

**IMPORTANT INFORMATION FOR NEW STUDENTS
SEPTEMBER INTAKE 2021 (TRIMESTER 1, 2021/2022)**

ITEMS	DATE/DURATION	FORM/LINK
MMU E-REGISTRATION WEEK		
<p>1. E-REGISTRATION OF NEW STUDENTS</p> <ul style="list-style-type: none"> MMU E-Registration for new students starts on 20 SEPTEMBER 2021. <p><u>How to proceed with the E-Registration:</u></p> <p><u>Step 1:</u></p> <ul style="list-style-type: none"> Access to: Online Offer Acceptance Portal Key in your <i>Student ID</i> and <i>Login Password</i>. (Your log in details have been emailed to you earlier. Please check your mailbox by the subject title “MMU Admission-Login Details”.) <div data-bbox="336 1081 975 1518" data-label="Image"> </div> <p style="text-align: center;">Picture 1: Screenshot of CAMSYS “Login Page”</p> <p><u>Step 2:</u></p> <p>Once you have logged in, click on “Proceed with E-payment” button to make payment for the admission fee. (Local applicants for Diploma programme may skip this step)</p> <p>International students can also opt for Flywire online transfer at https://www.flywire.com/pay/mmulanding/</p> <p><u>Step 3:</u></p> <p>Once payment is made, click on the “Proceed with Acceptance” button to confirm acceptance.</p> <p>Important Note: -</p>	<p>The ‘Proceed with E-Registration’ button will be available at the Acceptance Portal from 20 SEPTEMBER 2021 to 14 OCTOBER 2021</p>	<p>Video on E-Registration CLICK HERE</p> <p>MMU Payment Channel: https://www.mmu.edu.my/finance-info/</p>

- 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.



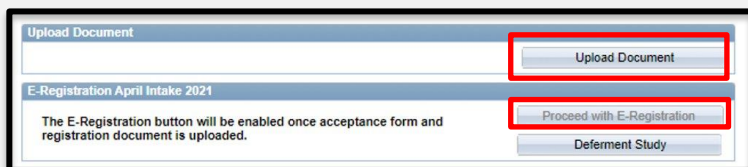
Picture 2: Screenshot of “Download Forms ” section.

Step 5:

At the “**E-Registration (September 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 **20 September 2021** until **14 OCT 2021**



Picture 3: Screenshot of CaMSYS: "Online Offer Acceptance Portal "

After Clicking on the 'Proceed with 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 FEBRUARY INTAKE (TRIMESTER 2, 2021/2022)

- Students may opt for deferment if you are not ready to join the September Intake. You may request to defer your study to the next intake.

IDM Activation
Guideline

[Click here](#)

OR

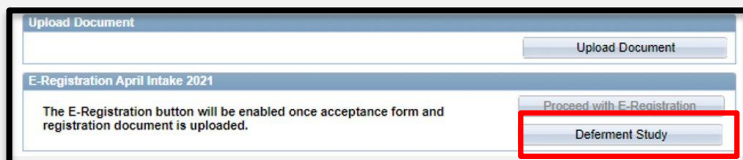
MMU Portal:
<https://online.mmu.edu.my>

Click at the IDM
Activation
Guideline Icon

IDM activation
link:
[Click here](#)

click 'Activate
Account'

- Students are required to click on the **“Deferment Study”** button. The new Offer Letter will be reissued prior to the Registration Day of February Intake.



Picture 3: Screenshot of CaMSys: “Deferment Study”

MMU SCHOLARSHIP AND FINANCIAL ASSISTANCE

<ul style="list-style-type: none"> MMU Scholarship and Financial Aid 	24 Sept 2021	Online application via MMU Website: https://www.mmu.edu.my/financial-assistance/ Flyer
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> MARA TESP Online Application (Bachelor’s Degree Programme) 	Tentative 21 Sept – 23 October 2021	Online application: https://myedu.loan.mara.gov.my/v3
<ul style="list-style-type: none"> Other Scholarship from External Organisation 		MMU Website: https://www.mmu.edu.my/financial-assistance/



MMU WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME

1. WIN PROGRAMME FOR NEW STUDENTS

Our WIN Programme for new students will commence from 25 September until 29 September 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.

For students who register after 28 SEPTEMBER 2021, a special WIN Programme (WIN-x) will be conducted for them on 16 and 17 OCTOBER 2021.

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 16 OCT 2021, 9.00am (MYT) onwards, so stay tuned!
- Join (WIN-x) Telegram Channel ([click here](#))

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

25 Sept – 29 Sept
2021

WIN Website:
[Click here](#)

16 and 17 OCT
2021



COMMENCEMENT OF TRIMESTER 1 2021/2022

1. THE TRIMESTER 1, 2021/2022 WILL COMMENCE ON 4 OCTOBER 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.

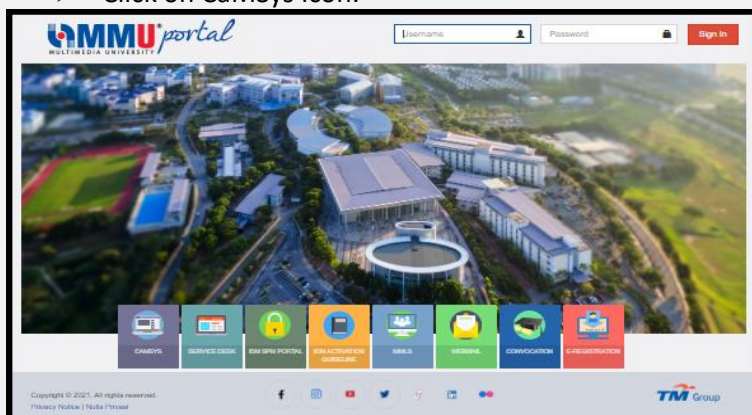
4 October
2021– 13 Feb
2022

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

2. MMU CAMPUS MANAGEMENT SYSTEM (CaMSys):

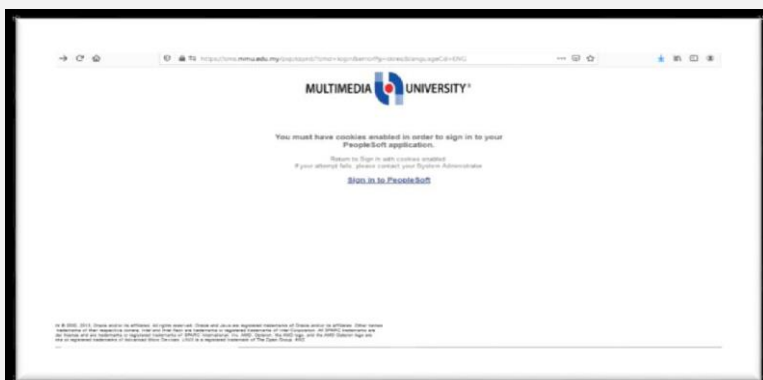
- MMU Campus Management System is known as CaMSys.
- It is essential for all MMU students to be familiar with CaMSys since most student applications are available via this platform:

➤ Click on CaMSys Icon:



Picture 5: Screenshot of Main Page of MMU Portal

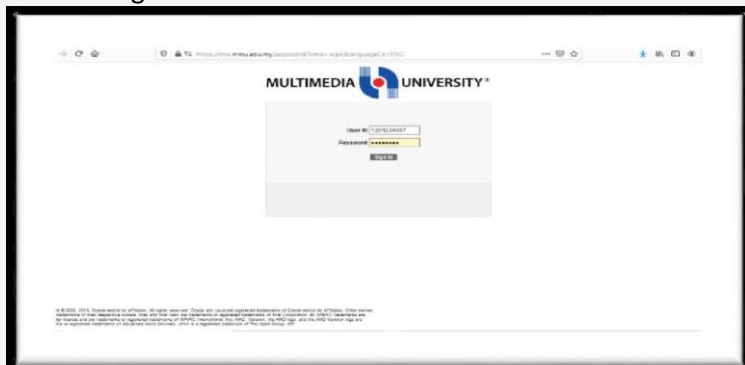
➤ Sign in to PeopleSoft:



Picture 6: Screenshot of Main Page of CaMSys

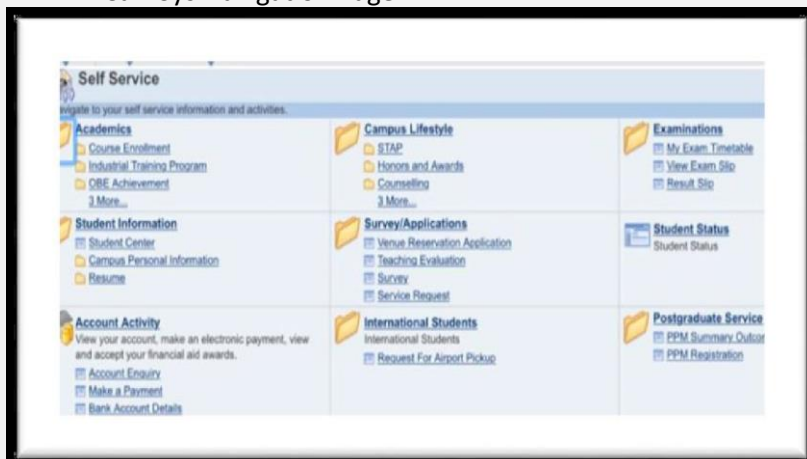


➤ Log In: MMU IDM



Picture 7: Screenshot of CaMSys: “Login Page”

➤ CaMSys Navigation Page:



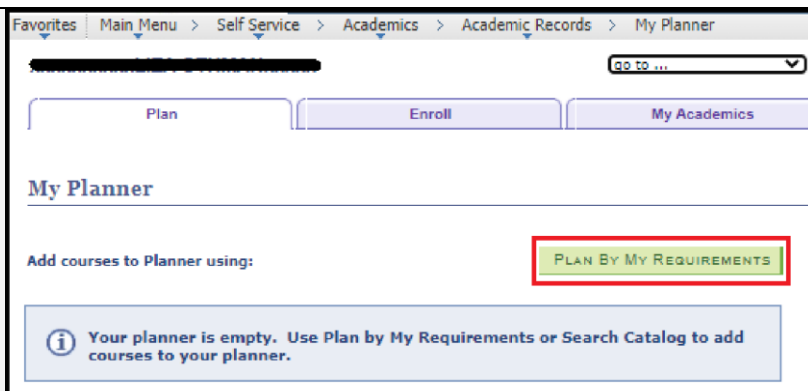
Picture 8: Screenshot of Main Menu of Self Service

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



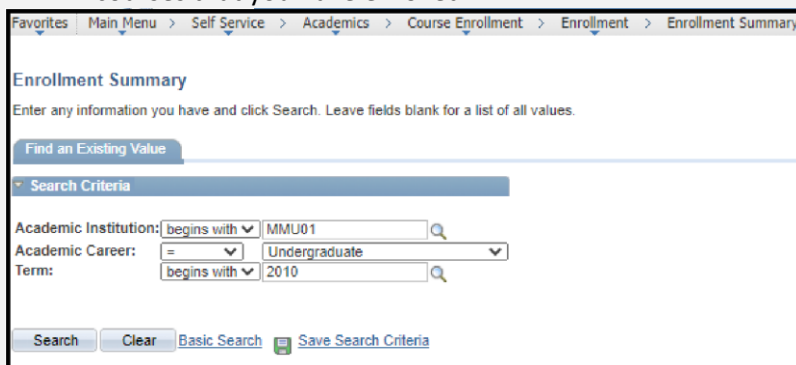
Picture 9: Screenshot of CaMSys : “My Planner”

- 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 (SEPTEMBER 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: 2115
- 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: 15 = Tri 1 - Sept; 25 = Tri 2 - Feb; 35 = Tri 3 - June

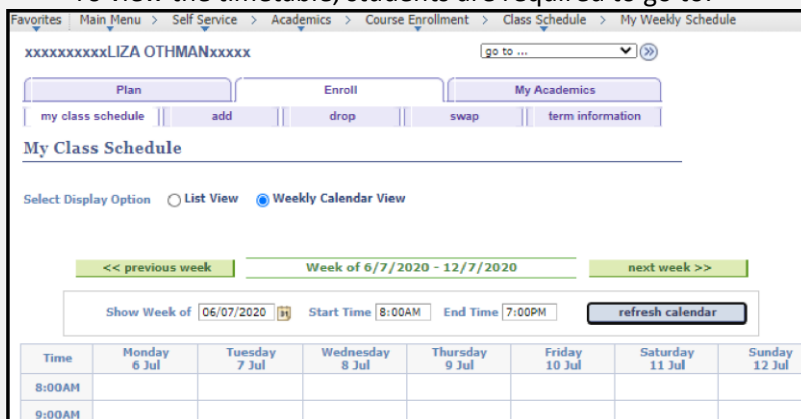
Example: Academic Year 2021/2022:

Term 2115: Tri 1, July 2021

Term 2125: Tri 2, Jan 2022

Term 2135: Tri 3, July 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:

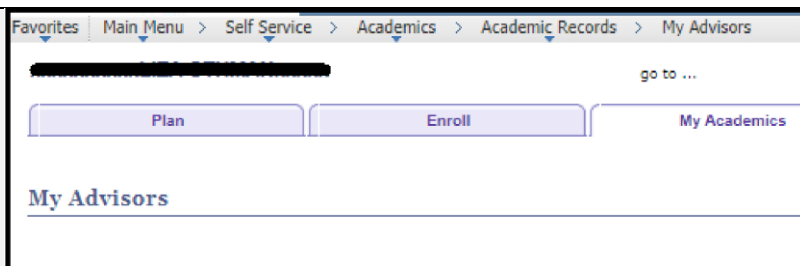


Scan QR code
to get details
for details for
each faculty.

[Click here](#)



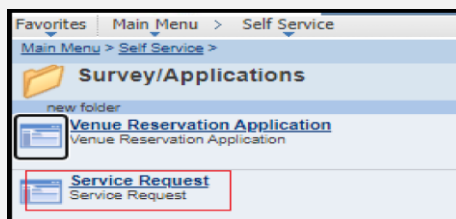
<p>5. TEACHING AND LEARNING</p> <ul style="list-style-type: none"> ▪ All classes for Trimester 1, 2021/2022 will resume on 4 October 2021 ▪ For the Sept 2021 intake, all teaching and learning activities will be conducted via online mode. ▪ Students are required to attend lecture/ tutorial via online 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>4 October 2021 – 13 Feb 2022</p>	
<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>CaMSys Navigation: Self Service > Academics > Academic Records > My Advisors</p>



Picture 12: Screenshot of “My Advisors”

8. LEAVE OF ABSENCE (LOA) FOR TRIMESTER 1, 2021/2022

- 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:



Picture 14: Screenshot of CamSys: Applying for “Leave of Absence”

- 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.

The LOA Online Application is open from 4 Oct until 19 Nov 2021

CaMSys Navigation:

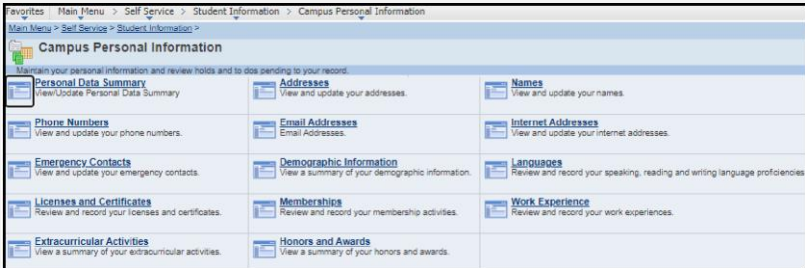

Self Service > Survey / Applications > Service Request > Leave of Absence

9. ONLINE FINAL EXAMINATION FOR TRIMESTER 1 2021/2022

- 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 **14 Jan 2022**.
- The schedule of the examination will be released in **Week 8**.

14 Jan 2022
22 Nov 2021



<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 		
<p>11. VERIFICATION OF PERSONAL INFORMATION</p> <ul style="list-style-type: none"> Students are encouraged to check & verify their personal information given in CaMSys is correct. Login into CaMSys to arrive at the following screen:  <p style="text-align: center;">Picture 15: Screenshot of “Campus Personal Information”</p> <ul style="list-style-type: none"> 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. 		<p>CaMSys Navigation:</p> <p>Self Service > Student Information > Campus Personal Information</p>
<p>12. WITHDRAWAL FROM MMU (QUIT STUDY)</p> <ul style="list-style-type: none"> 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). 		<p>Scan here for the form</p>  <p>Or click here</p>



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. Nawi 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		

BURSARY UNIT		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Scholarship / Financial Aids & PTPN	Ms. Siti Haziqah Zulkefli siti.haziqah@mmu.edu.my 062524463	Ms. Yanty Mohammad Sham yantymsham@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		


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 (CLICK HERE)		
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		

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
For student pass and visa related information, please scan for your reference or click HERE .		
		

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