

MAYA PORTAL

**MODULE
REGISTRATION**

**UNDERGRADUATE & POSTGRADUATE
SEMESTER SYSTEM**

Step 1: Search Timetable

My Dashboard

<p> Programme Bachelor Of Usuluddin (Islamic History And Civilization)</p> <hr/> <p> Academic Session & Semester 2021/2022 - Semester 1</p> <hr/> <p> Enrolment Status (Current Semester) Ready to Enrol</p> <hr/> <p> Outstanding Balance RM 1200</p>	<p> Inbox</p> <p> Timetable</p> <p> Examination Result</p>
	<p> UMSiTS Guide</p> <p> MyUM</p> <p> SPeCTRUM</p>

Timetable

 My Timetable	 Exam Slip	 Search Timetable	 Campus Map	 Module Offering
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[Close](#)

1. Click on the **Timetable** menu and choose **Search Timetable** to check details of the module i.e. location, lecturer's name, day and time.
2. Please check timetable prior to the module registration. This to ensure that the registration process runs smoothly without any clashes.

Important Notes:

1. Year = The first four digit of the Academic Session. I.e. 2019/2020= 2019
2. Slot: Semester System period slots are:
 - i. S1: Semester 1
 - ii. S2: Semester 2
 - iii. SS: Semester 3
 - iv. R1: Semester 1 Research Mode
 - v. R2: Semester 2 Research Mode
 - vi. E1: Semester 1 AEI
 - vii. E2: Semester 2 AEI
 - viii. ES: Semester 3 AEI

Important Notes:

1. Year = The first four digit of the Academic Session. I.e. 2019/2020= 2019
2. Slot: Semester System period slots are:
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 - vi. E1: Semester 1 AEI
 - vii. E2: Semester 2 AEI
 - viii. ES: Semester 3 AEI

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Step 2: Select Module – Add module to cart

TAKE 12 CREDIT(S) FROM TF0: FACULTY CORE COURSE (KURSUS TERAS FAKULTI)

[View List](#)

AND

TAKE 27 CREDIT(S) FROM EP0: PROGRAM ELECTIVE COURSE (KURSUS ELEKTIF PROGRAM)

[Hide List](#)

Module Search

Module	Name	Sem	Occ	Add
+ IIK1002	ISLAMIC CIVILISATION IN AFRICA AND EUROPE	S2	1	Add
+ IIK1003	ISLAMIC CIVILISATION DURING OTTOMAN PERIOD	S2	1	Add
+ IIK2006	ISLAMIC HERITAGE IN NUSANTARA	S2	1	Add

1. Click **View List** to view modules offered.
2. Search for your module.
3. Click **Add** to register module. Choose the correct occurrence/occ(Grouping).
4. Continue **Add** module if you have more than 1 module to register.

Important Notes:

1. Modules listed are based on the
 - i. DIET/programme structure; and
 - ii. Offer for that particular semester.
2. Refer to your faculty if modules in your DIET are not listed but are offered for that semester.
3. Please go to Request Enrolment Module to register Off DIET module (Module not in your programme structure). This will not contribute to your fulfillment but will be counted in your GPA/CGPA.

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Step 3: Module Selection – Save selection & check clashes

All Selections
Current Block Selections

Selected Modules

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Module Code	Module Name	Semester	Occ	🗑️	✓
GBA0021	APPRECIATING LITERATURE	S2	1	🗑️	✓
GBC0004	PERSONAL FINANCE	S2	1	🗑️	✓
GIG1012	PHILOSOPHY AND CURRENT ISSUES	S2	1	🗑️	✓

Totals

Overall Progress	Required	Current	✓
Current Session progress			
Credits in SEMESTER 1 or SEMESTER 2	1 - 22	6	✓
Credits in SPECIAL SEMESTER	1 - 10	0	✓

Add Selected Modules

1. Click submit selection to proceed with module registration after Add Selected Modules to check on clashes.

Important Notes:

1. At this stage, module is **only saved** and check **for clashes**.
2. It is **NOT** considered as registered modules.
3. System will display **Pop Message** if any of the selection modules has a clash.

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Step 4: Module Selection Verification

Module(s) to Verify

Selected a total of 3 module(s) which total 6 credit(s)

Academic Session	Semester	Module Code	Module Name	Credits	Occurrence	Selection Status
2021	S2	GBA0021	APPRECIATING LITERATURE	2.00	1	ELO
2021	S2	GBC0004	PERSONAL FINANCE	2.00	1	ELO
2021	S2	GIG1012	PHILOSOPHY AND CURRENT ISSUES	2.00	1	KU0

1. Click **Verify Module Selection** to proceed with registration and **to book** for the module selection.

Important Notes:

1. At this stage, the module is considered as Pre-Registration **BUT** it is NOT considered as CONFIRMED REGISTRATION.
2. Student can continue to Add/Drop module.

Step 5: Return to 2.1 Module Selection – Add/drop modules after verification

Module(s) to Submit

Selected a total of 3 module(s) which total 6 credit(s)

Academic Session	Semester	Module Code	Module Name	Credit	Occurrence	Selection Status
2021	S2	GIG1012	PHILOSOPHY AND CURRENT ISSUES	2.00	1	KU0
2021	S2	GBA0021	APPRECIATING LITERATURE	2.00	1	ELO
2021	S2	GBC0004	PERSONAL FINANCE	2.00	1	ELO

1. Click Return to 2.1 Module Selection if you wish to Add/Drop module selection.

Important Note:

1. You may add/drop modules after the selection made at the **Module Selection Submission** stage.

OR

Step 5: Submit Module Selection – Continue Registration

Module(s) to Submit

Selected a total of 3 module(s) which total 6 credit(s)

Academic Session	Semester	Module Code	Module Name	Credit	Occurrence	Selection Status
2021	S2	GIG1012	PHILOSOPHY AND CURRENT ISSUES	2.00	1	KU0
2021	S2	GBA0021	APPRECIATING LITERATURE	2.00	1	ELO
2021	S2	GBC0004	PERSONAL FINANCE	2.00	1	ELO

1. Click Next to continue with registration, if there is no amendment to the module selected.

Important Note:

1. This will proceed with Generate Pre-Invoice.

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3.1 Pre-Invoice

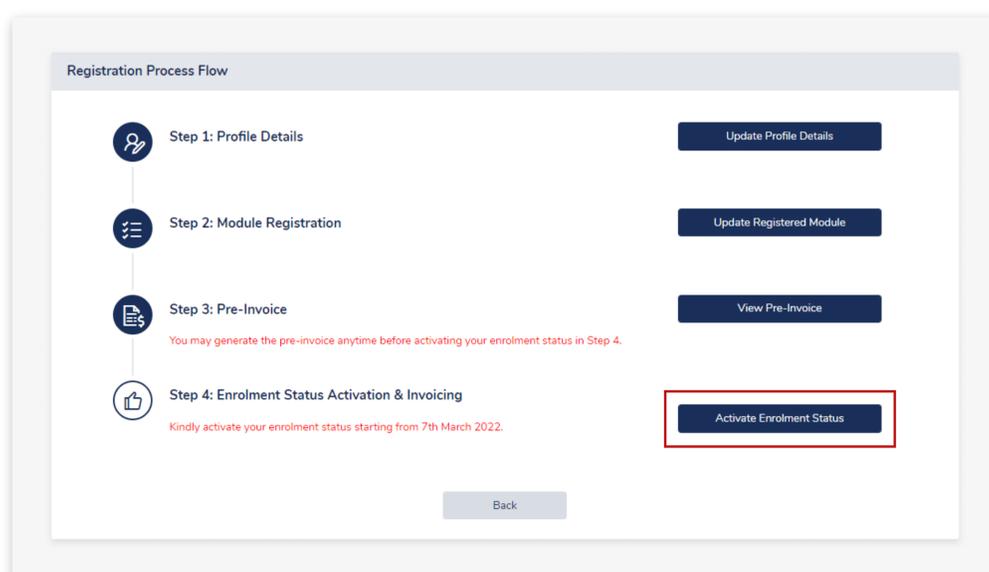
Below is the estimated fee for current semester. Actual invoice will be raised in Step 4: Enrolment Status Activation & Invoicing.

Fees Charge Estimation

No.	Description	Amount (RM)
1	HEALTH	20.00
2	ICT SERVICE FEE	100.00
3	INSURANCE UNDERGRADUATE	6.00
4	LIBRARY	100.00
5	SPORT AND RECREATION	10.00
6	WELFARE FEES	5.00
7	JOURNAL - USULUDDIN	7.50
8	TUITION FEES	901.50
Total		1,150.00

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Step 6: Enrolment Status Activation & Invoicing – Confirm Module Registration And Ready to Receive Invoice



1. Click on the **Activate Enrolment Status** button at Step 4: Enrolment Status Activation & Invoicing section to confirm on the modules that have been submitted for selection.

Important Notes:

1. Confirm the registration after you are satisfied with all the modules selected.
2. At this stage you have finalized the selected modules to register for the semester.
3. Do not confirm registration if you are not sure what module to enrol for that semester. But this must be done **before end of module registration period**.
4. Invoice will be generated after confirming the registration.
5. Changes to the module enrolment are **NOT ALLOWED** after registration confirmation. (No more Add/Drop)
6. Changes to the module enrolment after confirmation can be done after Week 2. The implication is that Fees is **NOT** Refundable.