LOGIN PAGE

STEP 1: Go to http://mmconline.mmu.edu.my/sr/login.jsp to start login to the Online Course Registration.

FIGURE 1

STEP 2: To view main page of your Account in Online Registration follow steps below:

a) Enter your username (Matric No) without any space.
b) Enter your Password.
c) Then click Login button.

FIGURE 2

*Important Note*: Before you proceed to this step, kindly ensure that you have done the following process:

a) Obtain your username from ESR.
b) Obtain your password from ESR (You required to keep this username and password safely and do not share it with others).
WELCOME PAGE

STEP 3: This page will show you Agreement Between Student And MMC.

a) Read carefully agreement between student and MMC.

b) Click Agree button to proceed to next page.
MAIN PAGE

STEP 4: This is the Main Page of the system.

a) Please check your information details. Should you have any changes of your information, please fill in the Personal Information Update form and send to Exam & Student Records Unit.

FIGURE 4
ADD SUBJECT

A course registration will display as below image. It contains the student’s profile, course(s) and total of credit hours registered.

STEP 5: To perform Online Registration for courses:

(ADD) Subject (to add additional subject)

a) Click on Add Subject Button.

b) Click on Subject ID & Lecturer Section and choose the subject code that you want to register, then click Add button. (Refer Appendix 1 for Lect Section)

c) Repeat the same procedure to all subject you want to register.

FIGURE 4

Credit System

Student is required to register at least minimum 2 credit hours and not more than 21 credit hours. Please see the following table for further information.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Status</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Semester</td>
<td>Pass</td>
<td>Maximum:21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum:8</td>
</tr>
<tr>
<td></td>
<td>Probation</td>
<td>Maximum:12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum:2</td>
</tr>
<tr>
<td>Short Semester</td>
<td>Pass</td>
<td>Maximum:12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum:2</td>
</tr>
<tr>
<td></td>
<td>Probation</td>
<td>Maximum:9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum:2</td>
</tr>
</tbody>
</table>

Important Note: System will authentically registers by default.
DROP SUBJECT

STEP 6: To drop the subject:

(DROP) Subject
a) Click on Drop Subject Button on the menu.
b) Tick (v) on the subject box given if you want to drop the subjects.
c) Then click on [Drop] button

FIGURE 5
PRINT COURSE REGISTRATION SLIP

STEP 7: Choose Details to view your registered subject.

You can view all the information that you have selected using the Details menu. Read and check carefully, once confirmed print the slip.

a) Click on Print This Page to print the details of your registration subject.

FIGURE 6
b) Then click at **Print** to start printing.

**FIGURE 7**
COURSE REGISTRATION SLIP

STEP 8: A complete course registration will display as below image. It contains the student’s profile, course(s) and total of credit hours registered.

Please sign and bring along during Registration Day!!!!!

![Image of Course Registration Slip]

FIGURE 8 : COURSE REGISTRATION SLIP

*IMPORTANT NOTE

a) Sign the Registration Slip and get the approval (signature) form your coordinator before submit to ESR within add drop period
b) Submit to Exam & Student Records (ESR) within 5 days after registration day.
c) Fail to submit will affect the student status. Student will be charge late registration.
d) Late submission will NOT be entertained.
e) Please reprint and keep the Course Registration Slip each time you perform any changes for your course registration.
SUBJECT INFORMATION

STEP 9: You can view information about the subject on offer:

a) You can click on Subject Info.

FIGURE 9

Example of subject offer viewer

Logout the system

FIGURE 10
LOGOUT

STEP 10: To end your course registration, click at Logout to exit.

Example of subject offer viewer

FIGURE 11

You Have Been Successfully Logout from the System.

For extra security, you are advised to clear the web browser cache. This can avoid others from viewing your information especially if you are using computer which is publicly shared.

FIGURE 12
CONTACT INFORMATION

Please liaise with the following Officers on course registration matters:

Pn Mimi Zalina Osman Ariff (Exam Student Records)  Tel : 03-20204407
Cik Elly Suraya Ismail (Exam Student Records)  Tel : 03-20201162
En Mohamad Faiz Rohizat (Exam Student Records)  Tel : 03-20201381
OR  email to : exam.kl@mmc.mmu.edu.my