

USER MANUAL FOR COURSE REGISTRATION

NEW SEMESTER REGISTRATION

Returning students should register for a new semester by clicking the menu “NEW SEMESTER REGISTRATION” to activate the status. Students may proceed with course registration once active.

Menu Lecture > Course Registration > New Semester Registration

The screenshot shows a navigation bar with buttons for 'Lecture', 'Activity', 'Facility', 'Theme', and 'Ec'. Below this is a green header area. On the left, there is a 'Timetable' section with a table:

COURSE	VENUE	DAY	TIME
1 MALAY	BKBM 2.2	Saturday	9:00AM
1E AND	BKBM 2.1	Saturday	12:00PM

On the right, there is a 'Course Registration' section with a list of links: 'Course Register - PG', 'Course Evaluation (e-CEvAs)', 'Course Withdrawal PG', and 'New Semester Registration'. The 'New Semester Registration' link is highlighted with a red border.

1. Please click on “Register” button to activate status.

The screenshot shows the GAIS registration page for Universiti Utara Malaysia. It includes the university logo and the following text:

UNIVERSITI UTARA MALAYSIA
 Graduate Academic Information System (GAIS)
 Online New Semester Registration
 Sesi : MAY 2016/2017
 Registration Period : 11/05/2017 - 28/05/2017

Registration details:

Matrik : 88888
 Name : **Rahman1**
 IC/Passport : abc123

Place of Study : TEST
 Last Registration : X162 - FEB 2016/2017(TEST)
 Current Registration : X163 - MEI 2016/2017(TEST)
 Current Status : **Not Active**

Program : M100 - Master of Business Administration - general
 Admission Session : X122 - FEB 2012/2013(TEST)
 Type of Study : Coursework

English Status : No English
 Debt Status : No

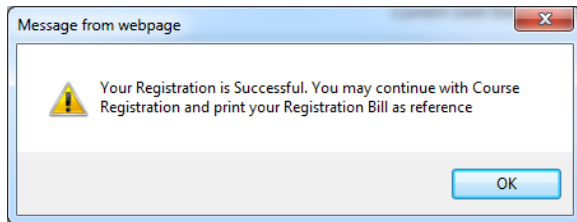
Current Debt Balance : 0.00

Registration Record

Bil	Date Register	Semester
1	30/1/2013 4:57:16 PM	X122
2	30/1/2017 4:30:47 PM	X141
3	1/1/2017 12:00:00 AM	X142
4	2/1/2017 12:00:00 AM	X151
5	3/1/2017 12:00:00 AM	X152
6	4/1/2017 12:00:00 AM	X161
7	5/2/2017 5:52:54 PM	X162

A 'Register' button is visible on the right side of the registration record table.

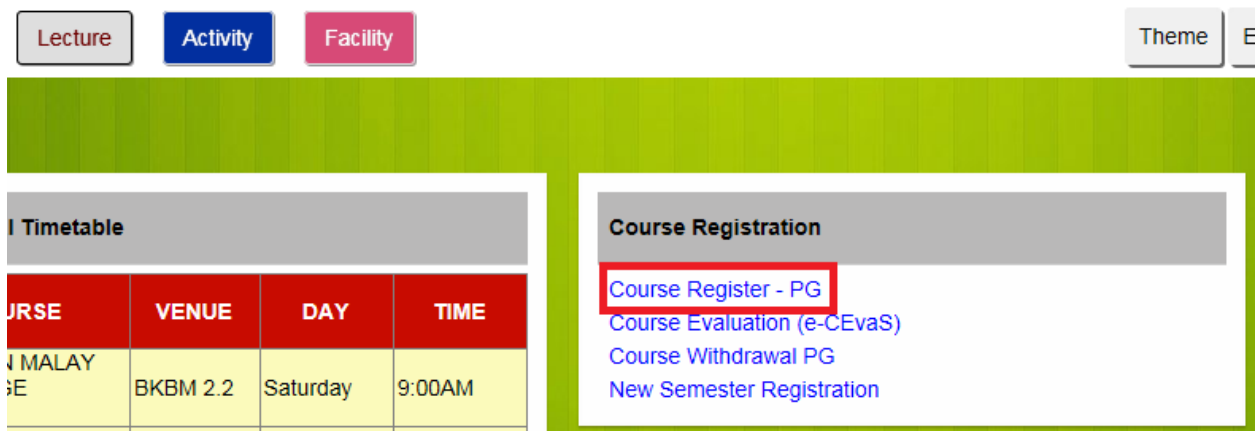
2. Please click “OK” to proceed.



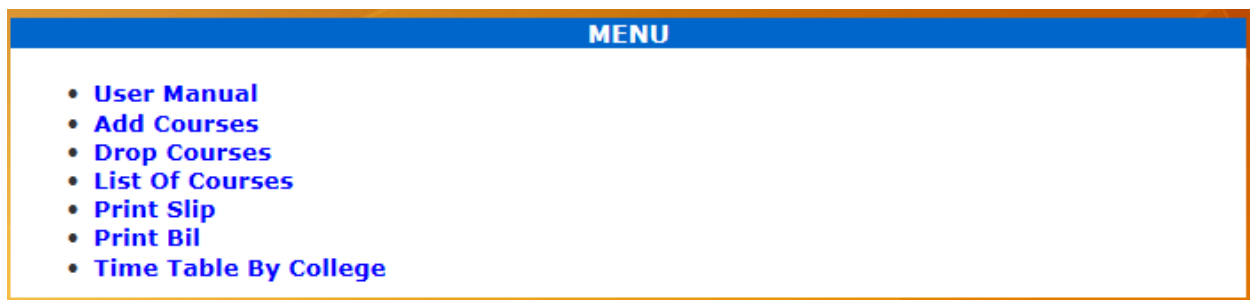
COURSE REGISTRATION

Course registration can be done once your status is ACTIVE. Please click on “COURSE REGISTER - PG” menu for course registration process.

Menu Lecture > Course Registration > Course Register - PG



The “COURSE REGISTER - PG” menu will be displayed as below:



ADD COURSES

1. To add course, input **Course Code** and **Group**.

The screenshot shows a web interface for course registration. At the top, there is a header bar with the text 'Drop Courses || List of Courses || Course Registration Menu || Timetable by College || Log Out'. Below this, there is a section for user information: 'Matric No. : 88888', 'Name : Rahman1', and 'Session : MAY 2016/2017(X163)'. Below the user information is a section for course details: 'Course Code', 'Description', 'Group', 'Credit', 'Type', 'Lecturer', and 'Note'. Below this is a section for adding a course: 'Course to be added'. This section contains a table with columns 'Course Code', 'Group', and 'Type', and an 'Add' button. The 'Course Code' and 'Group' columns have input fields, and the 'Type' column has a dropdown menu.

2. Then select **Type** of the course either **Core/Elective**, **Audit** or **Pre-requisite** .
3. To complete the process, please click on “Add” button .
4. If the Course registration is successful, the following information will be displayed:
Note : **Course Has Been Successfully Updated!**
5. If the Course registration is not successful, a message will be displayed at the ‘Note’.
6. To register the next course, please repeat step **1 to 5**.

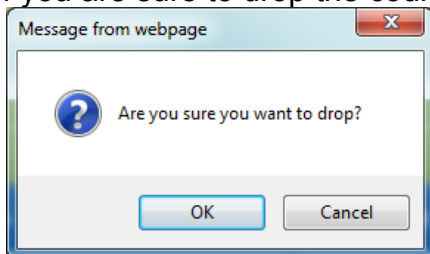
DROP COURSE

1. To drop a course, click ‘Drop Courses’ from the Menu or ‘Drop Courses’ from “COURSE REGISTER” - PG menu.
2. The screen will display a list of courses that have been registered.

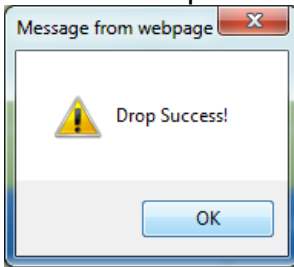
List of courses has been registered:

No	Code	Description	Credit	Type	Group	
1	BPMN6073	RESEARCH METHODOLOGY	3	Core/Elective	A	Drop
2	BWFN5013	INVESTMENT	3	Core/Elective	A	Drop

3. To drop a course, click on ‘**Drop**’ button.
4. If you are sure to drop the course then click ‘OK’, otherwise click ‘Cancel’



- Click 'OK' to proceed. Drop course is successful.



Print Slip

- Click 'Print Slip' from "COURSE REGISTER" - PG menu to print slip the class schedule.
- Screen below will be displayed.

Matric No.	: 88888								
Name	: Rahman1								
I/C No	: abc123								
Programme	: Master of Science (Finance)								
Sem. No	: 8								
Session	: MAY 2016/2017 (X163)								
No	Code	Description	Group	Credit	Status	Type	Room	Day/Time	Reg Date
1	BPMN6073	RESEARCH METHODOLOGY	A	3	-	Core/Elect	TEST /TEST	Sun / 2:00PM	16/05/2017
2	BWFG5013	INVESTMENT	A	3	-	Core/Elect	TEST /TEST	Sun / 9:00AM	16/05/2017
Total Credit : 6									

- Change paper orientation to '**Landscape**' for better output.
- Then lastly click on button '**Print**' at toolbar.

Print Bill

- Click button 'Print Bill' to print your bill.
- Payment for the semester should be made within the date scheduled. For failure to do so may result to all your registered courses being **revoked** and your status will automatically **deactivated**.
- For further information, please contact your **Graduate School**.