

- Access the **portal** through <http://portal.uum.edu.my>.
Key in the **username** and **password**, click **Login**.

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 screenshot shows a web interface with a top navigation bar containing buttons for 'Lecture', 'Activity', 'Facility', 'Theme', and 'E'. Below this, there are two main content areas. On the left, under the heading 'I Timetable', there is a table with columns 'COURSE', 'VENUE', 'DAY', and 'TIME'. The first row of data shows 'MALAY', 'BKBM 2.2', 'Saturday', and '9:00AM'. On the right, under the heading 'Course Registration', there is a list of menu items: 'Course Register - PG' (which is highlighted with a black box), 'Course Evaluation (e-CEvaS)', 'Course Withdrawal PG', and 'New Semester Registration'.

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

The screenshot shows a 'MENU' section with a list of items:

- **User Manual**
- **Add Courses**
- **Drop Courses**
- **List Of Courses**
- **Print Slip**
- **Print Bil**
- **Time Table By College**

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 with the text 'USER MANUAL FOR COURSE REGISTRATION'. Below the header, the user's profile information is displayed: 'Matric No. : 88888', 'Name : Rahman1', and 'Session : MAY 2016/2017(X163)'. Below this, there is a large empty box for course details with labels: 'Course Code', 'Description', 'Group', 'Credit', 'Type', 'Lectures', and 'Notes'. At the bottom of the interface, there is a section titled 'Course to be added' with three input fields: 'Course Code', 'Group', and 'Type'. The 'Type' field is a dropdown menu. To the right of these fields is an 'Add' button. At the very bottom, there is a navigation bar with links: 'Drop Courses || List Of Courses || Course Registration Menu || Timetable By College || Log Out'.

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**.

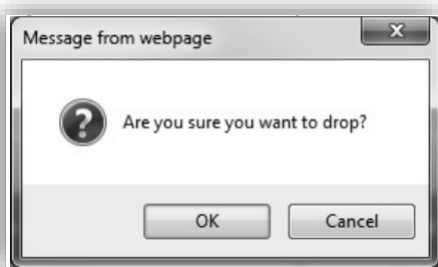
DROP COURSE

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	KL	Drop
2	BWFN5013	INVESTMENT	3	Core/Elective	KL	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'.



5. Click '**OK**' to proceed. Drop course is successful.

