

Important Note: -

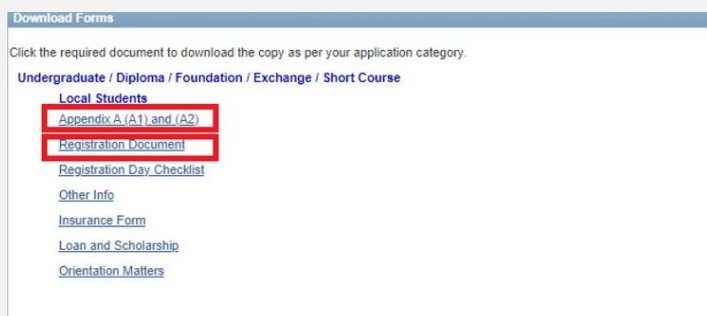
- The **“Proceed with Acceptance”** button will be enabled once the payment has been updated (within 1-2 working days).
- Nevertheless, while the payment is processed, you are required to proceed to the next step.

Step 4:

Download the following documents from the Download Forms Section.

1. Appendix A (A1) and (A2)
2. Registration Document

Complete the documents and proceed to next step.



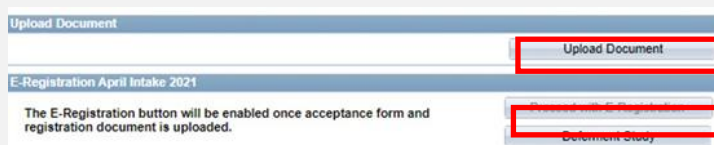
Picture 2: Screenshot of “Download Forms” section.

Step 5:

At the **“E-Registration (July Intake 2021)”** section, students are required to do the following: -

1. Upload the completed documents:
 - a) Appendix A (A1) and (A2)*,
 - b) Proof of the Acceptance Fee payment(if any)*, and
 - c) Registration Document
2. Click on the **“Proceed with E-Registration”** button. By clicking on the button, you are therefore agreeing to enrol at MMU.

The ‘Proceed with E-Registration’ button will be available at the Acceptance Portal starting from **26 July 2021**



Picture 3: Screenshot of CaMSYS: “Online Offer Acceptance Portal”

After Clicking on the E-Registration Button:

- MMU Registration Unit will process all submitted/uploaded documents.
- Students will be contacted for any incomplete document; the activation status will not be activated until we receive the complete documents.
- Upon satisfactory completion, the Registration Team will **“Activate”** your status. Kindly wait for an email with the title of **“Welcome New Student”**.

After Receiving the “Welcome New Student” Email:

- Students are required to follow all the instructions in the email on how to complete the MMU Identity Management (MMU IDM) activation.
- You can only proceed with IDM activation after receiving the ‘Welcome New Student’ email.
- Once you are done with the Activation, you are therefore an official student of MMU. **CONGRATULATIONS!**

IMPORTANT REMINDER:

- You must send an email to registration@mmu.edu.my if you do not receive any email from MMU within 2 working days after completing the required processes. You are required to provide your Student ID in the email for our reference.
- We urge all students to strictly follow the instructions to avoid any form of delay.

2. DEFERMENT OF STUDY TO SEPTEMBER INTAKE (TRIMESTER 1, 2021/2022)

- Students may opt for deferment if you are not ready to join the July Intake. You may request to defer your study to September Intake 2021
- Students are required to click on the **“Deferment Study”** button. The new Offer Letter will be reissued prior to the Registration Day of September Intake.



Picture 3: Screenshot of CaMSys: “Deferment Study”

IDM :
<https://spm.mmu.edu.my/sspr/private/Login>

click ‘Activate Account’

Video on IDM Activation Guideline

MMU Portal:
<https://online.mmu.edu.my>

Click at the IDM Activation Guideline Icon



| MMU SCHOLARSHIP AND FINANCIAL ASSISTANCE | | |
|---|---|--|
| MMU Scholarship and Financial Aid | 30 July 2021 | Online application via MMU Website: https://www.mmu.edu.my/financial-assistance/ Flyer |
| PTPTN Loan Online Application | 1-30 Sept 2021 (1 st batch) 1-31 October 2021 (2 nd batch) | Online application: www.ptptn.gov.my PTPTN Flyer |
| MARA TESP Online Application (Bachelor's Degree Programme) | 25 July – 9 August 2021 | Online application: https://myeduloan.mara.gov.my/v3 |
| Other Scholarship from External Organisation | | MMU Website: https://www.mmu.edu.my/financial-assistance/ |



MMU WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME

WIN PROGRAMME OF NEW STUDENTS

Our WIN Programme for new students will commence from 31st July until 4th August 2021. The students will have a session with Student's Representative Council on 7 August 2021.

Due to the implementation of the National Recovery Plan nationwide and the closure of the campuses, the WIN programme will be conducted online, from the registration process to immersion week activities.

What is WIN Programme?

WIN, a Week of Immersion and Networking, which will be held virtually, is a welcome and orientation programme that provides an overview of the campus environment and infrastructure to new students. This enables students to make essential connection with university life and to develop networks among the university community and other peers. In addition, it also provides opportunities for students to explore the scholarships, bursaries and other financial assistance as well as student activities which allows the students to get settled in their new environment.

Students are encouraged to participate and engaged in all the sessions guided by the WIN crew consisting of senior students, as well as staff and faculty members.

How to Join the WIN Programme?

- Go to the link <https://winprogramme.mmu.edu.my/> to visit the Win Website.
- Click 'Win Schedule' to check out the exciting line up of programmes during the WIN
- A Google Meet link will be available in the WIN schedule on 31 July 2021, 2.30pm (MYT) onwards, so stay tuned!

Note: Please visit the WIN website from to time to get latest updates. All new students will receive a "WIN Kit" from the university.

**31 July – 4 August
2021**

WIN Website:
<https://winprogramme.mmu.edu.my/>

COMMENCEMENT OF TRIMESTER 1 2021/2022

1. THE TRIMESTER 1, 2021/2022 WILL COMMENCE ON 9 AUGUST 2021.

- MMU operates by three (3) Trimesters as stated below:
 - Long Trimesters (Trimester 1 and Trimester 2): consist of 14 weeks of Lecture, 2 weeks of Examination and 3 weeks of Trimester Break.
 - Short Trimester (Trimester 3): consists of 7 weeks of Lecture, 1 week of Examination and 3 weeks of Trimester Break.

9 August 2021–
2 Jan 2022

MMU
Academic
Calendar:
<https://www.mmu.edu.my/academic-calendar/>

2. MMU CAMPUS MANAGEMENT SYSTEM (CaMSys):

- MMU Campus Management System is known as CaMSys.
- It is essential for all MMU students to be familiar with CaMSys since most student applications are available via platform:

- Click on CaMSys Icon:



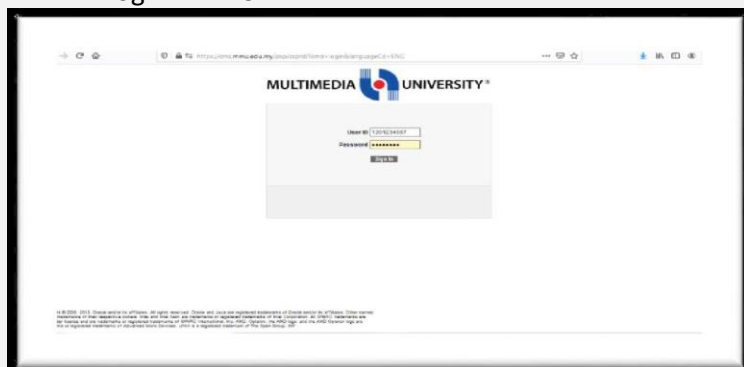
Picture 5: Screenshot of Main Page of MMU Portal

- Sign in to PeopleSoft:



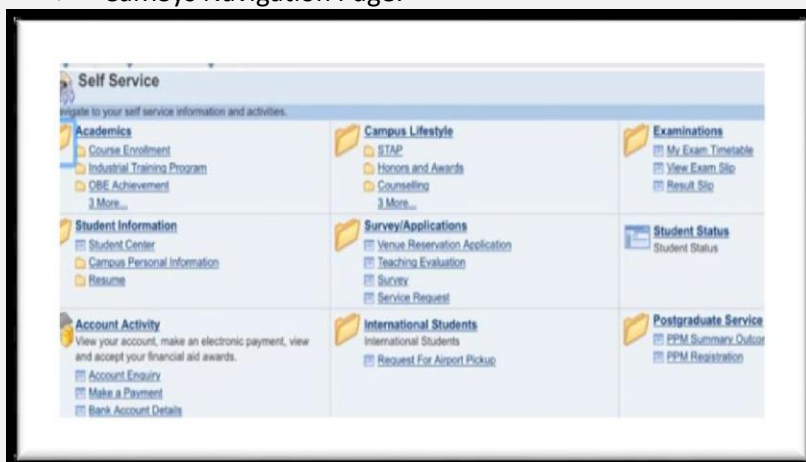
Picture 6: Screenshot of Main Page of CaMSys

➤ Log In: MMU IDM



Picture 7: Screenshot of CaMSys: "Login Page"

➤ CaMSys Navigation Page:



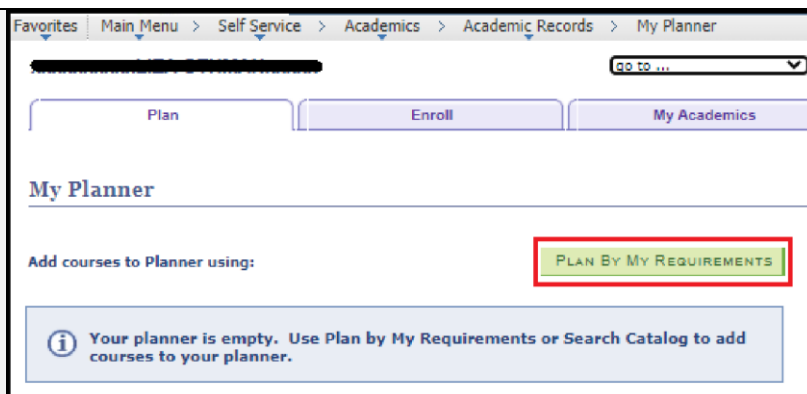
Picture 8: Screenshot of Main Menu of Self Service

3. PROGRAMME STRUCTURE

- Program Structure refers to courses and total credit hours that you must complete in order to graduate.
- It is important for all students to know the courses to be offered in each trimester.
- All students are tagged to cohort intake and are required to follow the Programme Structure.
- Programme Structure can be obtained from your faculty or can be viewed via CaMSys:

CaMSys
Navigation:

Self Service >
Academics >
Academic
Records > My
Planner



Picture 9: Screenshot of CaMSys : “My Planner”

- By clicking on the “Plan by My Requirements” button, you are able to view courses for each trimester.

4. COURSE ENROLLMENT FOR TRIMESTER 1 2021/2022 (JULY INTAKE)

- Course Enrollment is the term used in CaMSys for **Subject Registration**.
- As a student, you are required to proceed with ‘**Course Enrollment**’ according to your Programme Structure before the trimester begins.

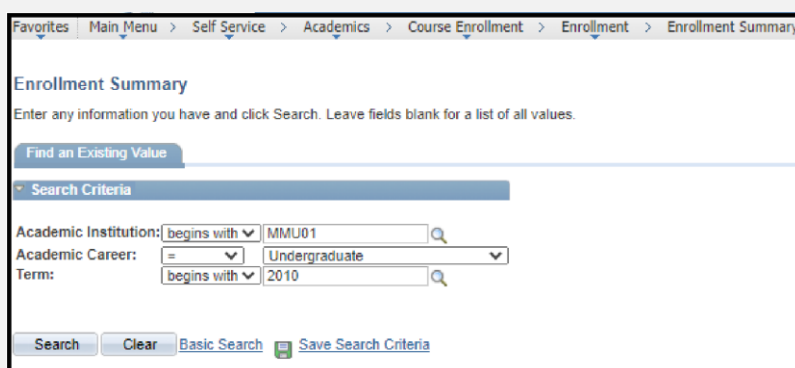
➤ Foundation Students:

- All subjects that you are required to take in this Trimester have been “**Pre- Registered**” by your Faculty.

➤ Diploma & Bachelor Students:

- Only the Core Subjects that will be taken in this Trimester have been “**Pre- Registered**” by your Faculty. If you have to register for any MPU or Elective subjects for this trimester, students are required to register them manually.

Kindly login into CaMSys and click on the following to view the courses that you have enrolled:



Picture 10: Screenshot of CaMSys: “Course Enrollment”

CE/SR Form:



CaMSys
Navigation:

Self Service >
Academics >
Course
Enrollment >
Enrollment >
Enrollment
Summary

To check on the courses, select the following:

- Academic Institution: MMU01
- Academic Career: (Please select your Career whether Diploma / Foundation / for Degree Programme, kindly select Undergraduate)
- Term: 2110
- After clicking on the “Search” button, the list of courses will appear.
- Explanation on Term:
 - a. First 2 digits: academic year: 21 = 2021/2022 session
 - b. Last 2 digits: 10 = Tri 1 - July; 20 = Tri 2 - Jan; 30 = Tri 3 - June

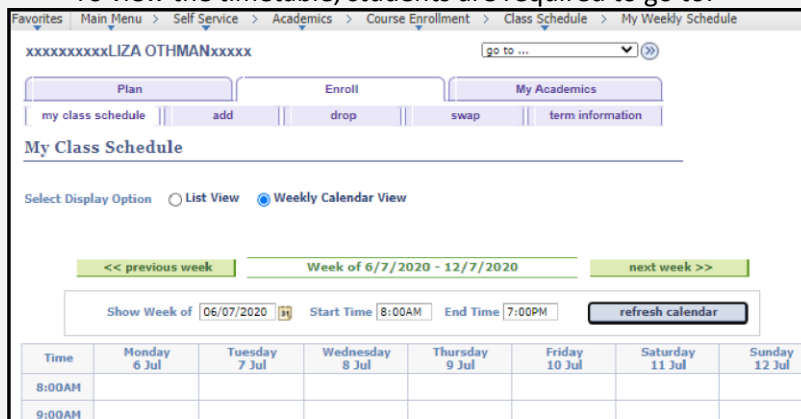
Example: Academic Year 2021/2022:

Term 2110: Tri 1, July 2021

Term 2120: Tri 2, Jan 2022

Term 2130: Tri 3, June 2022

To view the timetable, students are required to go to:



Picture 11: Screenshot of “My Weekly Schedule”

- You are ready to begin your class once you are able to view your timetable.
- If you encounter any problem regarding your course enrolment activities, kindly contact your Faculty Office.

IMPORTANT REMINDER:

Students are required to attend the “Faculty Meet” segment during the WIN Programme. This segment is essential as most of the important information regarding your programme will be presented in this segment.

CaMSys
Navigation:

Self Service >
Academics >
Course
Enrollment >
Class Schedule
> My Weekly
Schedule

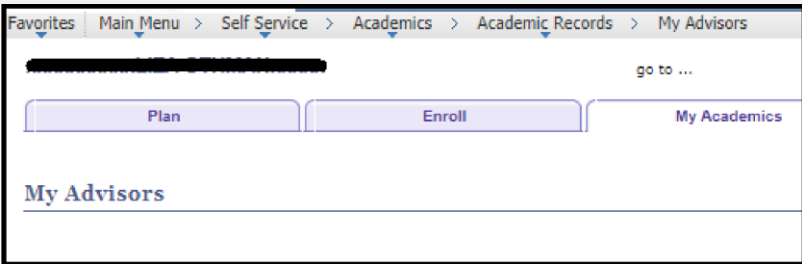
Faculty
Contact
Information:

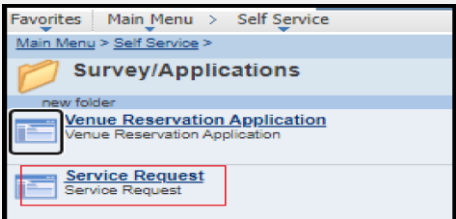


Scan QR code
to get details
for details for
each faculty.

5. TEACHING AND LEARNING

9 Aug 2021 – 2
Jan 2022

| | | |
|--|--|---|
| <ul style="list-style-type: none"> ▪ All classes for Trimester 1, 2021/2022 will resume on 9 August 2021. ▪ For the July 2021 intake, all teaching and learning activities will be conducted via online mode. ▪ Students are required to attend lecture/ tutorial via online according to timetable. Please ensure that you have formally registered for the course and have the correct class section. ▪ Lecturers will send invitation to join the Google Classroom at least one day before the class starts. Please check your MMU Email for the invitation. ▪ Student participation in Online Learning Activities will be considered as Class Attendance. | | |
| <p>6. MMU MULTIMEDIA LEARNING SYSTEM (MMLS)</p> <ul style="list-style-type: none"> ▪ MMLS is one of the MMU official platforms for teaching and learning. In this website, students will be able to view the latest announcement from lecturers, receive lecture notes, tutorials and class assignments. Quizzes can also be conducted through MMLS and therefore, it is important to login and view the course information for each of the registered courses. To login, students will need to access the following url: https://mmls.mmu.edu.my/ and login using their MMU IDM Credentials. ▪ MMU has prepared an “Info Kit on Student Learning” to assist you in attending virtual classes. Please do not miss the “Virtual Classes” segment during the MMU WIN Programme. | | <p>MMU MMLS Portal: https://mmls.mmu.edu.my/</p> |
| <p>7. ACADEMIC ADVISOR (AA)</p> <ul style="list-style-type: none"> ▪ Each student will be assigned to an Academic Advisor (AA) as an initiative to support his/her academic performance. ▪ The AA is to provide the necessary advisory support to ensure students are able to complete their studies successfully. ▪ Faculty Manager will assign you to your Academic Advisor within 2 working days from the registration date. ▪ Students may login into CaMSys for the details of their AA. ▪ Students are encouraged to contact their AA to seek assistance on academic matters.  <p>Picture 12: Screenshot of “My Advisors”</p> | | <p>CaMSys Navigation:</p> <p>Self Service > Academics > Academic Records > My Advisors</p> |

| | | |
|--|---|---|
| <p>8. LEAVE OF ABSENCE (LOA) FOR TRIMESTER 1, 2021/2022</p> <ul style="list-style-type: none"> Leave of Absence (LOA) is defined as a student's request to be away from MMU for a minimum of a trimester period and a maximum of three trimesters. Leave of absence may be requested only for national services, serious illnesses, financial problems, or compassionate reasons. No tuition fee will be charged if the Leave of Absence is made within Week 1 or Week 2 of the Trimester. A student who is on Leave of Absence will still be charged of Resource Fees. If you are required to take LOA, kindly make an application via CaMSys:  <p>Picture 14: Screenshot of CamSys: Applying for "Leave of Absence"</p> <ul style="list-style-type: none"> Later, there will be an instruction that you are required to submit the hardcopy. However, for this Trimester 1, 2021/2022, the hardcopy is not required for submission as no verification is required from Finance, Counsellor, SSC and IO. Faculty Office will process the application based on online submission. Please contact your Faculty Manager for the outcome of your application. | <p>The LOA Online Application is open from 9 Aug until 26 Sept 2021</p> | <p>CaMSys Navigation:</p> <p>Self Service > Survey / Applications > Service Request > Leave of Absence</p> |
| <p>9. ONLINE FINAL EXAMINATION FOR TRIMESTER 1 2021/2022</p> <ul style="list-style-type: none"> For most courses, alternative assessments will replace the online final examinations. For courses that will continue to have online final examinations, students will be informed by their respective lecturers. The Online Final Examination will start on 19 Nov 2021. The schedule of the examination will be released in Week 8. | <p>19 Nov 2021 29 Sept 2021</p> | |
| <p>10. REQUEST FOR VERIFICATION LETTER</p> <ul style="list-style-type: none"> Students may request for a "Verification Letter" as an MMU Student for any purpose on the following website: https://ssc.mmu.edu.my/verification_letter | | |

11. VERIFICATION OF PERSONAL INFORMATION

- Students are encouraged to check & verify their personal information given in CaMSys is correct.
- Login into CaMSys to arrive at the following screen:



Picture 15: Screenshot of "Campus Personal Information"

- Students may regularly update their **"Personal Email Address"** and **"Contact Number"** on CaMSys. Other than that, students can only update the information through the Student Service Center (SSC). Certain documents are required for information verification before the update is completed.

CaMSys
Navigation:

Self Service >
Student
Information >
Campus
Personal
Information

12. WITHDRAWAL FROM MMU (QUIT STUDY)

- Due to unforeseen circumstances, students may opt to withdraw their studies from MMU. Hence, students are required to complete the form and email it to Exam and Records Unit (ERU).

Scan here for
the form



If you need any assistance, our officers are always ready to help you. You may reach them via the contacts below:

| REGISTRATION UNIT | | |
|---------------------|--|--|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| E-Registration Week | registration@mmu.edu.my 06-252 3442 | registration@mmu.edu.my 03-8312 5092/5090 |

| STUDENT AFFAIRS DIVISION (STAD) | | |
|---------------------------------|--|--|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| WIN Programme | Mr. Mohd Khairre bin Abd. Rahman khairre.rahman@mmu.edu.my 06-2523469 | Mr. Mustapha bin Shukri mustapha.shukri@mmu.edu.my 03-83125353 |



| | | |
|---|---|--|
| Hostel | Ms. Suliza binti Ajohan suliza.ajohan@mmu.edu.my 06-2523042 | Mr. Mohd. Nawli bin Mat Nun nawi.matnun@mmu.edu.my 03-83125443 |
| WIN Kit | Mr. Omarruddin bin Ibrahim omarruddin.ibrahim@mmu.edu.my 03-83125071 | |
| General Email Address: stad@mmu.edu.my | | |

| STUDENT SERVICE CENTRE (SSC) | | |
|--|---|---|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| Verification Letter for KWSP/Bank/Scholarship etc / CaMSys Personal Information Updating | Mr. Kamarulzaman Mat Sharip kamarulzaman.sharip@mmu.edu.my 06-2524066 | Ms Noor Ayati Md Nasir Ayati.nasir@mmu.edu.my 03-83215060 |
| General Email Address: ssc@mmu.edu.my | | |

FACULTIES:

Issues on Course Enrollment, Credit Transfer, Leave of Absence, Academic Advisor, Programme Structure and All Matters Related to Academic.

| FACULTIES Issues on Course Enrollment, Credit Transfer, Leave of Absence, Academic Advisor, Programme Structure and All Matters Related to Academic | | |
|---|---|--|
| FACULTY | DEAN | FACULTY MANAGER |
| Faculty of Cinematic Arts (FCA) | Mr Amir Shahlan Bin Amiruddin shahlan.amiruddin@mmu.edu.my | Ms. Siti Zarah Salamon zarah.salamon@mmu.edu.my |
| Faculty of Business (FOB) | Dr Lye Chun Teck ctlye@mmu.edu.my | Mr. Mazni Mohamed mazni@mmu.edu.my |
| Faculty of Engineering and Technology (FET) | Assoc. Prof. Dr Fazly Salleh Bin Abas fazly.salleh.abas@mmu.edu.my | Ms Junaidah Abu junaidah@mmu.edu.my |
| Faculty of Information Science and Technology (FIST) | Prof Dr Lau Siong Hoe lau.siong.hoe@mmu.edu.my | Ms. Mazidah Dewah mazidah.Dewah@mmu.edu.my |
| Faculty of Law (FOL) | Dr. Kuek Chee Yin cykuek@mmu.edu.my | Ms. Umayal R Sivasamy Naidu umayal@mmu.edu.my |
| Faculty of Engineering (FOE) | Dr Ooi Chee Pun cpooi@mmu.edu.my | Ms. Ruziah Ismail ruziah.ismail@mmu.edu.my |
| Faculty of Computing and Informatics (FCI) | Ts. Dr. Junaidi Abdullah junaidi.abdullah@mmu.edu.my | Mr. Mohd Azhar Bin Mat Zim azhar.matzim@mmu.edu.my |
| Faculty of Creative Multimedia (FCM) | Ts. Dr. Lim Kok Yoong kylim@mmu.edu.my | Ms. Noralizah Ali noralizah@mmu.edu.my |



| | | |
|--|--|---|
| Faculty of Applied Communication (FAC) | Dr Ong Sue Lyn slong@mmu.edu.my | Ms. Raja Nurul Atikah Raja Othman raja.nurulatikah@mmu.edu.my |
| Faculty of Management (FOM) | Dr Mohd Fairuz Bin Abd Rahim fairuz.rahim@mmu.edu.my | Ms. Azniyati Akmar Ab Khalid azniyati.akmar@mmu.edu.my |

| EXAMINATION & RECORDS UNIT (ERU) | | |
|---|--|--|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| Records | Mr. Shaiful Azman Abu Hassan shaiful.azman@mmu.edu.my 06-2523474 | Ms. Nurul Izza Nordan nurul.izza@mmu.edu.my 03-83125109 |
| Examination | Ms Balqis Baharuddin balqis.baharuddin@mmu.edu.my 06-2523473 | Ms Fadilah Ali fadilah.ali@mmu.edu.my 03-83125099 |
| MUET | Ms Farazetty Hartini Zakaria farazetty.zakaria@mmu.edu.my 06-2523016 | Mr. Mohd Faizal Abd Hamid faizal.hamid@mmu.edu.my 03-83125086 |
| General Email Address: exam@mmu.edu.my | | |

| BURSARY UNIT | | |
|---|--|--|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| Scholarship / Financial Aids & PTPTN | Ms. Siti Haziqah Zulkefli siti.haziqah@mmu.edu.my 062524463 | Ms. Yanty Mohammad Sham yanty.msham@mmu.edu.my 03-83125957 |
| General Email Address: bursary@mmu.edu.my | | |

| FINANCE DIVISION | | |
|---|--|--|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| Any issue related to finance / payment | Ms. Yanti Harissah Rahim Yanti.rahim@mmu.edu.my 06-2523267 | Mr. Farzizi Abu Bakar Farzizi.abubakar@mmu.edu.my 03-83215020 |
| | Mr. Lee Jyh Yih jylee@mmu.edu.my 06-2523452 | Ms. Siti Rohayah Mohd Janis Rohayah.janis@mmu.edu.my 03-83215035 |
| General Email Address: ar@mmu.edu.my | | |



| INTERNATIONAL STUDENT RECRUITMENT (ISR) | | |
|---|--|--|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| International student recruitment | isr@mmu.edu.my 03-83125308/5507/5063/5136 | isr@mmu.edu.my 03-83125308/5507/5063/5136 |

| INTERNATIONAL STUDENT CENTRE (ISC) | | |
|--|---|---|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| Student pass and visa matters | visamelaka@mmu.edu.my 06-2523738/4015 | visacyber@mmu.edu.my 03-83215960/5933/5599 |
| <p>For student pass and visa related information, please scan for your reference or click HERE.</p> <div data-bbox="713 848 884 1019" data-label="Image"> A square QR code with a black and white pixelated pattern, used for quick access to student pass and visa information. </div> | | |

| IT SERVICE DIVISION (ITSD) | | |
|---------------------------------|--|---|
| ISSUES | MELAKA CAMPUS | CYBERJAYA CAMPUS |
| Password, wifi, MMLS, IT issues | itsdsupport@mmu.edu.my 06-2524777 | itsdsupport@mmu.edu.my 03-83125777 |