# **SELF SERVICE ENROLLMENT**

You can log on to CMS by providing the system with a valid username and password.



2) Go to <u>http://cms.nilai.edu.my/</u> and click Go or press <ENTER>.

Crns.nilsi.edu.my/psp/ps/EMPLOYEE/HRMS//crnd=logout		⊤ C <sup>r</sup> Q, Sea	ich	☆ ₫
		<b>Nilai</b> UNIVERSITY		
	User ID: Password: Sign In	Select a Language: English Dansk Francais Italiano Nederlands Polski Suomi 순astina 한국민 고민 고민 보고 보고 보고 보고 보고 보고 보고 보고 보고 보고 보고 ( ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	Español Doutsch Français du Canada Magyer Norsk Português Svenska 日本語 Pyccysnii 简体中文 子	

- 3) Enter Valid User ID and Password.
- 4) Click the **Sign In** button to login.

User ID:		
Password:	Sign In	

**Note :** User ID and Password are case sensitive.

## **ENROLLING IN COURSES**

As a student of Nilai University, the CMS provides you the ability to Enroll/Drop your courses online.

## 1. <u>My Academic Requirements Setup : Plan courses for future term.</u>

### Step 1:

Navigation: <u>Self Service</u> > <u>Degree Progress/Graduation</u> > <u>My Academic Requirements</u>

rch:	Plan	Enroll		My Academics	
If Service Customizations	My Academic Require	ments			
Class Search / Browse Catalog Academic Planning Enrollment Campus Finances Campus Personal Information	Select Institution / Career	(Invalid Value) 14/21/2015 10:08AM		change	
Degree Progress/Graduation - My Academic Requirements eporting Tools eopleTools	collapse all	expand all	🔶 In Progress	<b>★</b> Pianned	
neTable by Course neTable by Facility neTable by instructor ange My Password	<ul> <li>FIB (200901)</li> <li>Not Satisfied: FIB (200901)</li> </ul>				
	<ul> <li>Courses: 15 re</li> </ul>	quired, 30.00 taken, 20.00 quired, 9 taken, 6 needed quired, 3.100 actual	needed		

Figure 1: Page showing My Academic Requirements

## Step 2:

Select courses from My Academic Requirements page.

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earch:		ig courses may be used t						
Self Service	Charles Constantion	ið contee mey be need t						
D Gustomizations	Course	Descention	Units	When	Grade	Notes	Status	
Class Search / Browse     Catalog     Academic Planning     Enrollment	ACC111	INTRODUCTION TO FINANCIAL ACCT *** view multiple offerings	3.00	Select Co	ourse			
D Campus Finances D Campus Personal Information	ACC118	INTRO TO FINANCIAL ACCT 1	3.00					
Degree Progress/Graduation     My Academic	ACC119	INTRO TO FINANCIAL ACCT II	3.00					
Requirements Reporting Tools PeopleTools TimeTable by Course TimeTable by Facility	C5C111	INTRO TO INFO TECHNOLOGY	3.00					
Time Table by Instructor Change My Password	CSC112	INTRODUCTION TO PROGRAMMING *** view multiple offerings	3.00					
	EC0118	BUSINESS ECONOMICS 1	3.00					
	EC0119	BUSINESS ECONOMICS 2	3.00					
	ENG112	ENGLISH LANGUAGE PROFICIENCY	4.00	OCT_SHORT (ALL PROG)_2014	8+		3	
	ENG113	INTRO TO ACADEMIC ENGLISH	4.00	JAN_LONG (ALL PROG)_2015			۰	

Figure 2: Select particular course

## Step 3:

Select course offering by selecting appropriate student career.

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()) ())	Plan	Enro	all	My Academics						
eif Service Customizations Class Search / Browse	My Academic Requir	ements			0.00					
Catalog Academic Planning Enrollment	20 <del>-01</del> -01	Select Course Offering								
Campus Finances Campus Personal Information Degree Progress/Graduation	Return to My Academic Requirem	<u>ents</u>								
<ul> <li>My Academic Requirements</li> </ul>	ACC111 - INTRODUCTION	TO FINANCIAL ACC	OUNTING							
teporting Tools reopleTools	Career	Campus	Academic Group	Academic Organization						
imeTable by Course ImeTable by Facility	Diploma	Nilai University	Accounting & Finance	Accounting & Finance						
meTable by Instructor	Foundation Program	Nilai University	Accounting & Finance	Accounting & Finance						
hange My Password										

Figure 3: Select student career

# Step 4:

Add the course to the planner.

<b>_</b>					
	Plan	Enrol	I )	My Academics	)
ice	Ay Academic Require	ements			
g mic Planning C nent	Course Detail				
is Finances is Personal Information Be e Progress/Graduation	etum to Select Course Offering				
vcademic A	CC 111 - INTRODUCTION	TO FINANCIAL ACC	DUNTING		,
g Tools	Course Detail				
0015				and the second second second second	
e by Course	Career	Foundation Program		view class sections	
e by Course e by Facility e by Instructor	Career	Foundation Program 3.00		add to planner	1 I
e by Course c by Facility		1 1 1 2 1 4 1 1 2 0 4 1 2 4 3 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1			
e by Course e by Facility e by Instructor	Units	3.00 NU Internal Tutonal Re	quired		ſ
e by Course e by Facility e by Instructor	Units Grading Basis	3.00 NU Internal Tutonal Re			ſ
e by Course e by Facility e by Instructor	Units Grading Basis Course Components	3.00 NU Internal Tutorial Re Lecture Re			ſ

Figure 4: Click add to planner button

My Academic Requirements       Search / Browse       0 <th></th> <th></th> <th></th> <th></th> <th></th>					
ervice tomizations iss Search / Browse alog demic Planning oliment hyus Finances mpus Personal information ree Progress/Graduation y Academic equirements ting Tools eTool	Pla	lan	Enroll	My Academics	
tomizations is Search / Browse alog demic Planning oliment ippus Finances pus Personal information rece Progress/Graduation y Academic equirements ting Tools eTools eDid by Course eTools eDid by Course eDid b					
Search / Browse       My Academic Requirements         90       My Academic Requirements         91       Enerstanding         iment       Accounts Detail         Iments       Account has been added to your Planner.         Progress/Graduation       Account has been added to your Planner.         Progress/Graduation       Return to Select Course Offering         Account to Select Course Offering       Account to Financial Accounting         Point Program       View class sections	mizations				
Emic Planning liment pus Finances pus Fersonal information ee Progress/Graduation (Academic guirements ing Tools Tools ble by Course ble by Facility ble by Instructor e LAV Password       ACC 111 has been added to your Planner.         Return to Select Course Offering ble by Facility ble by Instructor e LAV Password       Return to Select Course Offering ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING         Course Detail	Max A and ami	ic Requirements			
emic Pranning iment       ACC 111 has been added to your Planner.         exercises/Graduation accademic       ACC 111 has been added to your Planner.         exercises/Graduation quirements       Return to Select Course Offering         bit by Course bit by Course bit by Fracility bit by Password       Return to Select Course Offering         ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING       ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING         Course Detail       Course Detail         Career       Foundation Program		-11			
s Finances s Personal information e Progress/Graduation cademic unrements g Tools ols e DV Factify e DV Facti	nic Planning	311			
ACC 111 has been added to your Planner.  ACC 111 has been added to your Planne					
Academic quirements rgois Tools Tools De by Course De by Course De by Facility De		has been added to your Pla	aner.		
Academic quikements ng Tools Tools Tools Die by Course Die by Course Die by Facility Die by Instructor e My Password Course Detail Career Foundation Program view class sections					
ng Tools Tools Tools Return to Select Course Offering ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING Course Detail Coreer Foundation Program view class sections					
ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING Course Detail Career Foundation Program view class sections	quirements				
ble by Course         ble by Eastify         ble by instructor         e My Password         Course Detail         Coreer         Foundation Program					
Die by Facility Die by Instructor Se My Password Course Detail Career Foundation Program view class sections		ourse Offering			
ACC III - INTRODUCTION TO FINANCIAL ACCOUNTING Course Detail Correer Foundation Program view class sections	ble by Earlity				
Course Detail Coreer Foundation Program view class sections		RODUCTION TO FINANCIA	AL ACCOUNTING		
Coreer Foundation Program					
Coreel Foundation Program	ble by Instructor				
Units 3.00 add to planner	ble by Instructor				
	ble by Instructor <u>e My Password</u> Course Detail	Foundation P	rogram	view class sections	
Grading Basis NU Internal	ACC III - INTR My Password Course Detail Career		rogram		
Course Components Tutorial Required	ACC III - INTR NY Password Course Detail Career Units	3.00	rogram		
Lecture Required	ACC III - INTR My Password Course Detail Career Units Grading Basis	3.00 NU Internal			
Campus Nilai University	e by Instructor My Password Course Detail Career Units Grading Basis	3.00 NU Internal pnents Tutorial	Required		

Figure 5: Message will display after add the subject.

## Step 5:

Click on '<u>Return to Select Course Offering</u>' and '<u>Return to My Academic Requirements</u>' link in order to add other courses.

ORACLE'				Home
Menu     ■       Search:     Image: Search / Browse       D Customizations     D Customizations       D Class Search / Browse     Catalog       D Academic Planning     D Compus Finances       D Campus Finances     D Campus Fersonal Information       Image: Degree Progress/Graduation     - My Academic Requirements       D Reporting Tools     D People Tools       D Propole Tools     - TimeTable by Course       TimeTable by Course     - TimeTable by Instructor       Change My Password	Return to Select Course Offering ACC 111 - INTRODUCTION Course Detail Career Units Grading Basis Course Components Campus Academic Group Academic Organization	Foundation Program 3.00 NU Internal Tutorial Required Lecture Required Nilai University Accounting & Finance Accounting & Finance	view class sections add to planner	
	Return to Select Course Offering			-

Figure 6: Click on "Return to Select Course Offering" option.

lenu 🗖 earch:					~	
())	Plan	Enro		My Academics		
Self Service Customizations Class Search / Browse Catalog	My Academic Requir	rements			l	
Academic Planning	Select Course Offeri	ng				
Campus Finances Campus Personal Information Degree Progress/Graduation	Return to My Academic Requiren	nents				
<ul> <li>My Academic Requirements</li> </ul>	ACC111 - INTRODUCTION	N TO FINANCIAL ACC	OUNTING			
Reporting Tools PeopleTools	Career	Campus	Academic Group	Academic Organization		
TimeTable by Course TimeTable by Facility	Diploma	Nilai University	Accounting & Finance	Accounting & Finance		
Time Table by Instructor Change My Password	Foundation Program	Nilai University	Accounting & Finance	Accounting & Finance		

Figure 7: Click on "Return to My Academic Requirements" option.

## 2. <u>My Planner Setup : Move the courses from My Requirement to My Planner.</u>

## Step 1:

Navigation: <u>Self Service</u> > <u>Academic Planning</u> > <u>My Planner</u>

						10			1
h: Service	ſ	Plan	Enro	II	)	My /	Academics		
ustomizations ass Search / Browse atalog	My Pla	anner							
ademic Planning My Planner roliment	Add courses to Planner using: PLAN BY MY REQUIREMENTS								
ampus Finances ampus Personal Information egree Progress/Graduation	Delete all courses in Planner: DELETE ALL								
orting Tools	Unassigned Courses								
leTools Table by Course	Select	Course	Description	Units	Typically Offered	Reg	Delete		
Table by Facility Table by Instructor	E	ACC 111	INTRODUCTION TO FINANCIAL ACCT	3.00		0	0		
nge My Password	E	ECO 119	BUSINESS ECONOMICS 2	3.00		0	Ũ		
			Move selected courses to To	erm 🗌		0	move		
	<u>Plan En</u>	roll My Aca	demics						
	My Acade	emics	• (3)						

Figure 8: Page showing My Planner option.

## Step 2:

Select the courses.

	Plan	Enro			14.1	(and another	1	
	Plan Enroll My Academics							
ations arch / Browse <u>My Pl</u>	anner							
Planning nner nt Add cour	Add courses to Planner using: PLAN BY MY REQUIREMENTS							
Finances Personal Information	Delete all courses in Planner: DELETE ALL							
rogress/Graduation	Unassigned Courses							
y Course Select	Course	Description	Units	Typically Offered	Req	Delete		
y Facility y Instructor	ACC 111	INTRODUCTION TO FINANCIAL ACCT	3.00		0	Û		
Password	ECO 119	BU5INESS ECONOMICS 2	3.00		0	0		
		Move selected courses to To	erm	28		move		

Figure 9: Click on checkbox to select the course.

## Step 3:

Move the selected courses to appropriate term. After select the term, click on 'Move' button.

						Ŷ		3	
(2)	Plan Enroll My Academics								
Self Service © Customizations © Class Search / Browse Catalog Academic Planning - My Planner © Enroliment © Campus Finances © Campus Personal Information	My Pla	anner							
	Add courses to Planner using: PLAN By My Requirements								
		Delete all courses in Planner: DELETE ALL							
ree Progress/Graduation ting Tools	♥ Unassigned Courses								
eTools able by Course	Select	Course	Description	Units	Typically Offered	Req	Delete		
able by Facility able by instructor		ACC 111	INTRODUCTION TO FINANCIAL ACCT	3.00		0	Û		
e My Password		ECO 119	BUSINESS ECONOMICS 2	3.00		0	Û		
			Move selected courses to To	erm [			move		
					JAN_LONG (ALL				
	Plan En	roll My Aca	1						

Figure 10: Move the courses to term.

## Step 4:

The courses have been moved to selected term.

n 🖬								~	
(>)	ſ	Plan	Enro	all .		My	Academics		
Service ustomizations ass Search / Browse atalog	My Pla	anner	-12						
Academic Planning  My Planner  Fordiment  Add courses to Planner using:  PLAN BY MY REQUIREMENTS								I	
ampus Finances			Delete all	courses	in Planner:	De	LETE ALL	1	
ampus Personal Information egree Progress/Graduation orting Tools pleTools	× 1	ACC 111, ECC	0 119 have been moved to MA	Y_LONG	(ALL PROG)	2015.		1	
egree Progress/Graduation orting Tools			D 119 have been moved to MA PROG)_2015	Y_LONG	(ALL PROG)	2015.			
egree Progress/Graduation orting Tools pic Tools Table by Course Table by Facility	- MAY			Y_LONG Units	(ALL PROG)	2015.	Delete		
egree Progress/Graduation orting Tools pic Tools eTable by Course Table by Facility eTable by Instructor	- MAY	LONG (ALL	PROG)_2015		Typically		Delete Î		
egree Progress/Graduation orting Tools pic Tools eTable by Course Table by Facility eTable by Instructor	Select	LONG (ALL Course	PROG)_2015 Description	Units	Typically	Req			
egree Progress/Graduation orting Tools pic Tools eTable by Course Table by Facility eTable by Instructor	Select	LONG (ALL Course ACC 111	PROG)_2015 Description INTRODUCTION TO FINANCIAL ACCT	Units 3.00 3.00	Typically	Req	0		

Figure 11: Message indicate that the courses move to selected term.

## 3. Add Classes : Add courses.

## Step 1:

Navigation: <u>Self Service</u> > <u>Enrollment</u> > <u>Add Classes</u>

Self Service Customizations		Plan			Enroll		My Academics
Class Search / Browse		my class schedule		add		drop	term information
Catalog D Academic Planning PEnrollment	Ad	d Classes				Colorado.	1-2-3
Enrollment Dates     My Class Schedule     My Weekly Schedule	Sel	ect Term					
<ul> <li>Enrollment Add Classes</li> <li>Enrollment Drop Classes</li> </ul>	Sel	ect a term then click	Continu	ie.	19		
- View My Exam Schedule		Term	Care	er	In	stitution	
- View My Grades	Ø	JAN_LONG (ALL PROG)_2015	Foun	dation Program	Nil	ai University	
<ul> <li>Campus Finances</li> <li>Campus Personal Information</li> <li>Degree Progress/Graduation</li> </ul>	Ø	MAY_LONG (ALL PROG)_2015	Foun	dation Program	Nil	ai University	
Reporting Tools PeopleTools TimeTable by Course TimeTable by Facility			Crit-			Co	ONTINUE
TimeTable by Instructor Change My Password		I Enroli MyAcademi ClassSchedule Add [		m Information			
	My	Academics -	<b>&gt;</b>				

Figure 12: Page showing Add Classes menu.

## Step 2:

Select the term and click 'Continue' button.

Self Service Customizations	Plan	En	roll	My Academics
Class Search / Browse Catalog	my class schedule	add	drop	term information
Academic Planning	Add Classes			<b>1</b>
- <u>Enrollment Dates</u> - <u>My Class Schedule</u> - <u>My Weekly Schedule</u> - Enrollment: Add Classes	Select Term			
- Enrollment: Drop Classes	Select a term then cl	Career	Institution	
View My Exam Schedule     View My Grades Campus Finances	JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University	
Campus Personal Information Degree Progress/Graduation	MAY_LONG (ALL     PROG)_2015	Foundation Program	Nilai University	/
Reporting Tools PeopleTools TimeTable by Course TimeTable by Facility TimeTable by Instructor Change My Password	<u>Plan Enroll My Acade</u> <u>My Class Schedule</u> <u>Add</u> My Academics	a second s	Cor	ITINUE

Figure 13: Select term for enrollment process.

#### Step 3:

Select 'My Planner' option and click 'Search' button.



Figure 14: Select My Planner option.

#### Step 4:

Select course by click 'select' button.

:h:	P	'lan		Enroll	My Aca	demics
() Service	my class sch	redule	add	drop	term	Information
Customizations	d Classes	1		0	1	
catalog kcademic Planning Sea	rch fron	n My Planner				
My class schedule	LONG (ALL PF	ROG)_2015   Foundatio	m Progra	m   Nilai University		
- My Weekly Schedule - Enrollment Add Classes - Enrollment Drop Classes	n to 1. Select	t classes to add				
	MAY_LONG	(ALL PROG)_2015				÷ 1
- View My Grades Cour	rse D	escription	Units	Term Status		Select
Campus Finances Campus Personal Information		ITRODUCTION TO INANCIAL ACCT	3.00	Classes available this term.	8	select
Campus Finances Campus Personal Information Degree Progress/Graduation porting Tools	111 EI		3.00 3.00	Classes available this term.	k E	select
Campus Finances ACC ampus Personal Information Jegree Progress/Graduation porting Tools pel Tools e Table by Course e Table by Facility	111 EI 119 EI	INANCIAL ACCT	10.0277			
Campus Finances ACC ampus Personal Information Jegree Progress/Graduation porting Tools pel Tools e Table by Course e Table by Facility	111 EI 119 EI	NANCIAL ACCT	10.0277		5. 	
Campus Finances ACC Campus Personal Information legree Progress/Graduation poleTools le Table by Course le Table by Instructor ande My Password	111 EI 119 EI	INANCIAL ACCT USINESS ECONOMICS L classes to add	10.0277		3. 4	

## Step 5:

Select for 'LEC' section by selecting 'select' button.

earch:	MAY	LONG	GALL	PROG	) 2015 Col	urse Schedule		
Self Service Customizations Class Search / Browse Catalog Academic Planning Enrollment	My Cla	My Class Schedule         Shopping Cart           You are not registered for classes in this term.         Your shopping cart is empty.						
Enrollment Dates     My Class Schedule     My Weekly Schedule     Enrollment: Add Classes	section	s for MA	Y_LONG	(ALL PR	OG)_2015	Open Closed	Wait List	
- Enrolment: Drop Classes	Section				Session	Status	×	
- View My Exam Schedule - View My Grades	L-LEC (				1	<u> </u>	select	
D Campus Finances		Days	Start	End	Room	Instructor	Dates	
Campus Personal Information Degree Progress/Graduation Reporting Tools		TBA	TBA		TBA	Staff	04/17/2015 - 09/30/2015	
PeopleTools	Section				Session	Status		
TimeTable by Course TimeTable by Facility	<u>T-TUT (</u>	1648)			1	<u> </u>	select	
TimeTable by Instructor		Days	Start	End	Room	Instructor	Dates	
Change My Password		тва	TBA		ТВА	Staff	04/17/2015 - 09/30/2015	

Figure 16: Select subject by component.

# Step 6:

Select related class section (for example Tutorial/Lab) and click 'Next' button.

earch:			Plan		Enroll		1	Academics	
Self Service	0	my class :	schedule	add	ı (	drop		term informa	ation
Customizations     Class Search / Browse     Catalog     Academic Planning     Ciniment		d Class Select c		add - Rela	ted Class S	Sections		- 1-2-	3
Enroilment Dates <u>My Class Schedule</u> <u>My Weekly Schedule</u> Enroilment: Add Classes	ACC		TRODUCT	5   Foundation Pri TON TO FINA	T	versity			
Enrolment: Drop Classes <u>View My Exam Schedule</u> View My Grades	Lectur	6 361606601	Section I TBA						
- <u>View My Exam Schedule</u> - <u>View My Grades</u> D Campus Finances		6 36160.601			Open	Ck	ised 🛕	Wait List	
<u>View My Exam Schedule</u> <u>View My Grades</u> Campus Finances     Campus Personal Information     Degree Progress/Graduation			тва	(Required);	● <sup>Cpen</sup>	Ch	beau 💧	Wait List	
<u>View My Exam Schedule</u> <u>View My Grades</u> Campus Finances     Campus Personal Information     Degree Progress/Graduation     Reporting Tools     People Tools		ect Tutori	тва			Dow Cr	osad 🛕 Instructo		
- View My Exam Schedule		ect Tutori Class	TBA	(Required): Schedule		oom	-		
<u>View My Exam Schedule</u> <u>View My Grades</u> Campus Finances     Campus Personal Information     Degree Progress/Graduation     Reporting Tools     PeopleTools     Time Table by Course	Sel	ect Tutori Class Nbr	TBA al section Section	(Required): Schedule	R	oom	Instructo		

Figure 17: Select related class section.

### Step 7:

Click on 'Next' button to confirm the subject.



Figure 18: Click 'Next' button.

#### Step 8:

Repeat <u>Step 3</u> until <u>Step 7</u> to add other courses one by one.

#### Step 9:

Proceed for course enrollment by click 'Proceed to Step 2 of 3' button.

iearch:	1. Select classes t	o add							
Self Service Customizations	To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.								
D Class Search / Browse Catalog D Academic Planning Senrolment	CO 119 has bee	n added	to your Shop	oping Cart.					
Enrollment Dates     My Class Schedule     My Weekly Schedule     Enrollment Add Classes	MAY_LONG (ALL PROG)_	2015   F	oundation Pr	ogram   Nilai U	niversity _	change term	I		
- Enrollment: Drop Classes				Open	Closed	A Wait List			
<ul> <li><u>View My Exam Schedule</u></li> <li><u>View My Grades</u></li> </ul>	Add to Cart:	MAY_L	ONG (ALL PR	ROG)_2015 Sho	pping Cart				
D Campus Finances	Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Status	
Campus Personal Information Degree Progress/Graduation Reporting Tools	enter	Û	ACC 111-L (1646)	TBA	TBA	Staff	3.00	<b>A</b>	
PeopleTools DimeTable by Course	Find Classes		ACC 111-T (1648)	TBA	TBA	Staff		<b>A</b>	
TimeTable by Course TimeTable by Facility TimeTable by Instructor	O My Requirements	Û	ECO 119-L (1643)	TBA	TBA	Staff	3.00	<b>A</b>	
Change My Password	g My Planner		ECO 119-T (1655)	TBA	TBA	Staff		<b>A</b>	
	search								

Figure 19: Proceed to next level.

# **Step 10:**

Confirm classes. Click on 'Finish Enrolling' button.

Nenu 🗖	Add Classes						
(S)	Auto Classes					1	2
Self Service	2. Confirm	classes					
Class Search / Browse     Catalog     Academic Planning		nrolling to process your ng these classes, click		lasses listed b	elow. To exit		
Paroliment	MAY LONG TALL PE	ROG) 2015   Foundation	i Program i Nilai Un	versity			
- Enrollment Dates	1/5/00000000000000000000000000000000000						
<ul> <li>My Class Schedule</li> <li>My Weekly Schedule</li> </ul>			Open	Clo	sed 🔼 V	vait List	
- Enroliment: Add Classes - Enroliment: Drop Classes	Class	Description	Days/Times	Room	Instructor	Units	Status
<ul> <li>View My Exam Schedule</li> <li>View My Grades</li> </ul>	ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	тва	тва	Staff	3.00	4
Campus Finances     Campus Personal Information     Degree Progress/Graduation	ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		
Reporting Tools People Tools TimeTable by Course	ECO 119-L (1643)	BUSINESS ECONOMICS 2 (Lecture)	ТВА	тва	Staff	3.00	4
TimeTable by Facility TimeTable by Instructor	ECO 119-T (1655)	BUSINESS ECONOMICS 2 (Tutorial)	тва	ТВА	Staff		

Figure 20: Confirm the classes.

## **Step 11:**

View enrollment confirmation.

(3)	Plan	Enroll My	Academics
elf Service	my class schedule	add drop	term information
Customizations Class Search / Browse	Add Classes		1-2-3
Catalog Academic Planning Enrollment	3. View results		
Enrollment Dates     My Class Schedule     My Weekly Schedule	View the following status	report for enrollment confirmations and errors:	
Enrollment Add Classes     Enrollment Drop Classes     View My Exam Schedule	MAY_LONG (ALL PROG)_2015   1	Foundation Program   Nilai University	
- View My Grades		Success: enrolled 🛛 🗙 Error: unable to	add class
ampus Finances ampus Personal Information	Class	Message	Status
legree Progress/Graduation porting Tools	ACC 111	Message: Class 1646 is full. You have been been placed on the wait list in position number 1.	×
	ECO 119	Message: Class 1643 is full. You have been been placed on the wait list in position number 1.	×
Reporting Tools People Tools Time Table by Course Time Table by Facility Time Table by Instructor		- M	OTHER CLASS

Figure 21: Enrollment confirmation.

## **Step 12:**

Click on 'Add Another Class' button to add new course and repeat Step 3 until Step 11.

	Plan	Enroll My	Academics
Self Service	my class schedule	add drop	term information
Customizations Class Search / Browse	Add Classes		
Catalog Academic Planning Enrollment	3. View results		1-2-3
<ul> <li>Enrolment Dates</li> <li>My Class Schedule</li> <li>My Weekly Schedule</li> </ul>	View the following status	report for enroliment confirmations and errors:	
Enrollment, Add Classes     Enrollment, Drop Classes	MAY_LONG (ALL PROG)_2015	Foundation Program   Nilai University	
<ul> <li>View My Exam Schedule</li> <li>View My Grades</li> </ul>		Success; enrolled XError: unable to	add class
ampus Finances	Class	Message	Status
Campus Personal Information	and the second se	Message: Class 1646 is full. You have been been	~
Degree Progress/Graduation	ACC 111	placed on the wait list in position number 1.	· · · · · · · · · · · · · · · · · · ·
Campus Personal Information Degree Progress/Graduation epofing Tools eople Tools meTable by Course meTable by Facility	ACC 111 ECO 119		• •

Figure 22: Add another class.

### 4. Drop Classes : Drop courses.

### Step 1:

Navigation: <u>Self Service</u> > <u>Enrollment</u> > <u>Drop Classes</u>

Self Service Customizations		Plan	E	llon	My Academics
Class Search / Browse Catalog		my class schedule	add	drop	term information
Academic Planning	Dr	op Classes			1-2-3
Enrollment Dates     My Class Schedule     My Weekly Schedule     Enrollment, Add Classes		ect Term	: Continue.		
Enrollment, Drop Classes     View My Exam Schedule	Thefterla	Term	Career	Institution	
View My Grades     Campus Finances	ø	JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University	
Campus Personal Information Degree Progress/Graduation	Ø	MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University	
Reporting Tools People Tools Time Table by Course Time Table by Facility Time Table by Instructor Change My Password	-	Class Schedule Add [	The second	Co	NTINUE

Figure 23: Page showing Drop Classes Menu.

### Step 2:

Select term and click 'Continue' button.



#### 5

### Step 3:

Select the course and click on 'Drop Selected Classes' button.

1. Se	elect class	es to drop							
Select the classes to drop and click Drop Selected Classes. MAY_LONG (ALL PROG)_2015   Foundation Program   Nilai University									
			✓Enroilec	I 🛞 Dro	pped 🔥 🔥	ait List	ed		
Select	Class	Description	Days/Times	Room	Instructor	Units	Status		
	ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	тва	Staff	3.00	4		
	ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	тва	TBA	Staff		4		
	<u>ECO 119-L</u> ( <u>1643)</u>	BUSINESS ECONOMICS 2 (Lecture)	TBA	ТВА	Staff	3. <mark>0</mark> 0	4		
	ECO 119-T (1655)	BUSINESS ECONOMICS 2 (Tutonal)	ТВА	TBA	Staff				
					DROP SELECT				
	Sel	Select the classe           MAY_LONG (ALL PR           Select         Class           V         ACC 111-L (1646)           ACC 111-T (1648)         ACC 111-T (1643)           ECO 119-L (1643)         ECO 119-T	MAY_LONG (ALL PROG)_2015   Found         Select       Class       Description         IMTRODUCTION       IMTRODUCTION         Q       ACC 111-L (1646)       IMTRODUCTION         ACC 111-T (1648)       INTRODUCTION         ACC 111-T (1648)       INTRODUCTION         C       ECO 119-L (1643)       BUSINESS ECONOMICS 2 (Lecture)         ECO 119-T (1645)       ECONIONICS 2	Select the classes to drop and click Drop Selected Class MAY_LONG (ALL PROG)_2015   Foundation Program   P  Performed Select Class Description Days/Times Select Class Description Days/Times  ACC 111-L INTRODUCTION TO FINANCIAL ACCT (Lecture) ACC 111-T INTRODUCTION TO FINANCIAL ACCT (Lecture) ECO 119-L ECONOMICS 2 TBA ECONOMICS 2 TBA ECONOMICS 2 TBA	Select the classes to drop and click Drop Selected Classes.  MAY_LONG (ALL PROG)_2015   Foundation Program   Nilai Universi           Image: Select class       Description       Days/Times       Room         Select class       Description       Days/Times       TBA         Select class       Description       Days/Times       TBA         Select class       Description       TBA       TBA	Select the classes to drop and click Drop Selected Classes.  MAY_LONG (ALL PROG)_2015   Foundation Program   Nilai University change           Image: Image	Select the classes to drop and click Drop Selected Classes.         MAY_LONG (ALL PROG)_2015   Foundation Program   Nilai University       change term <th< td=""></th<>		

Figure 25: Select the course.

## Step 4:

Confirm the selection and click 'Finish Dropping' button.

Self Service Customizations	P	lan	Enroll		M	y Academics
Class Search / Browse Catalog	my class sch	edule	add	drop		term information
Academic Planning	Drop Classe	5				
- My Class Schedule - My Weekly Schedule		your selection	r drop request. Ti	o exit without	dropping these	
Enroliment, Add Classes     Enroliment: Drop Classes     View My Exam Schedule     View My Grades     Campus Finances	classes, click			iversity		ait Listed
Enrollment. Add Classes     Enrollment. Drop Classes     View My Exam Schedule     View My Grades     Campus Finances     Campus Personal information     Degree Progress/Graduation	classes, click	Cancel, ROG)_2015   Foundation	) Program   Nilai Ur <mark>er</mark> Enrolle	niversity :d 🛞Dro	pped 🔺 W	vait Listed
Enrollment, Add Classes     Enrollment, Drop Classes     View My Exam Schedule     View My Grades     Campus Finances     Campus Finances	classes, click	Cancel.	i Program   Nilai Ur	iversity		

Figure 26: Confirm the drop subject.

# Step 5:

View result after drop the course.

Customizations	Plan	Enroll		My Academics
Class Search / Browse Catalog	my class schedule	add	drop	term information
▷ Academic Planning	Drop Classes			- 1-2-3
Enrollment Dates     My Class Schedule     My Weekly Schedule     Enrollment: Add Classes     Enrollment: Drop Classes	<ol> <li>View results</li> <li>View the results of you request.</li> </ol>	r enrollment request. Click Fix	Errors to make changes	to your
- <u>View My Exam Schedule</u> - <u>View My Grades</u> Campus Finances	MAY_LONG (ALL PROG)_2015	Foundation Program   Nilai Univ	versity	
D Campus Personal Information D Degree Progress/Graduation		🞸 Success: dropped	🗶 Error: unab	le to drop dass
Reporting Tools	Class	Message		Status
PeopleTools	ACC 111	Success: This class has b schedule.	een removed from your	
TimeTable by Course TimeTable by Facility				

Figure 27: Page showing drop status.

#### Step 6:

Click on 'My Class Schedule' button to check student's class schedule.

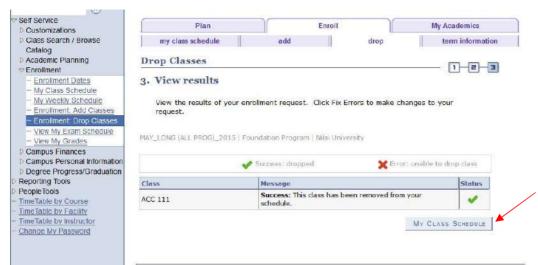


Figure 28: Click 'My Class Schedule' button to check timetable.

Search:	My	Class S	Schedule				
Self Service Customizations Class Search / Browse Catalog D Academic Planning Centroliment		ONG (AI	opana g	List View 💮 Wo	eekly Calend Program (		change term
- Enrollment Dates - My Class Schedule							
- My Weekly Schedule	C	ass Sch	edule Filter	Options			
- Enroliment: Add Classes	Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes						
<ul> <li>Enrolment: Drop Classes</li> <li>View My Exam Schedule</li> </ul>							
- View My Grades	ECO	119 - B	USINESS E	CONOMICS 2			
Campus Finances Campus Personal Information	Statu			Vaitlist Units	Grading	Grade	Deadlines
Degree Progress/Graduation eporting Tools	Waitin	g	1	3.00	NU Internal		10
PeopleTools	Class Nbr	Section	Component	Days & Times	Room	Instructor	Stort/End Date
TimeTable by Course TimeTable by Facility TimeTable by Instructor	1643	L	Lecture	TEA	TBA	Staff	04/17/2015 - 09/30/2015
TIME TABLE DY HIST DUTO	1655	I	Tutorial	TBA	TBA	Staff	04/17/2015 - 09/30/2015

Figure 29: Page showing Class Schedule.

## 5. Account Inquiry.

Student can view their account details such as account activity by term, charges due, payments made and etc.

## Step 1:

Student can view their account balance at Account Summary.

Navigation: <u>Self Service > Campus Finances > Account Inquiry</u>

Search:	summary	activity	charges due	payments / waivers
Self Service	Account Summa	ury		
Instructor Evaluation     Class Search / Browse     Catalog     Academic Planning     Enrollment     Campus Finances     Student Category     Account Ingury	Your total account b	alance is 2,210.00 whic	ch is not applicable for E	FA students.
<ul> <li>Campus Personal Information</li> <li>Academic Records</li> <li>Degree Progress/Graduation</li> <li>Reporting Tools</li> <li>PeopleTools</li> </ul>				
- TimeTable by Course - TimeTable by Facility - TimeTable by Instructor - Change My Password	P Remittance Addre	eses		

Figure 30: Account Summary

## Step 2:

Click the 'activity' tab to view account activity.

Self Service	summary	activity	charges du	e paymen	ts / walvers		
<ul> <li>Instructor Evaluation</li> <li>Class Search / Browse</li> </ul>	Account Act	ivity					
Catalog Academic Planning	View by						
Campus Finances     Student Category	From 03/08/20	15 🔀 To 09/08/2015 🕅	All Terms	-	-		go
- Account Inquiry							
Campus Personal	Transactions		Find	View All	First 🖾 1-	6 of 6 📭	
b Academic Records	Posted Date	Item	Term	Charge	Payment	Refund	
Degree Progress/Graduation Reporting Tools	09/08/2015	Application Fee	JAN_LONG (ALL PROG)	100.00			
PeopleTools TimeTable by Course	09/08/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00			
TimeTable by Facility TimeTable by Instructor Change My Password	09/08/2015	Course Fee - FOUNDATION OF BUSINESS	JAN_LONG (ALL PROG)	1,200.00			
	09/08/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00			
	09/08/2015	RegistrationFee	JAN_LONG (ALL PROG)	350.00			
	09/08/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00			

Figure 31: Account Activity

Student also can view account activity by particular term.

Self Service Customizations	summary	activity	charges du	e payme	nts / waivers	
Instructor Evaluation Class Search / Browse Catalog Academic Planning	Account Act	livity			_/	
Enrollment     Campus Finances     Student Category     Account Inquiry	From 03/08/20	15 🗑 To 09/08/2015 🛐	All Terms All Terms JAN_LONG (ALL P	58		go
Campus Personal	Transactions		Find	View All	Eirst 🚺 1-	-6 of 6 🗖
Academic Records	Posted Date	Item	Term	Charge	Payment	Refund
Degree Progress/Graduation eporting Tools	09/08/2015	Application Fee	JAN_LONG (ALL PROG)	100.00		
PeopleTools TimeTable by Course	09/08/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00		
TimeTable by Facility TimeTable by Instructor Change My Password	09/08/2015	Course Fee - Foundation of Business	JAN_LONG (ALL PROG)	1,200.00		
	09/08/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00		
	09/08/2015	RegistrationFee	JAN_LONG (ALL PROG)	350.00		
	09/08/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00		
				2	First 🚺 1-6 o	t c 🛄 1 act

Figure 32: Account Activity by Term

# Step 3:

Click the 'charges due' tab to view details of the charges.

Search:	summary	activity	charges due	paymen	its / walvers
> Self Service	Charges Du	e			
Customizations     Instructor Evaluation     Class Search / Browse     Catalog     Academic Planning     Enrollment	Currency used i	is Malayslan Ringgit.			
Campus Finances  Student Category	🗢 Details b	y Due Date Fin	d   View All   🔊	First 🖾 1-6 o	f 6 🖸 Lasi
Account Inquiry     Campus Personal	Due Date	Charge	Term	Due Amount	Runnin Tota
Information Academic Records	01/05/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00	30.0
Degree Progress/Graduation Reporting Tools	01/05/2015	Application Fee	JAN_LONG (ALL PROG)	100.00	130.0
PeopleTools TimeTable by Course	01/05/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00	330.0
TimeTable by Facility TimeTable by Instructor	01/05/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00	660.0
Change My Password	01/05/2015	RegistrationFee	JAN_LONG (ALL PROG)	350.00	1,010.0
	01/05/2015	Course Fee	JAN_LONG	1,200.00	2,210.0

Figure 33: Charges due

# Step 4:

Click the 'payments' tab to view details of the payments.

Search:	summary	activity	charges due	payments / waivers
Self Service     Customizations     Instructor Evaluation	Payment History	r.		
<ul> <li>Class Search / Browse Catalog</li> <li>Academic Planning</li> <li>Enrollment</li> </ul>	From 03/08/2014	To 09/08/201	5 🛐 go	
<ul> <li>Campus Finances</li> <li>Student Category</li> </ul>	Posted Payments	Find   V	iew All   🖾 🛛 First 🖡	1 1-2 of 2 🖸 Last
<ul> <li>Account Inquiry</li> </ul>	Date Paid	Payment Type	Item Classification	Paid Amount
Campus Personal	07/13/2015	Course Fee-RHB	Payment	800.00
Academic Records     Degree Progress/Graduation     Reporting Tools		Total Posted Payments for this view		800.00
D PeopleTools			l 🔄 Fir	st 🖾 1-2 of 2 🖾 Last
- TimeTable by Course	Currency used is Malay	volan Riegalt		

Figure 34: Payment details