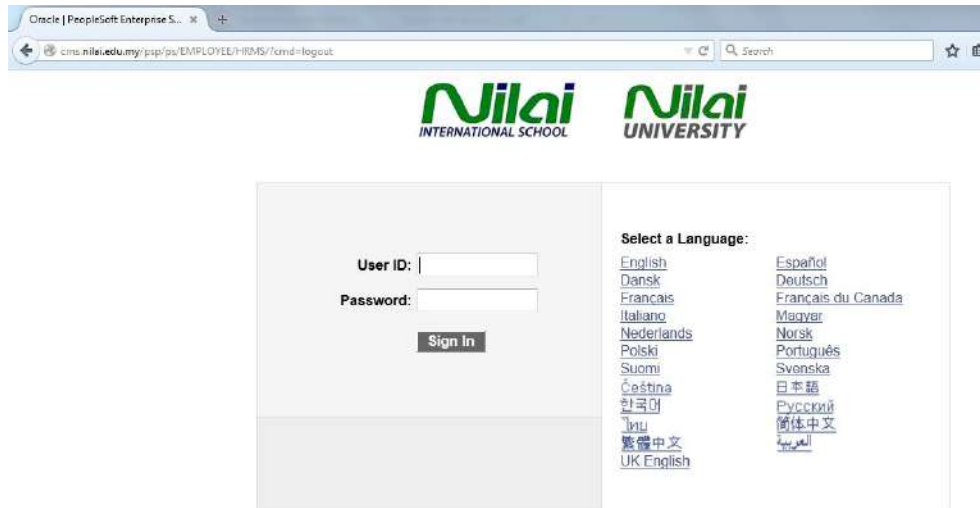


SELF SERVICE ENROLLMENT

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

- 1) Open **Internet Explorer**  or **Mozilla Firefox** 
- 2) Go to <http://cms.nilai.edu.my/> and click Go or press <ENTER>.



Oracle | PeopleSoft Enterprise S...
cms.nilai.edu.my/pap/psu/EMPLOYEE/HRMS/tcmid=logout

Nilai
INTERNATIONAL SCHOOL

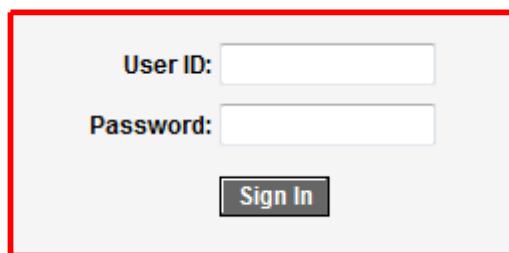
Nilai
UNIVERSITY

User ID:
Password:
Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

- 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. My Academic Requirements Setup : Plan courses for future term.

Step 1:

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

ORACLE

Home

Plan Enroll My Academics

My Academic Requirements

Select Institution / Career (Invalid Value) [change](#)

This report last generated on 04/21/2015 10:08AM

[collapse all](#) [expand all](#)

☒ Taken ☐ In Progress ☐ Planned

FIB (200901)
Not Satisfied: FIB (200901)
<ul style="list-style-type: none">• Units: 50.00 required, 30.00 taken, 20.00 needed• Courses: 15 required, 9 taken, 6 needed• GPA: 2.000 required, 3.100 actual
FIB (200901)
Not Satisfied: FIB - Foundation in Business (200901)

Figure 1: Page showing My Academic Requirements

Step 2:

Select courses from My Academic Requirements page.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ACC111	INTRODUCTION TO FINANCIAL ACCT *** view multiple offerings	3.00				
ACC118	INTRO TO FINANCIAL ACCT I	3.00				
ACC119	INTRO TO FINANCIAL ACCT II	3.00				
CSC111	INTRO TO INFO TECHNOLOGY *** view multiple offerings	3.00				
CSC112	INTRODUCTION TO PROGRAMMING *** view multiple offerings	3.00				
ECO118	BUSINESS ECONOMICS 1	3.00				
ECO119	BUSINESS ECONOMICS 2	3.00				
ENG112	ENGLISH LANGUAGE PROFICIENCY	4.00	OCT_SHORT (ALL PROG)_2014	B+		✓
ENG113	INTRO TO ACADEMIC ENGLISH	4.00	JAN_LONG (ALL PROG)_2015			♦

Figure 2: Select particular course

Step 3:

Select course offering by selecting appropriate student career.

My Academic Requirements

Select Course Offering

[Return to My Academic Requirements](#)

ACC111 - INTRODUCTION TO FINANCIAL ACCOUNTING

Career	Campus	Academic Group	Academic Organization
Diploma	Nilai University	Accounting & Finance	Accounting & Finance
Foundation Program	Nilai University	Accounting & Finance	Accounting & Finance

[Return to My Academic Requirements](#)

Plan Enroll My Academics

My Academics

Figure 3: Select student career

Step 4:

Add the course to the planner.

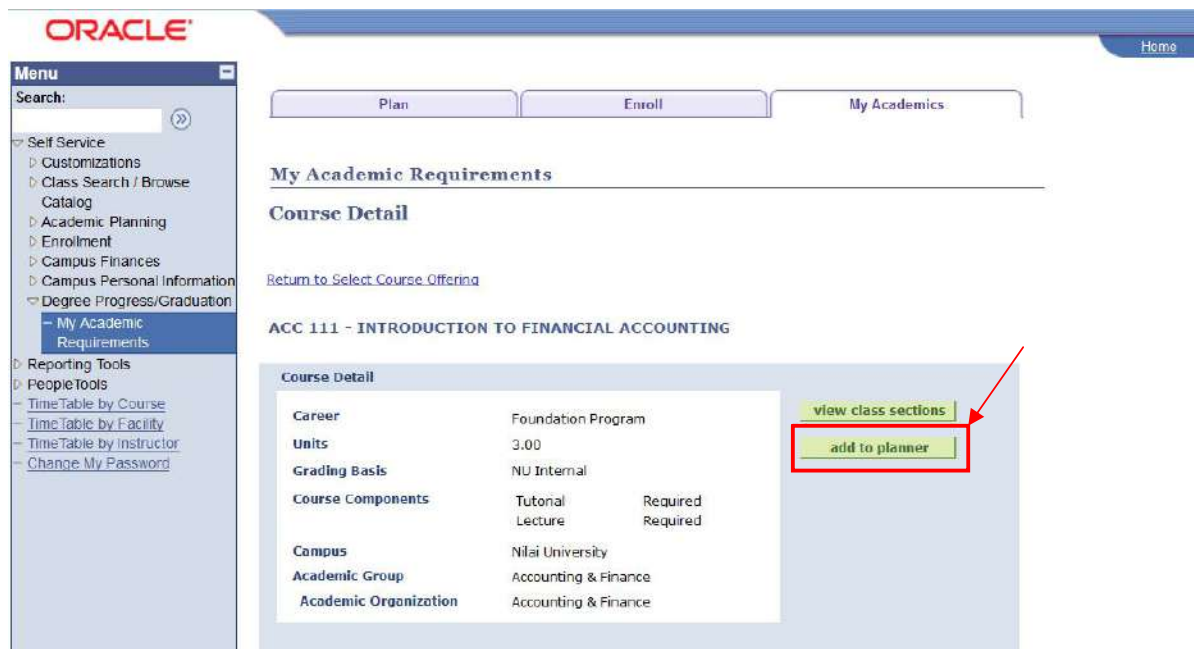


Figure 4: Click add to planner button

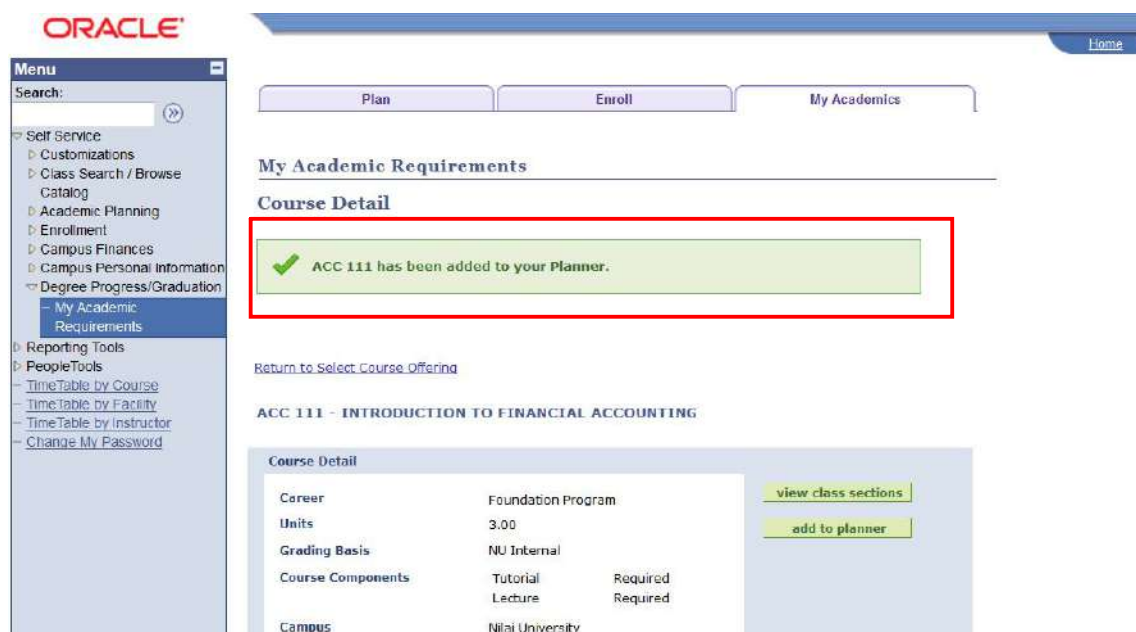


Figure 5: Message will display after add the subject.

Step 5:

Click on '[Return to Select Course Offering](#)' and '[Return to My Academic Requirements](#)' link in order to add other courses.



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



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

2. My Planner Setup : Move the courses from My Requirement to My Planner.

Step 1:

Navigation: Self Service > Academic Planning > My Planner

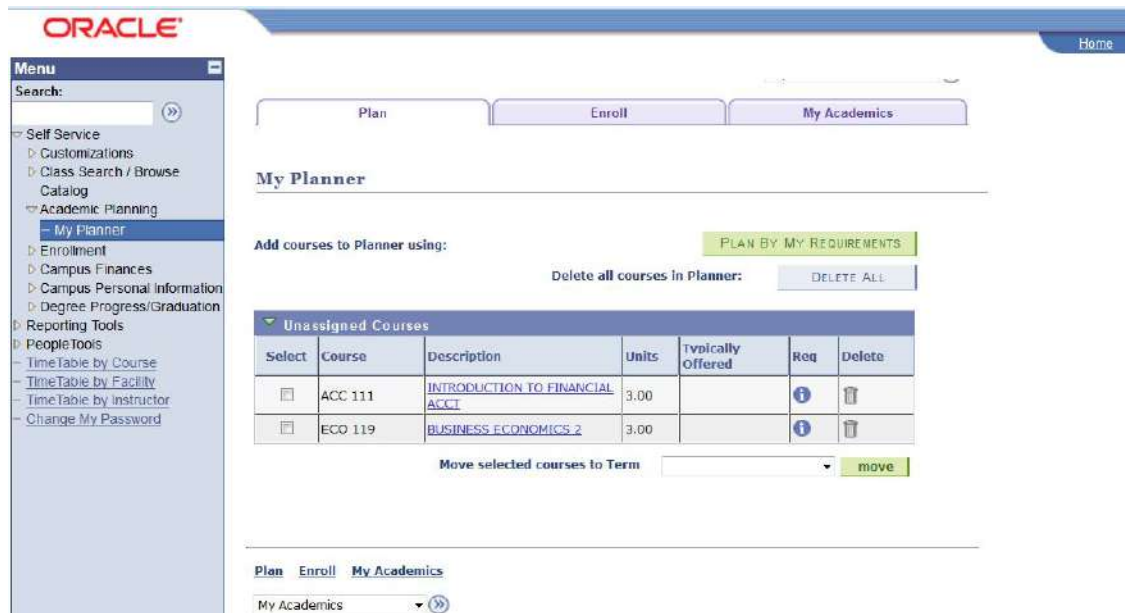


Figure 8: Page showing My Planner option.

Step 2:

Select the courses.

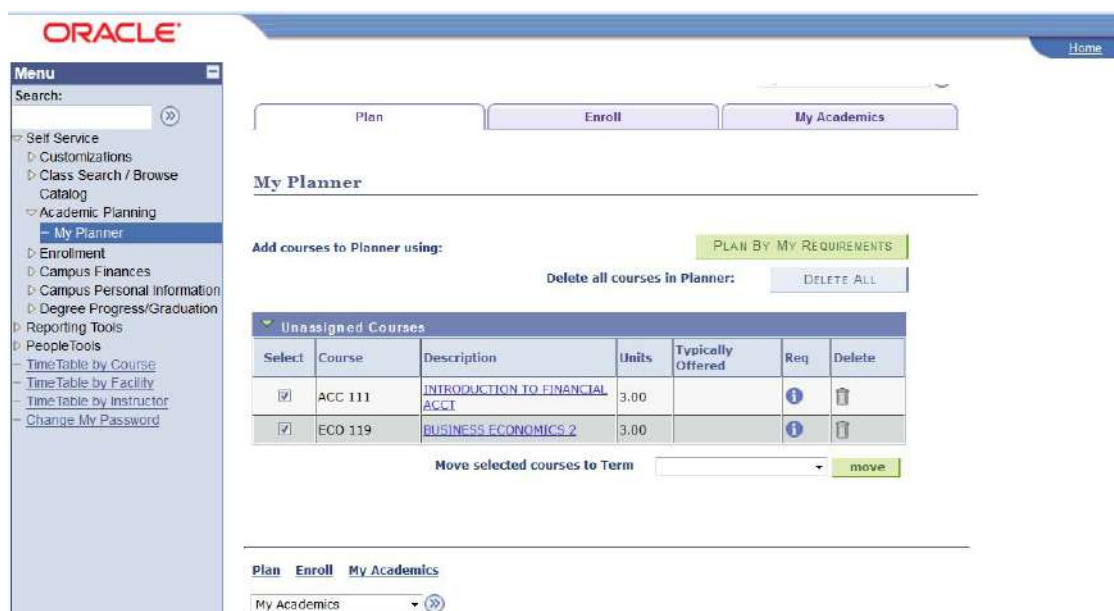


Figure 9: Click on checkbox to select the course.

Step 3:

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

The screenshot shows the Oracle My Planner interface. On the left is a 'Menu' sidebar with options like 'Self Service', 'Academic Planning', and 'PeopleTools'. The main area has tabs for 'Plan', 'Enroll', and 'My Academics'. Under 'My Planner', there's a section 'Add courses to Planner using:' with a 'PLAN BY MY REQUIREMENTS' button and a 'Delete all courses in Planner: DELETE ALL' button. Below this is a table titled 'Unassigned Courses' with columns: Select, Course, Description, Units, Typically Offered, Req, and Delete. Two courses are listed: ACC 111 (INTRODUCTION TO FINANCIAL ACCT) and ECO 119 (BUSINESS ECONOMICS 2), both with 3.00 units. Below the table, there's a 'Move selected courses to Term' section with a dropdown menu showing 'JAN_LONG (ALL PROG)_2015' and 'MAY_LONG (ALL PROG)_2015'. A red arrow points to a green 'move' button next to the dropdown.

Figure 10: Move the courses to term.

Step 4:

The courses have been moved to selected term.

The screenshot shows the Oracle My Planner interface after the move action. A green confirmation message at the top states: 'ACC 111, ECO 119 have been moved to MAY_LONG (ALL PROG)_2015.' Below this, the 'MAY_LONG (ALL PROG)_2015' section contains a table with the same columns as Figure 10. The two courses, ACC 111 and ECO 119, are now listed under this term. The 'Move selected courses to Term' section at the bottom shows a dropdown menu and a green 'move' button.

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

3. Add Classes : Add courses.

Step 1:

Navigation: Self Service > Enrollment > Add Classes

Self Service

- Customizations
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

Plan Enroll My Academics

my class schedule || add || drop || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University
MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University

CONTINUE

Plan Enroll My Academics

My Class Schedule Add Drop Term Information

My Academics

Figure 12: Page showing Add Classes menu.

Step 2:

Select the term and click 'Continue' button.

Self Service

- Customizations
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

Plan Enroll My Academics

my class schedule || add || drop || term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University
MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University

CONTINUE

Plan Enroll My Academics

My Class Schedule Add Drop Term Information

My Academics

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.

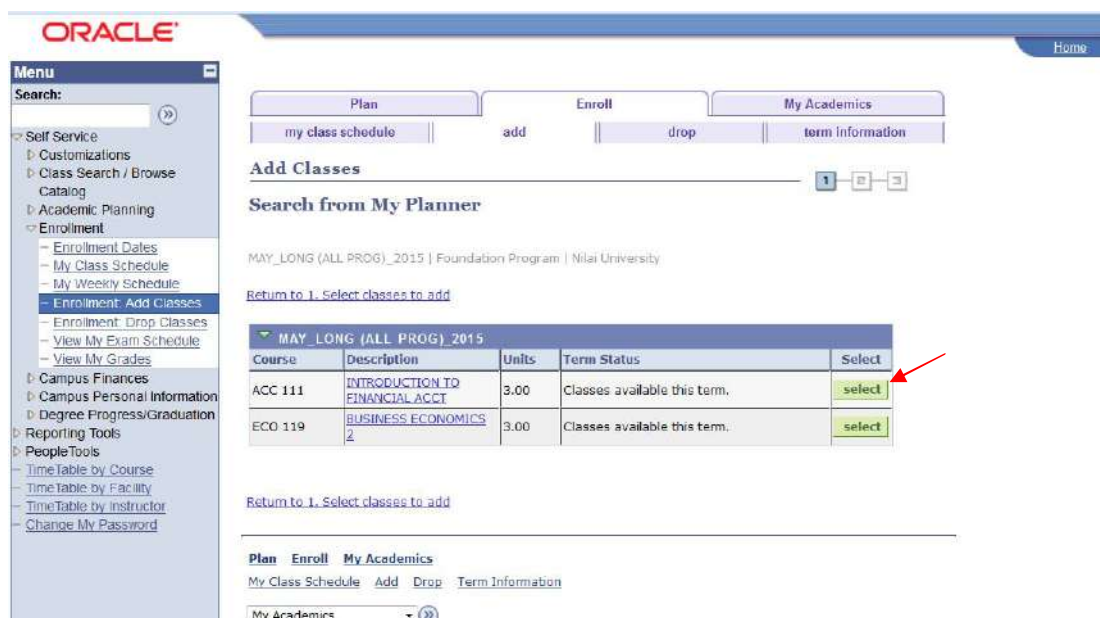


Figure 15: Select the course.

Step 5:

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

Menu
Search:

- Self Service
 - Customizations
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

MAY_LONG (ALL PROG)_2015 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 MAY_LONG (ALL PROG)_2015

Section	Session	Status	
L-LEC (1646)	1	Open	select
Days	Start	End	Room
TBA	TBA	TBA	Staff
Instructor		Dates	
		04/17/2015 - 09/30/2015	

Section	Session	Status	
T-TUT (1648)	1	Open	select
Days	Start	End	Room
TBA	TBA	TBA	Staff
Instructor		Dates	
		04/17/2015 - 09/30/2015	

View All 1-2 of 2 Last

Figure 16: Select subject by component.

Step 6:

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

Menu
Search:

- Self Service
 - Customizations
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

Plan **Enroll** **My Academics**

my class schedule add drop term information

Add Classes

1. Select classes to add - Related Class Sections

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

ACC 111 - INTRODUCTION TO FINANCIAL ACCT

Lecture selected: Section L TBA

Open Closed Wait List

Select Tutorial section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
1648	I	TBA	TBA	Staff	Open

View All Sections First 1 of 1 Last

CANCEL **NEXT**

Plan **Enroll** **My Academics**

Figure 17: Select related class section.

Step 7:

Click on 'Next' button to confirm the subject.

Menu

Search:

- Self Service
 - Customizations
 - Class Search / Browse
 - Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
 - Reporting Tools
 - PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

Add Classes

1. Select classes to add - Enrollment Preferences

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

ACC 111 - INTRODUCTION TO FINANCIAL ACCT

Class Preferences

ACC 111-L	Lecture	Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full	
ACC 111-T	Tutorial	Wait List	Grading	NU Internal	
Session			Regular Academic Session	Units	3.00
Career			Foundation Program		

Section	Component	Days & Times	Room	Instructor	Start/End Date
L Lecture		TBA	TBA	Staff	
T Tutorial		TBA	TBA	Staff	

[Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

Figure 18: Click 'Next' button.

Step 8:

Repeat [Step 3](#) until [Step 7](#) to add other courses one by one.

Step 9:

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

Menu

Search:

- Self Service
 - Customizations
 - Class Search / Browse
 - Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
 - Reporting Tools
 - PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

1. Select classes to add

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.

☒ ECO 119 has been added to your Shopping Cart.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

Add to Cart:

Enter Class Nbr

Find Classes

☐ My Requirements ☒ My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="X"/>	ACC 111-L (1640)	TBA	TBA	Staff	3.00	<input type="button" value="Wait List"/>
<input type="button" value="X"/>	ACC 111-T (1648)	TBA	TBA	Staff		<input type="button" value="Wait List"/>
<input type="button" value="X"/>	ECO 119-L (1643)	TBA	TBA	Staff	3.00	<input type="button" value="Wait List"/>
<input type="button" value="X"/>	ECO 119-T (1635)	TBA	TBA	Staff		<input type="button" value="Wait List"/>

Figure 19: Proceed to next level.

Step 10:

Confirm classes. Click on 'Finish Enrolling' button.

Menu
Search:

- Self Service
 - Customizations
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
- Reporting Tools
- People Tools
 - Time Table by Course
 - Time Table by Faculty
 - Time Table by Instructor
 - Change My Password

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

☐ Open ☐ Closed ☐ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	TBA	Staff	3.00	
ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		
ECO 119-L (1643)	BUSINESS ECONOMICS 2 (Lecture)	TBA	TBA	Staff	3.00	
ECO 119-T (1655)	BUSINESS ECONOMICS 2 (Tutorial)	TBA	TBA	Staff		

Figure 20: Confirm the classes.

Step 11:

View enrollment confirmation.

ORACLE Home

Menu
Search:

- Self Service
 - Customizations
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
- Reporting Tools
- People Tools
 - Time Table by Course
 - Time Table by Faculty
 - Time Table by Instructor
 - Change My Password

Plan **Enroll** **My Academics**

my class schedule add drop term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

☒ Success: enrolled ☒ Error: unable to add class

Class	Message	Status
ACC 111	Message: Class 1646 is full. You have been placed on the wait list in position number 1.	
ECO 119	Message: Class 1643 is full. You have been placed on the wait list in position number 1.	

Plan **Enroll** **My Academics**

My Class Schedule Add Drop Term Information

Figure 21: Enrollment confirmation.

Step 12:

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

ORACLE

Menu

Search:

- Self Service
 - Customizations
 - Class Search / Browse
 - Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes**
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
 - Reporting Tools
 - PeopleTools
 - Time Table by Course
 - Time Table by Facility
 - Time Table by Instructor
 - Change My Password

Plan | Enroll | My Academics

my class schedule | add | drop | term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

Class	Message	Status
ACC 111	Message: Class 1646 is full. You have been placed on the wait list in position number 1.	✓
ECO 119	Message: Class 1643 is full. You have been placed on the wait list in position number 1.	✓

My CLASS SCHEDULE | **ADD ANOTHER CLASS**

Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Term Information

Figure 22: Add another class.

4. Drop Classes : Drop courses.

Step 1:

Navigation: Self Service > Enrollment > Drop Classes

Self Service

- Customizations
- Class Search / Browse
 - Catalog
- Academic Planning
- Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes
 - Enrollment: Drop Classes**
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - Time Table by Course
 - Time Table by Facility
 - Time Table by Instructor
 - Change My Password

Plan | Enroll | My Academics

my class schedule | add | drop | term information

Drop Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University
MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University

CONTINUE

Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Term Information

My Academics

Figure 23: Page showing Drop Classes Menu.

Step 2:

Select term and click 'Continue' button.

Self Service
Customizations
Class Search / Browse
Catalog
Academic Planning
Enrollment
Enrollment Dates
My Class Schedule
My Weekly Schedule
Enrollment Add Classes
Enrollment Drop Classes
View My Exam Schedule
View My Grades
Campus Finances
Campus Personal Information
Degree Progress/Graduation
Reporting Tools
PeopleTools
TimeTable by Course
TimeTable by Facility
TimeTable by Instructor
Change My Password

Plan Enroll My Academics
my class schedule add drop term information

Drop Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University
MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University

CONTINUE

Plan Enroll My Academics
My Class Schedule Add Drop Term Information
My Academics

Figure 24: Select the term.

Step 3:

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

Menu
Search: >>
Self Service
Customizations
Class Search / Browse
Catalog
Academic Planning
Enrollment
Enrollment Dates
My Class Schedule
My Weekly Schedule
Enrollment Add Classes
Enrollment Drop Classes
View My Exam Schedule
View My Grades
Campus Finances
Campus Personal Information
Degree Progress/Graduation
Reporting Tools
PeopleTools
TimeTable by Course
TimeTable by Facility
TimeTable by Instructor
Change My Password

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University change term

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	TBA	Staff	3.00	Wait Listed
<input checked="" type="checkbox"/>	ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		Wait Listed
<input type="checkbox"/>	ECO 119-L (1643)	BUSINESS ECONOMICS 2 (Lecture)	TBA	TBA	Staff	3.00	Wait Listed
<input type="checkbox"/>	ECO 119-T (1655)	BUSINESS ECONOMICS 2 (Tutorial)	TBA	TBA	Staff		Wait Listed

DROP SELECTED CLASSES

My MAY_LONG (ALL PROG)_2015 Class Schedule

Figure 25: Select the course.

Step 4:

Confirm the selection and click 'Finish Dropping' button.

The screenshot shows the 'Drop Classes' page with a sidebar menu on the left. The main content area has a header with 'Plan', 'Enroll', and 'My Academics' tabs. Below the header, there are buttons for 'my class schedule', 'add', 'drop', and 'term information'. The page title is 'Drop Classes' with a progress indicator showing step 2 of 3. The section is titled '2. Confirm your selection'. Below this, there is a message: 'Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.' The page also displays the session information: 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University'. A table lists the classes to be dropped:

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	TBA	Staff	3.00	Enrolled
ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		Enrolled

At the bottom of the table, there are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH DROPPING'.

Figure 26: Confirm the drop subject.

Step 5:

View result after drop the course.

The screenshot shows the 'Drop Classes' page with a sidebar menu on the left. The main content area has a header with 'Plan', 'Enroll', and 'My Academics' tabs. Below the header, there are buttons for 'my class schedule', 'add', 'drop', and 'term information'. The page title is 'Drop Classes' with a progress indicator showing step 3 of 3. The section is titled '3. View results'. Below this, there is a message: 'View the results of your enrolment request. Click Fix Errors to make changes to your request.' The page also displays the session information: 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University'. A table shows the results of the drop request:

Class	Message	Status
ACC 111	Success: This class has been removed from your schedule.	Success

At the bottom of the table, there is a button for 'MY CLASS SCHEDULE'.

Figure 27: Page showing drop status.

Step 6:

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

Self Service

- Customizations
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Faculty
 - TimeTable by Instructor
 - Change My Password

Plan Enroll My Academics

my class schedule add drop term information

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

Success: dropped. Error: unable to drop class

Class	Message	Status
ACC 111	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

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

Menu

Search:

Self Service

- Customizations
- Class Search / Browse Catalog
- Academic Planning
- Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes
 - Enrollment: Drop Classes
 - View My Exam Schedule
 - View My Grades
- Campus Finances
- Campus Personal Information
- Degree Progress/Graduation
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Faculty
 - TimeTable by Instructor
 - Change My Password

My Class Schedule

Select Display Option List View Weekly Calendar View

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University change term

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes filter

ECO 119 - BUSINESS ECONOMICS 2

Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	NU Internal			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1643	L	Lecture	TBA	TBA	Staff	04/17/2015 - 09/30/2015
1655	I	Tutorial	TBA	TBA	Staff	04/17/2015 - 09/30/2015

Printer Friendly Page

Plan Enroll My Academics

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: Self Service > Campus Finances > Account Inquiry

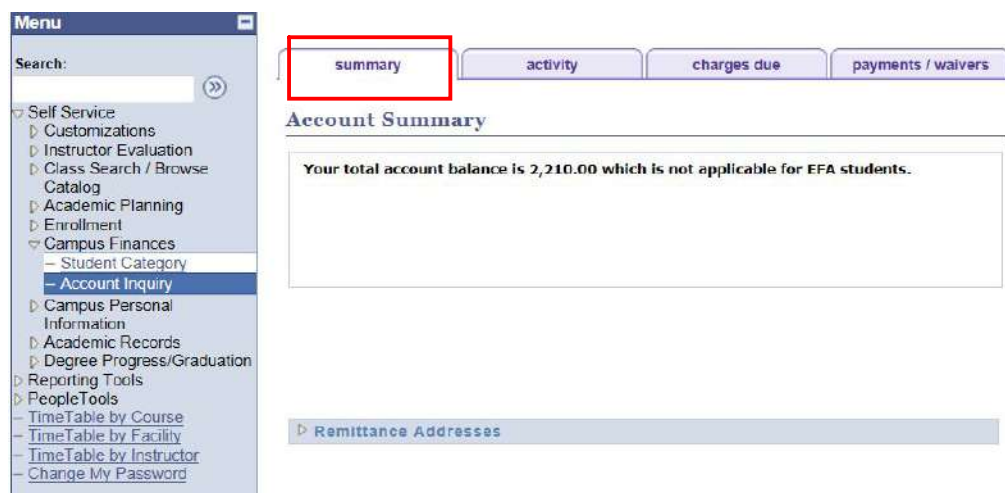


Figure 30: Account Summary

Step 2:

Click the 'activity' tab to view account activity.

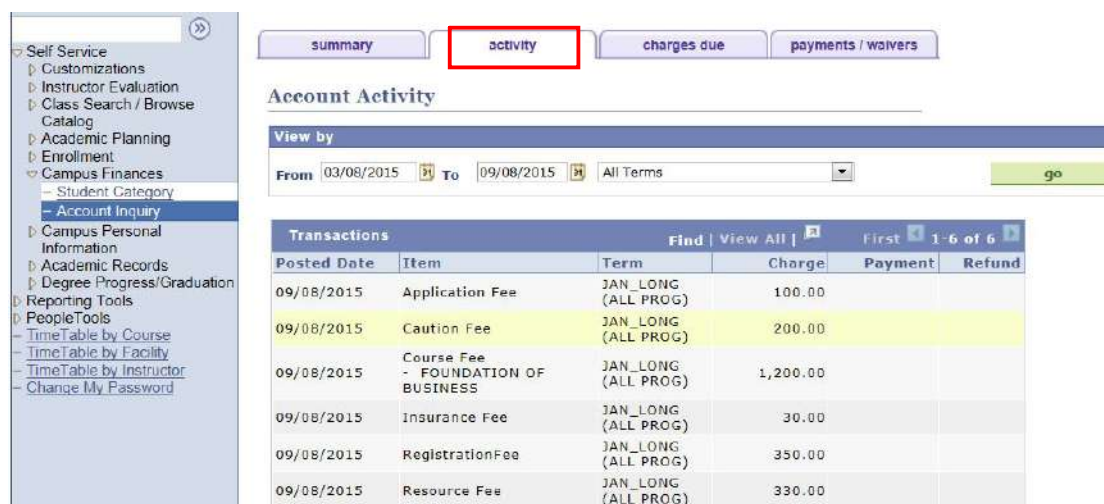


Figure 31: Account Activity

Student also can view account activity by particular term.

The screenshot shows the 'Account Activity' page. On the left is a navigation menu with 'Account Inquiry' selected. The main area has tabs for 'summary', 'activity', 'charges due', and 'payments / waivers'. The 'activity' tab is active. Below the tabs, there's a 'View by' section with a date range 'From 03/08/2015 To 09/08/2015' and a dropdown menu for 'All Terms'. A red arrow points to this dropdown. Below the dropdown is a table of transactions.

Posted Date	Item	Term	Charge	Payment	Refund
09/08/2015	Application Fee	JAN_LONG (ALL PROG)	100.00		
09/08/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00		
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 32: Account Activity by Term

Step 3:

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

The screenshot shows the 'Charges Due' page. On the left is the same navigation menu. The main area has tabs for 'summary', 'activity', 'charges due', and 'payments / waivers'. The 'charges due' tab is highlighted with a red box. Below the tabs, there's a message 'Currency used is Malaysian Ringgit.' and a table of charges.

Due Date	Charge	Term	Due Amount	Running Total
01/05/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00	30.00
01/05/2015	Application Fee	JAN_LONG (ALL PROG)	100.00	130.00
01/05/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00	330.00
01/05/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00	660.00
01/05/2015	RegistrationFee	JAN_LONG (ALL PROG)	350.00	1,010.00
01/05/2015	Course Fee	JAN_LONG (ALL PROG)	1,200.00	2,210.00

Figure 33: Charges due

Step 4:

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

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search bar and a list of options including 'Self Service', 'Customizations', 'Instructor Evaluation', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Student Category', 'Account Inquiry' (highlighted), 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Reporting Tools', and 'PeopleTools'. Below these are links for 'Time Table by Course', 'Time Table by Facility', 'Time Table by Instructor', and 'Change My Password'. The main content area has four tabs: 'summary', 'activity', 'charges due', and 'payments / waivers' (which is selected and highlighted with a red box). Below the tabs is the 'Payment History' section. It includes a date range filter with 'From' (03/08/2014) and 'To' (09/08/2015) fields, a 'go' button, and a table of posted payments. The table has columns for 'Date Paid', 'Payment Type', 'Item Classification', and 'Paid Amount'. It shows one payment on 07/13/2015 for 'Course Fee-RHB' with a 'Paid Amount' of 800.00. A summary row shows 'Total Posted Payments for this view' as 800.00. Navigation links 'First', '1-2 of 2', and 'Last' are present. At the bottom, it states 'Currency used is Malaysian Ringgit.'

Date Paid	Payment Type	Item Classification	Paid Amount
07/13/2015	Course Fee-RHB	Payment	800.00
Total Posted Payments for this view			800.00

Figure 34: Payment details