User Manual

1. New Semester Registration
2. Course Registration
3. Payment Of Fees For Postgraduate Students
4. Flow Chart
LIST OF GUIDE

1. New Semester Registration (Activation)
2. Course Registration
3. Fees And Method Of Payment
4. Flow Chart

*Every student needs to complete all processes from 1 – 3*
1. New Semester Registration (Activation)

i. Login to http://portal.uum.edu.my. Use your UUM email Id and password.

ii. if you forgot your password
iii. **Main Page**

![Main Page](image1)

iv. **Click on ‘Lecture’ menu. After that click on New Semester Registration**

![Lecture Menu](image2)
v. Click ‘OK’

IMPORTANT NOTICE

REGARDING LATE REGISTRATION PENALTY

Dear Postgraduate Students,

Please be informed that the Management of the Universiti Utara Malaysia (UUM) has approved the implementation of the Late Registration Penalty for all postgraduate students, with effect from the Second Semester of the 2012/2013 Session (February 2013).

The Late Registration Penalty of RM200.00 will be charged to the following students:

(i) Students who are late to register/rENEW the registration (i.e. after the add-and-drop period);

(ii) Students who have registered but did not complete the payment within the specified period (i.e. within 30 days after the commencement of the semester), their semester registration status will be cancelled and all registered courses will be automatically dropped. Students who appeal to re-activate their status will be considered registering late and the Late Registration Penalty will be imposed.

* note: students who appeal to renew the registration and re-activate student’s status after the specified period must complete the payment of fees for the current semester and the penalty charged before their status being updated.

Students are advised to refer to the UUM Postgraduate Academic Calendar available at http://www.hea.uum.edu.my

Thank you.

FLOW FOR POSTGRADUATE REGISTRATION (RETURNING STUDENTS)
vi. Click ‘Register’ to activate your status
After you have clicked register, your current status will appear ‘Active’
2. **Course Registration**

Course registration can be done once your status is ACTIVE. Please click on the ‘Course Registration’ menu to proceed with the course registration process.
i. The ‘Course Registration’:

a. After you have clicked ‘Course Registration’ the menu will be displayed as below
b. Click ‘Add Courses’
ii. Add Course

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**Course to be added**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Group</th>
<th>Type</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGDU5063</td>
<td>B</td>
<td>Core/Elective</td>
<td></td>
</tr>
</tbody>
</table>

To add course, input Course Code, Group, Type of the course, it can be either Core/Elective, Audit or Pre-requisite

To complete the process, please click on the button **Add**

The status of course registration, either successful or not successful will appear in column ‘note’

<table>
<thead>
<tr>
<th>Course Code :</th>
<th>SGDU5063</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description   :</td>
<td>HUMAN RESOURCE DEVELOPMENT IN EDUCATION</td>
</tr>
<tr>
<td>Group         :</td>
<td>B</td>
</tr>
<tr>
<td>Credit        :</td>
<td>3</td>
</tr>
<tr>
<td>Type          :</td>
<td>CORE/ELECTIVE</td>
</tr>
<tr>
<td>Note          :</td>
<td>Course Has Been Successfully Updated!</td>
</tr>
</tbody>
</table>

To register for the next course, please repeat step **a** and **b**.
iii. Drop Course

To drop a course, click ‘Drop Courses’ from the Course Registration Menu.

**Course to be dropped**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Group</th>
<th>Type</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGDP5053</td>
<td>B</td>
<td>Core/Elective</td>
<td></td>
</tr>
</tbody>
</table>

Drop Courses  |  Confirm Courses  |  Course Registration Menu  |  Timetable By College  |  Log Out

To drop a course just click on the button ‘Drop’

Then, click the button ‘OK’ to proceed.

![Microsoft Internet Explorer](image)

Are you sure you want to drop

OK  |  Cancel

The screen will display a list of courses that have been registered.

List of courses has been registered:

<table>
<thead>
<tr>
<th>No</th>
<th>Code</th>
<th>Description</th>
<th>Credit</th>
<th>Type</th>
<th>Group</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SGDP5053</td>
<td>STATISTICS IN EDUCATION</td>
<td>3</td>
<td>Core/Elective</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SGDP5024</td>
<td>LEADERSHIP IN EDUCATION</td>
<td>4</td>
<td>Core/Elective</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SGDP5033</td>
<td>SCHOOL MANAGEMENT AND SUPERVISION</td>
<td>3</td>
<td>Core/Elective</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SGDP5063</td>
<td>HUMAN RESOURCES DEVELOPMENT IN EDUCATION</td>
<td>3</td>
<td>Core/Elective</td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>

Add and Drop courses are not allowed once the registration is confirmed. Confirmation date due is on the last day of the course registration.
iv. **Confirm Course**

Once you are satisfied with your course registration, click on the button ‘Confirm’. You are not allowed to add/or drop any courses once they are confirmed.

The ‘Course Registration Status’ will change to CONFIRM.

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**UNIVERSITI UTARA MALAYSIA**

**Graduate Academic Information System (GAIS)**

**Course Registration**

**FEB 2013/2014**

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**Course Registration Status**: CONFIRM

You can print your Course Registration Slip and Bill.

<table>
<thead>
<tr>
<th>No</th>
<th>Code</th>
<th>Description</th>
<th>Credit</th>
<th>Type</th>
<th>Group</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SGDP5013</td>
<td>CURRICULUM AND PEDAGOGY</td>
<td>3</td>
<td>Core/Elective</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SGDP5024</td>
<td>LEADERSHIP IN EDUCATION</td>
<td>3</td>
<td>Core/Elective</td>
<td>B</td>
<td>Drop</td>
</tr>
</tbody>
</table>

[Print Slip]  [Print Bill]
Click ‘Print Slip’ to print your course registration slip. The Screen below will be displayed.

<table>
<thead>
<tr>
<th>No</th>
<th>Code</th>
<th>Description</th>
<th>Group</th>
<th>Credit</th>
<th>Status</th>
<th>Type</th>
<th>Room</th>
<th>Day/Time</th>
<th>Reg. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PMN6073</td>
<td>RESEARCH METHODS</td>
<td>A</td>
<td>3</td>
<td>-</td>
<td>Core/Elective</td>
<td>CITYC/-</td>
<td>Sat/2:00PM</td>
<td>04/02/2014</td>
</tr>
<tr>
<td>2</td>
<td>WFF5033</td>
<td>FINANCIAL REPORTING AND STATEMENT ANALYSIS</td>
<td>A</td>
<td>3</td>
<td>-</td>
<td>Core/Elective</td>
<td>CITYC/-</td>
<td>Sat/2:00PM</td>
<td>04/02/2014</td>
</tr>
</tbody>
</table>

Change the paper orientation to ‘Landscape’ for a better output.

Lastly click on the button ‘Print’ at the toolbar.
vi. Print Bill

a. Click the button ‘Print Bill’ to print your bill.

Tuition fee for the semester should be made within the stipulated date. Failure to do so may result in all your registered courses being **revoked** and your status will automatically be **deactivated**.

For further information, kindly contact the following staff:

<table>
<thead>
<tr>
<th>Course Administration Unit</th>
<th>Finance Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rozita Ramli&lt;br&gt;Assistant Registrar&lt;br&gt;☎ 604-928 7113&lt;br&gt;✉ <a href="mailto:rozita@uum.edu.my">rozita@uum.edu.my</a></td>
<td>Noraidani Ismail&lt;br&gt;Accountant&lt;br&gt;☎ 604-928 7110&lt;br&gt;✉ <a href="mailto:ida658@uum.edu.my">ida658@uum.edu.my</a></td>
</tr>
<tr>
<td>Ahmad Termizi Othman&lt;br&gt;Administrative Assistant (C/O)&lt;br&gt;☎ 604-928 7122&lt;br&gt;✉ <a href="mailto:a.tarmizi@uum.edu.my">a.tarmizi@uum.edu.my</a></td>
<td>Zaidah Abd Wahab&lt;br&gt;Administrative Assistant (C/O)&lt;br&gt;☎ 604-928 7123&lt;br&gt;✉ <a href="mailto:zaidah@uum.edu.my">zaidah@uum.edu.my</a></td>
</tr>
</tbody>
</table>
3. Fees
   • Method of payment

1. Payment at Bank Islam Malaysia Berhad (BIMB) counters nationwide

Payment can be made at any BIMB counters nationwide via Bill Payment. The payment will be updated in the student’s account on the next working day.

Payment through BIMB counters:
   i. Go to any BIMB counters nationwide
   ii. Complete the Bill Payment Slip available at BIMB counter with the following details:
       a. Name
       b. I/C No.
       c. Payment to whom (UUM)
       d. Reference No.: student’s matric number
   iii. Present the Bill Payment Slip at BIMB counter and retain the Bill Payment slip as proof of payment.

2. Internet Banking

Payment via internet banking can be done through:
   i. BIMB Internet Banking (www.bankislam.com.my)
   ii. CIMB Clicks (www.cimbclicks.com.my)
   iii. Maybank2U (www.maybank2u.com.my)

Please specify/choose “STUDENT PAYMENT” as payment type.

Students are responsible to ensure that all fees are settled before registration. Receipt of payment must be produced upon registration.

Sponsored students must submit a Sponsorship Letter upon registration. The letter must clearly state the type of fees covered (such as registration, tuition, accommodation and services). Payment for campus accommodation may be arranged separately.

Unsponsored students must produce the latest bank account statement upon registration.

International students are required to pay a Personal Bond based on their countries of origin.
Attachments
4. Flow chart

**NEW SEMESTER BEGIN**

**RENEWAL OF REGISTRATION & COURSE REGISTRATION**

Renewal of registration (activate a student’s status & course registration can be done online via UUM Portal (http://umis.uum.edu.my) within **two (2)** weeks of the commencement of the semester.

Students are to **CONFIRM** their course registration and print their **course registration slip** and **course registration bill** as reference.

**PAYMENT OF FEES**

Student should pay the current fees as stated in the course registration bill within thirty (30) days of the commencement of the semester.

**LAST DAY TO PAY CURRENT FEES**

Tuition fees paid in full: Proceed with class/lecture

Tuition fees not paid:

- Student who fail to activate their status within the stipulated date will be charged penalty RM200