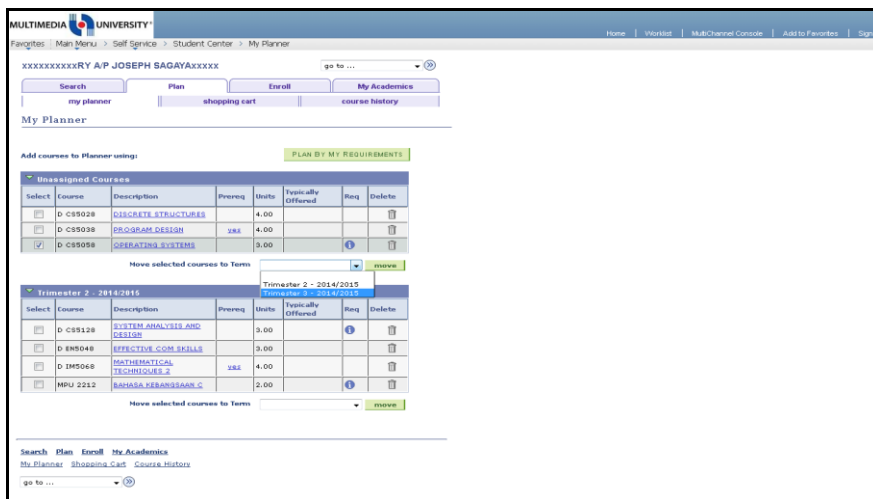


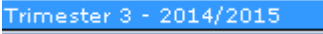
Step	Action
15.	In order to move Unassigned Course to Term , click the option for the course that you want to move. Example, ' OPERATING SYSTEMS '.

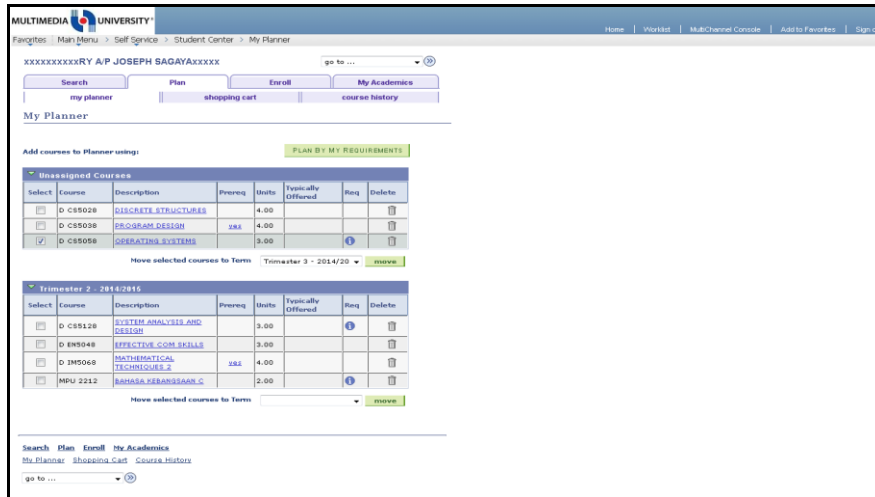




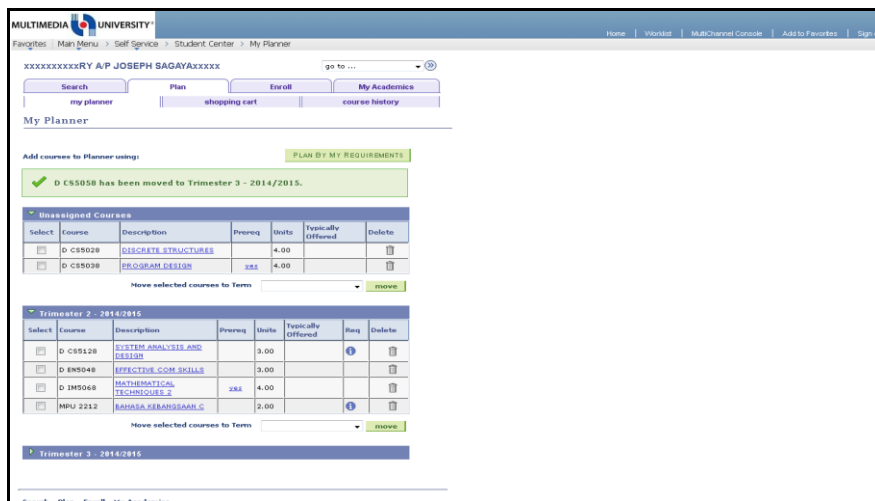
Step	Action
16.	Click the Move selected courses to Term list. 



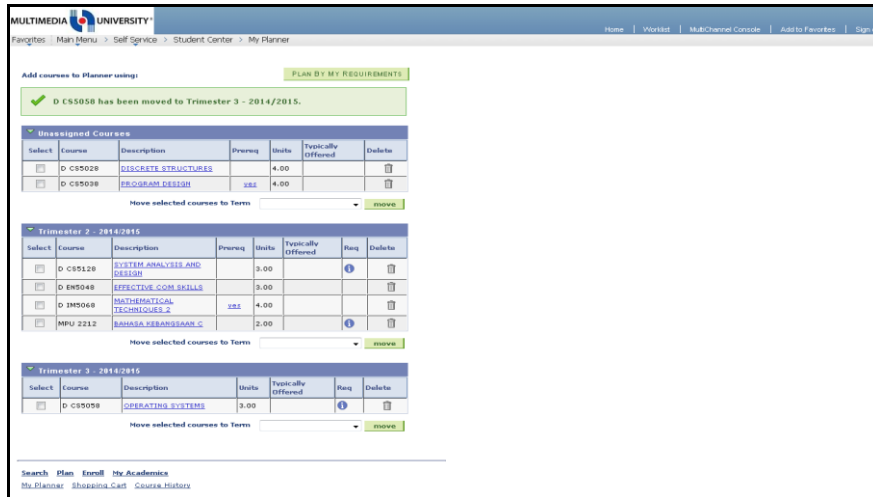
Step	Action
17.	Select the Trimester . Example, ' Trimester 3 - 2014/2015 '. 



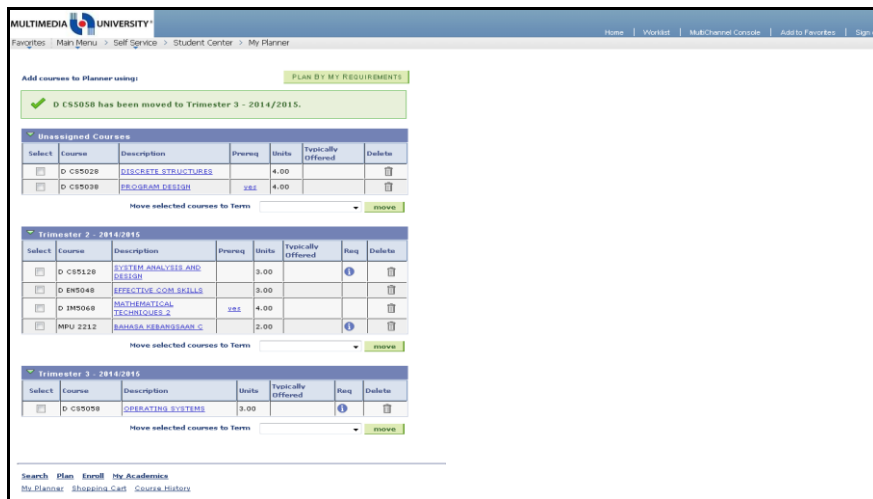
Step	Action
18.	Then, click the move button.



Step	Action
19.	Once you click the move button, the message ' D CS5058 has been moved to Trimester 3 - 2014/2015. ' will appear.



Step	Action
20.	You will see that the OPERATING SYSTEMS course has been added to the Trimester 3 - 2014/2015 .



Step	Action
21.	Repeat steps 5 to 20 to add the rest of your courses. Students are encouraged to add all courses they are planning to take next trimester into the planner. Every trimester, the Exam and Records Unit will initiate a “Student Planner Update” exercise before the Faculties begin arranging the timetable for the next trimester. This will give your Faculties more information on student subject enrolment plans. However, subjects are always offered based on programme structures. Putting a subject into your planner does not guarantee that it will be offered if it is not according to your programme structure.
22.	End of Procedure.