# MODULE REGISTRATION
# GUIDE

## ADMISSION AND REGISTRATION CENTRE
## ACADEMIC SERVICES DEPARTMENT

### SEMESTER I, 2025/2026 ACADEMIC SESSION

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**Module Registration Period**

Registration for any course must be completed **before the semester starts**. Any student who does not complete his registration within the duration prescribed will not be allowed to pursue the course concerned.
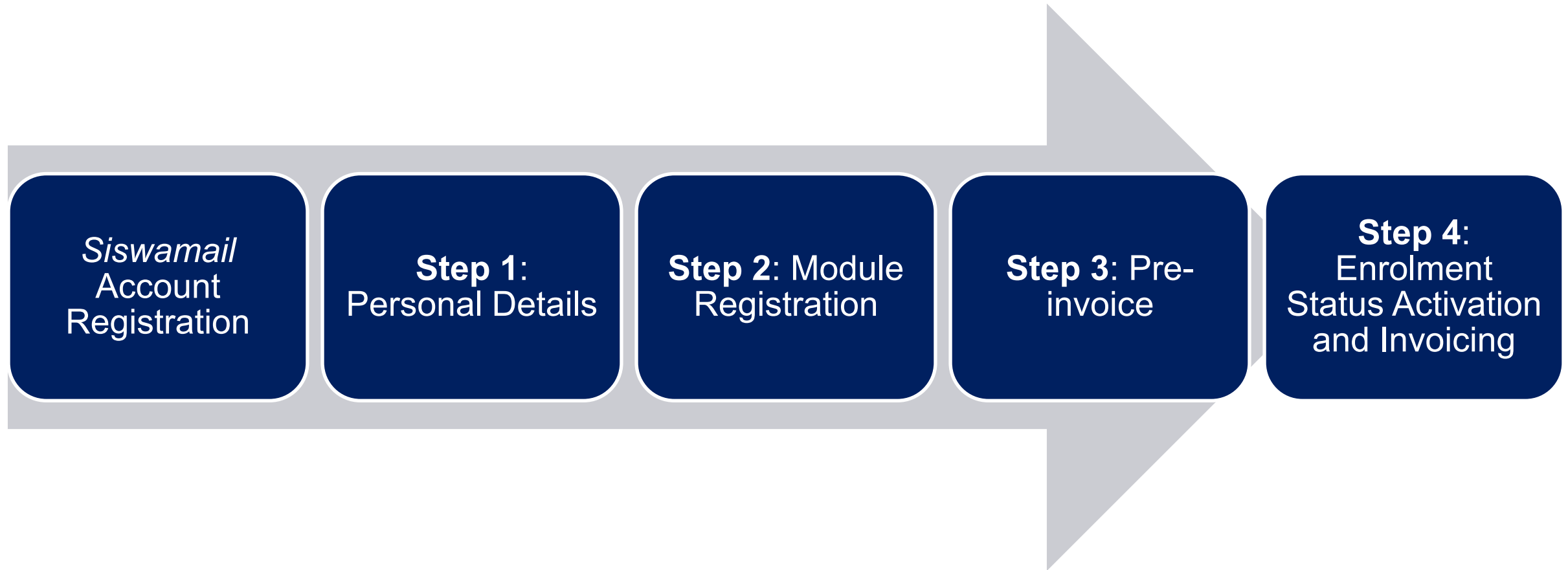
**Failure to Complete Your Module Registration**

A student who does not register within the prescribed period for the semester concerned will be recorded as **Not Registered**

**Restriction on Module Registration**

Registration for any course is strictly not allowed under the following circumstances:
(a) registration which is **backdated**.
(b) registration after the **examination week has commenced**.
(c) registration for courses with **pre-requisite simultaneously**.

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*Siswamail* Account Registration

**Step 1**: Personal Details

**Step 2**: Module Registration

**Step 3**: Pre-invoice

**Step 4**: Enrolment Status Activation and Invoicing

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# *SISWAMAIL* ACCOUNT REGISTRATION

Students can access the websites https://siswa.um.edu.my/ or https://sso.um.edu.my/register/Dashboard/#/RegisterStudent1.

Activation of the *siswamail* account is essential for accessing the MAYA portal, Spectrum, and other ICT services available at the University of Malaya

Click **Registration**  **1**

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# *SISWAMAIL* ACCOUNT REGISTRATION

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## EMAIL ACCOUNT REGISTRATION FOR UM's STUDENTS

Student's Verification

Please Insert Information needed :

Matrik No : ( i.e :17028769 or S2076867 or U2018739 )

IC No : ( i.e : 7905515078899 ) or ( Pasport No. H0284548 )

Submit     Reset

Please enter your **matric ID** in this field. **2**

Please enter your **identification card** or **passport number** in this field. **3**

Once the update is complete, click the **Submit** button. **4**

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# ACCESS TO MAYA PORTAL

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**MAYA**

Log in to MAYA Portal / Continuing your application?

Username ⓘ

Password ⓘ

Log in

Forgot Password?        Create an Account

MyUM        SPeCTRUM        UMSItS Guide

UM Library        UM Portal        UM Expert

**1** — Log in using your *siswamail* account and password.

**2** — Quick links to MyUM, SPeCTRUM, and other services.

📅 1 July 2024-22 July 2024

Special Semester 2023/2024: Module Registration & Registration Activation    New

Read More

📅 29 June 2024-20 July 2024

Sesi Akademik 2024/2025: Pengaktifan Status Pelajar Baharu Program Pengajian Asasi (SATU) UM    New

Read More

📅 28 June 2024-20 July 2024

Sesi Akademik 2024/2025: Pengaktifan Status Pelajar Baharu Program Pengajian Asasi UM    New

Read More

**3** — Students can access the latest announcements regarding enrollment and important dates.

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# INTRODUCTION TO MAYA PORTAL



Click **Enrolment** 4

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Home | Admission | Enrolment | Finance ▾ | Placements

## My Dashboard

**Current Fee Balance**

**Programme**

**My Profile**

Name
Student ID
E-mail

View My Profile

Timetable view selection

Inbox

Timetable

UMSItS Guide

MyUM

SPeCTRUM

**Highlights**

Personal Data Protection Declaration Form — New

Kad Prihatin Siswa Consent Form — New

First Generation Survey — New

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**1.1 PERSONAL DETAILS**

## 1.1 Personal Details

**Personal Details Form**

| | |
|---|---|
| Student ID | IC/Passport No. |
| Intake Session | Mode of Programme |
| Programme | Status |

ⓘ

* Required Information

| | | |
|---|---|---|
| Fullname * | YIN XIAORAN | ⚠ |
| Date of Birth * | 04/Jul/2002 | 🗓 |
| Gender * | ○ Female | |
| | ● Male | |
| Race * | Please Select ▾ | |
| Religion * | Please Select ▾ | |
| Nationality * | Chinese ✕ ▾ | |
| Marital Status * | Please Select ▾ | |

**Disability Details**

| | |
|---|---|
| Disability * | None ✕ ▾ |

| | |
|---|---|
| Household Income (RM) * | 10000.00 ⓘ |

| | |
|---|---|
| Locality - 'Dewan Undangan Negeri' (DUN) * | Padang Besar - Titi Tinggi ▾ ⓘ |

Back    **Save & Continue**

Complete the information marked with a **red asterisk** (*) — **6**

Once the update is complete, click **Save & Continue**. — **7**

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**1.2 FIRST GENERATION SURVEY**

## 1.2 First Generation Survey

### First Generation Survey Form ⓘ

| Question | Action |
|---|---|
| 1. Are you the first person among your siblings to pursue a degree programme in a university? ⓘ | ○ Yes  ○ No |
| 2. Did either of your parents (mother, father, or both) or legal guardians attended a university at any level? ⓘ | ○ Yes  ○ No |
| 3. Did either of your parents (mother, father, or both) or legal guardians completed a Bachelor's Degree (College/University)? ⓘ | ○ Yes  ○ No |
| 4. Did either of your grandparents (grandmother, grandfather, or both) attended a university at any level? | ○ Yes  ○ No |
| 5. Did either of your grandparents (grandmother, grandfather, or both) completed a Bachelor's Degree (College/University)? | ○ Yes  ○ No |

Back          Save & Continue

Choose the relevant answer. **8**

Once the update is complete, click **Save & Continue**. **9**

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# UPDATE PROFILE DETAILS

**Permanent Address**

**Address Form**

* Required Information

| | |
|---|---|
| Country * | Choose an option ▾ |
| State * | |
| Address Line 1 * | |
| Address Line 2 | |
| Postcode * | |
| City * | |
| Phone Number (Home) | |
| Phone Number (Mobile) * | +8613699616917 |
| Personal E-mail * | |

Back    Continue

**Current Address**

**Address Form**

* Required Information

| | |
|---|---|
| Country * | China ✕ ▾ |
| State * | |
| Address Line 1 * | SICHUAN PROVINCE JIANGYOU CITY JIUSHENGH |
| Address Line 2 | ¿¿¿¿¿¿¿¿¿¿ |
| Postcode * | 621700 |
| City * | MIANYANG |
| Phone Number (Home) | +8613699616917 |
| Phone Number (Mobile) * | +8615882787999 |
| Phone Number (Work) | |
| Personal E-mail * | yjj931489969@hotmail.com |

Back    Continue

## 1.3 Contact Details

**Contact Details List**

**Permanent Address**          Edit          **Mailing Address & Contact Details**          Edit

N/A

Back          Save & Continue

Once the update is complete, click **Save & Continue**.

**10**

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## 1.4 NEXT OF KIN DETAILS

### 1.4 Next of Kin Details

- You can maintain (add, edit or delete) your Next of Kin (spouse, parents, siblings or relatives) information on this screen.
- For each Next of Kin, please supply as much information as possible.
- You should also regularly review your Next of Kin information and update them where necessary.

You have not yet added any next of kin. To add a new next of kin, please click the **Add** button.

**Next of Kin List**

| Name | Date of Birth (Age) | Relationship | Occupation | Employer | Income Per Month (RM) | Disability | Still Alive? | Actions |
|------|------|------|------|------|------|------|------|------|

Add

Back     Save & Continue

**Next of Kin Details**

**Add Next of Kin Details Form**

**Next of Kin's Personal Details**     * Required information

- Relationship *        Please Select
- Next of Kin Still Alive?     ○ Yes  ○ No
- Name *
- IC/Passport No.
- Date of Birth     01/Jan/2001
- Gender *     ○ Female  ○ Male
- Marital Status     Please Select
- Residency Status *     Please Select
- Country of Birth *     Please Select
- Number of Dependents *     Please Select
- Disability *     Please Select     This question is mandatory and cannot be left blank.
- Welfare Aid Recipient? *     Not receiving any aid

**Next of Kin's Employment Details**

- Working? *     ○ No  ○ Yes
- Occupation *     Please Select
- Monthly Income (RM) *

**Next of Kin's Address Details**

- Country *     Please Select     This question is mandatory and cannot be left blank.
- State *
- Address Line 1 *
- Address Line 2
- Postcode *
- City *
- Phone Number (Home)
- Phone Number (Mobile) *     01234567890
- Personal E-mail

Cancel     Save

**12** Once the update is complete, click **Save & Continue**.

**11** Click **Save**. User will be redirected to 12.

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**1.5 PROFILE VERIFICATION**

## 1.5 Profile Verification

**Verification Statement**

**Tick** the box | **13**

☑ I hereby confirm all my details provided are true. In case of any inaccurate for falsification of information, the university reserves the right to withdraw me as a student at any time.*

Back | Verify Profile Details

Click **Verify Profile Details** | **14**

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Module Registration Dashboard

| | | |
|---|---|---|
| Student ID | | Student Name | |
| Matric Number | | UM Matric Number | |
| Programme | | Session | |
| Semester | | Enrolment Status | |

**Registration Process Flow**

**Please ensure the icon turns blue, indicating that your Profile Details are fully completed.**

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Step 1: Profile Details

Update Profile Details

Important: Please clear browser cache before proceed with Module Registration.

Step 2: Module Registration

Register Module

Step 3: Pre-Invoice

You may generate the pre-invoice anytime before activating your enrolment status in Step 4.

Step 4: Enrolment Status Activation & Invoicing

Kindly activate your enrolment status starting from 7th October 2024.

Back

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**STEP 2: MODULE REGISTRATION**



Once the first step (updating student information) is complete, click **Register Module.**

1

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**STEP 2.1: MODULE SELECTION**

## 2.1 Module Selection

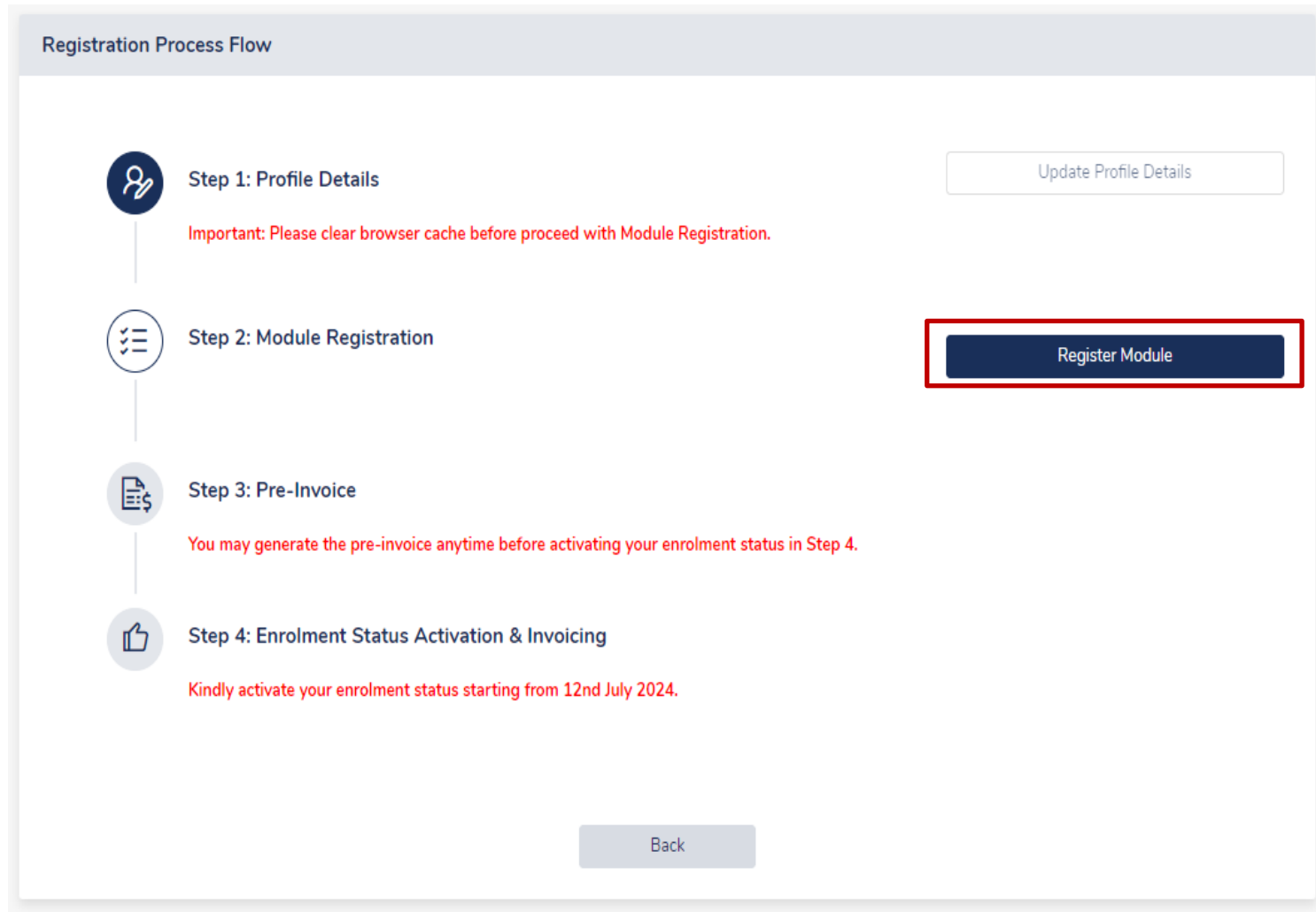| | | | |
|---|---|---|---|
| Matric Number | | Programme: | |
| Student Name | | Route/Specialisation: | |
| Mode of Attendance: | | | |

Core Courses. Students do not have to register manually as it has been pre-assigned for you

### Compulsory Modules

| Module Code | Module Name | Semester | Occ | Credits |
|---|---|---|---|---|
| KIB2009 | BIOMEDICAL ENGINEERING LAB 2 | S1 | 1 | 2 |
| KIB2010 | BIOMEDICAL ENGINEERING, HEALTHCARE AND ETHICS | S1 | 1 | 3 |
| KIB2011 | BIOMATERIALS | S1 | 1 | 3 |
| KIB2012 | BIOMEDICAL ENGINEERING DESIGN 1 | S1 | 1 | 2 |
| KIB2013 | FUNDAMENTALS OF PROSTHETICS AND ORTHOTICS ENGINEERING | S1 | 1 | 3 |
| KIB2014 | NUMERICAL METHODS AND PROGRAMMING | S1 | 1 | 2 |

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**2.1** Search for a module by entering the module code or name in the "**Enter module code or name**" field and click **Search Module** or press **Enter**.

**2.2** Alternative to 2.1: Students can select courses based on course categories (Core Courses, Electives, etc.) by clicking the **View List** button and choosing from the displayed courses.

Students are advised to refer to the study plan or consult their Faculty before completing the registration process.

**2.3** Review the selected courses. To remove a selected course, click the **dustbin** icon.

**2.4** The current credit hours based on selected courses in 10.3.

**2.5** Once you have finalized your course selection, **click Add Selected Modules**.

Module Search

Module    [Enter module code or name.]    Search Module

Module Selection

TAKE 2 CREDIT(S) FROM EU01: ELECTIVE UNIVERSITY COURSE (KURSUS ELEKTIF UNIVERSITI) THINKING MATTERS: MIND AND INTELLECT

View List

AND

TAKE 2 CREDIT(S) FROM EU02: ELECTIVE UNIVERSITY COURSE (KURSUS ELEKTIF UNIVERSITI) EMOTIONAL, PHYSICAL AND SPIRITUAL INTELLIGENCE : HEART, BODY & SOUL

View List

AND

TAKE 2 CREDIT(S) FROM EU03: ELECTIVE UNIVERSITY COURSE (KURSUS ELEKTIF UNIVERSITI) TECHNOLOGY/ ARTIFICIAL INTELLIGENCE AND DATA ANALYTICS: I-TECHIE

View List

AND

TAKE 2 CREDIT(S) FROM EU04: ELECTIVE UNIVERSITY COURSE (KURSUS ELEKTIF UNIVERSITI) GLOBAL ISSUES AND COMMUNITY SUSTAINABILITY: MAKING THE WORLD A BETTER PLACE

All Selections    Current Block Selections

Selected Modules

| Module Code | Module Name | Semester | 🗑 | ✔ |
|---|---|---|---|---|
| From the Current session | | | | |
| GBI0001 | PRINCIPLES OF MUAMALAT AND ISLAMIC MANAGEMENT | S2 | 🗑 | ✔ |
| From Previous sessions | | | | |
| AID2009 | ENVIRONMENTAL IMPACT ASSESSMENT | S2 | | ✔ |
| AID2011 | ENVIRONMENT AND HEALTH | S2 | | ✔ |
| AID2016 | ENVIRONMENTAL ISSUES AND CHALLENGES | S1 | | ✔ |
| AID2017 | URBANIZATION AND THE ENVIRONMENT | S2 | | ✔ |
| AID2019 | WATER RESOURCES MANAGEMENT | S1 | | ✔ |
| AIL1002 | SOUTHEAST ASIAN HISTORY UNTIL THE 15TH CENTURY | S1 | | ✔ |
| AIL1005 | THEORY AND METHOD OF HISTORY | S1 | | ✔ |

Totals

| Overall Progress | Required | Current | ✔ |
|---|---|---|---|
| Current Session progress | | | |
| Credits in SEMESTER 1 or SEMESTER 2 | 1 - 22 | 2 | ✔ |
| Credits in SPECIAL SEMESTER | 1 - 11 | 0 | ✔ |

Add Selected Modules

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## 2.2 Module Selection Verification

### Student Details

**Matric Number**

**Programme**

### Module(s) to Verify

Selected a total of 1 module(s) which total 2 credit(s)

| Academic Session | Semester | Module Code | Module Name | Credits | Occurrence | Selection Status |
|---|---|---|---|---|---|---|
| 2023 | S2 | GBI0001 | PRINCIPLES OF MUAMALAT AND ISLAMIC MANAGEMENT | 2.00 | | EU0 |

Back

Verify Module Selection

**3.1** If any changes are needed, click **Back** to return to the course selection screen (2.1 to 2.5).

**3.2** If everything is complete, click **Verify Module Selection**.

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**STEP 2.3: MODULE SELECTION SUBMISSION**

## 2.3 Module Selection Submission

Matric Number

Student Name

Mode of Attendance

Programme

Route/Specialisation

Academic Session & Semester

### Module(s) to Submit

Selected a total of 1 module(s) which total 2 credit(s)

| Academic Session | Semester | Module Code | Module Name | Credit | Occurrence | Selection Status |
|---|---|---|---|---|---|---|
| 2023 | S2 | GBI0001 | PRINCIPLES OF MUAMALAT AND ISLAMIC MANAGEMENT | 2.00 | 1 | EU0 |

Return to 2.1 Module Selection

Submit Module Selection

**4.1** If any changes are needed, click **Return to 2.1 Module Selection** to return to the course selection screen (2.1 to 2.5).

**4.2** If everything is complete, click **Submit Module Selection**.

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## 2.4 Module Registration Completion

### Completion Message

There is a problem confirming your modules registration. One or more selected modules in the pre-registration page are not able to be confirmed. Please follow the step below to solve the issue:

1. Please go back by clicking on "Back to Add/Drop" button.
2. Click "Add Selection" button.
3. Click "Verify Selection" button.
3. Click "Submit Selection" button until finish.

If the issue persists, please kindly report this problem to the helpdesk.um.edu.my for technical assistance.

| Module code | Module name | Year | Period | Occurrence | Status |
|---|---|---|---|---|---|
| GBI0001 | PRINCIPLES OF MUAMALAT AND ISLAMIC MANAGEMENT | 2023 | SEMESTER 2 | 1 | ✔ OK |

Back

Complete Register Module

**5.2** If everything is complete, click **Complete Register Module**.

**5.1** If any changes are needed, click **Back** to return to the course selection screen (2.1 to 2.5)

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**STEP 3: PRE-INVOICE**

## Registration Process Flow

**Step 1: Profile Details**

Important: Please clear browser cache before proceed with Module Registration.

Update Profile Details

**Step 2: Module Registration**

Update Registered Module

**Step 3: Pre-Invoice**

You may generate the pre-invoice anytime before activating your enrolment status in Step 4.

Generate Pre-Invoice

**Step 4: Enrolment Status Activation & Invoicing**

Kindly activate your enrolment status starting from 12nd July 2024.

Back

Once the first and second steps (updating profile details and module registraion) are complete, click **Generate Pre-Invoice**.

1

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## 3.1 Pre-Invoice

Fees to be Invoiced

Below is the estimated fee for current semester. Actual invoice will be raised to student once confirmation of registration completed.
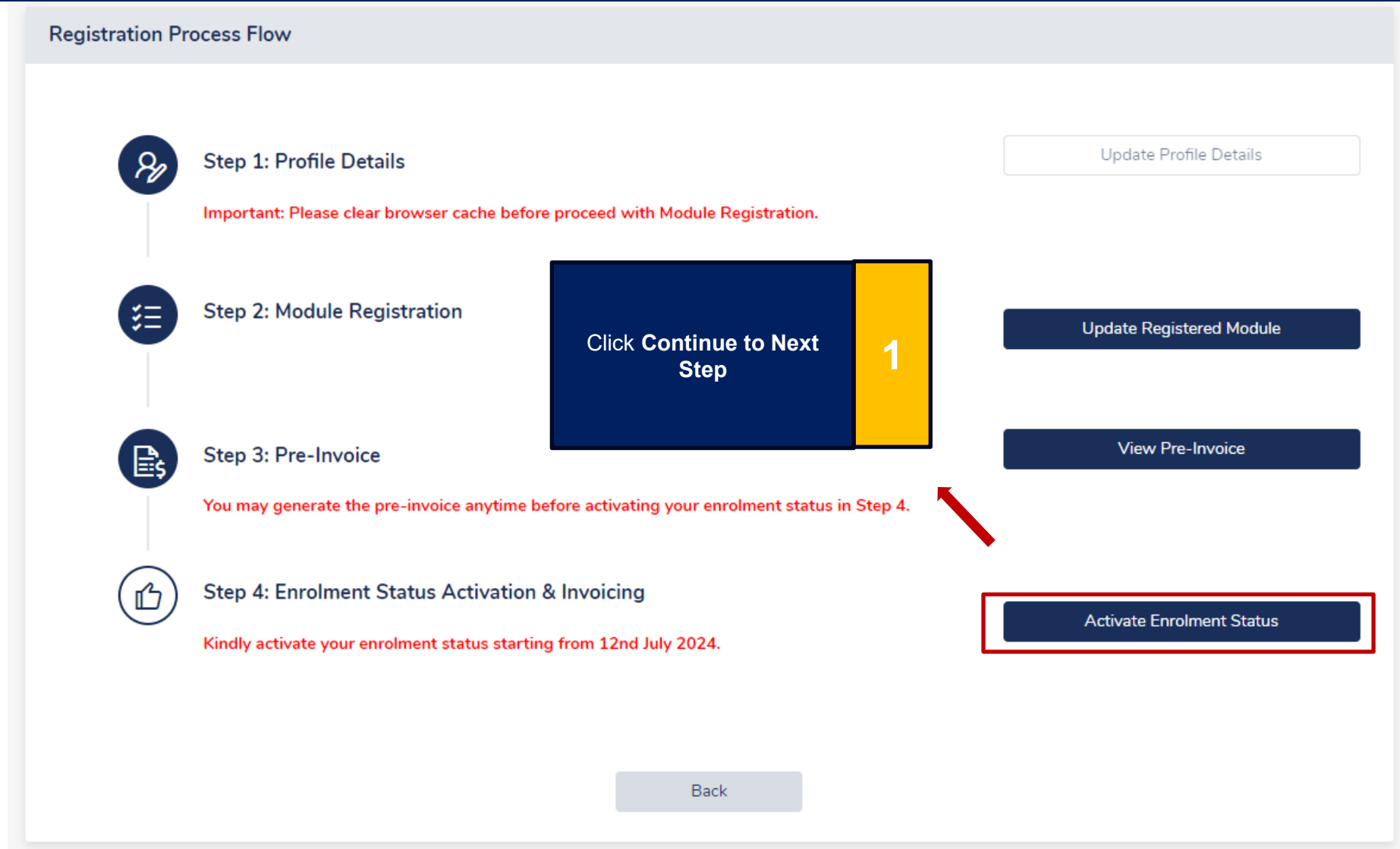
### Fees Charge

| No. | Description |
| --- | --- |

Continue to Next Step

Click **Continue to Next Step**

2

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**STEP 4: ENROLMENT STATUS ACTIVATION AND INVOICING**

## Registration Process Flow

**Step 1: Profile Details**

Important: Please clear browser cache before proceed with Module Registration.

Update Profile Details

**Step 2: Module Registration**

Click **Continue to Next Step** | **1**

Update Registered Module

**Step 3: Pre-Invoice**

You may generate the pre-invoice anytime before activating your enrolment status in Step 4.

View Pre-Invoice

**Step 4: Enrolment Status Activation & Invoicing**

Kindly activate your enrolment status starting from 12nd July 2024.

Activate Enrolment Status

Back

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Click **Close**

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## 4.1 Enrolment Confirmation Clause Agreement

### Rules & Regulations List

I hereby acknowledge and accept the regulations as set by the University regarding the items listed below:

1. To observe and comply with the orders, regulations and procedures regarding registration matters.

2. To perform the registration procedure within the allocated time frame given. (I understand and will accept that my registration is unsuccessful if I fail to comply with the regulations and the University reserves the right to drop any modules that I had appeal to be registered).

3. In the event of any mistakes in my application caused by my own negligence, I will accept the decision made by the University administration and there is no objection if the penalty imposed on me.

4. I understand the need to preserve the confidentiality of my SiswaMail username and password. If such information is disclosed by my own negligence, all consequences would be my responsibility.

5. I am responsible for ensuring that the modules schedule that I wish to register do not clash or overlap.

6. I am responsible for ensuring that I have fulfilled the pre-requisites conditions of any modules I wish to register for. The Faculty reserves the right to disallow my registration should the pre-requisites conditions not be fulfilled.

7. I understand that I shall pay all prescribed fees and other charges by the due dates indicated.

8. **I am responsible to do registration confirmation within the registration period. The University reserves the right to amend my candidature as TM (Tidak Mendaftar/ Did Not Register) and all my modules that I select will be deleted after the registration period is over.**

☑ I agree to comply with all the rules and regulations of the module registration process.*

**Tick** the box — **3**

Back | Continue

Click **Continue** — **4**

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**STEP 4.3: FEES PAYMENT**

## 4.3 Fees Payment

**Important Notes:**

- Students whose fees were duplicated or wrongly calculated, you may proceed with clicking 'Pay Later' button in order to continue with the enrolment process.
- Please log your issue via UM Helpdesk in order for UM Technical Team to rectify the issue.

### Invoice

| No. | Description | Amount (RM) |
|---|---|---|
| | Total Fees/Charges For Current Semester [A] | |
| | Sponsored amount For Current Semester [B] | |
| | Total Balance as of (30/07/2024) [C] | |
| | Amount to pay [D=A-B+C] | |

Continue → Click **Continue** **20**

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## 4.4 Enrolment Process Completion

**Enrolment Status**

Your enrolment status has been activated.

OK → Click **Continue** 21

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# THANK YOU

ADMISSION AND REGISTRATION CENTRE

ACADEMIC SERVICES DEPARTMENT

**3 OCTOBER 2025**

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