

1. Login to UUM Portal at <https://portal.uum.edu.my>

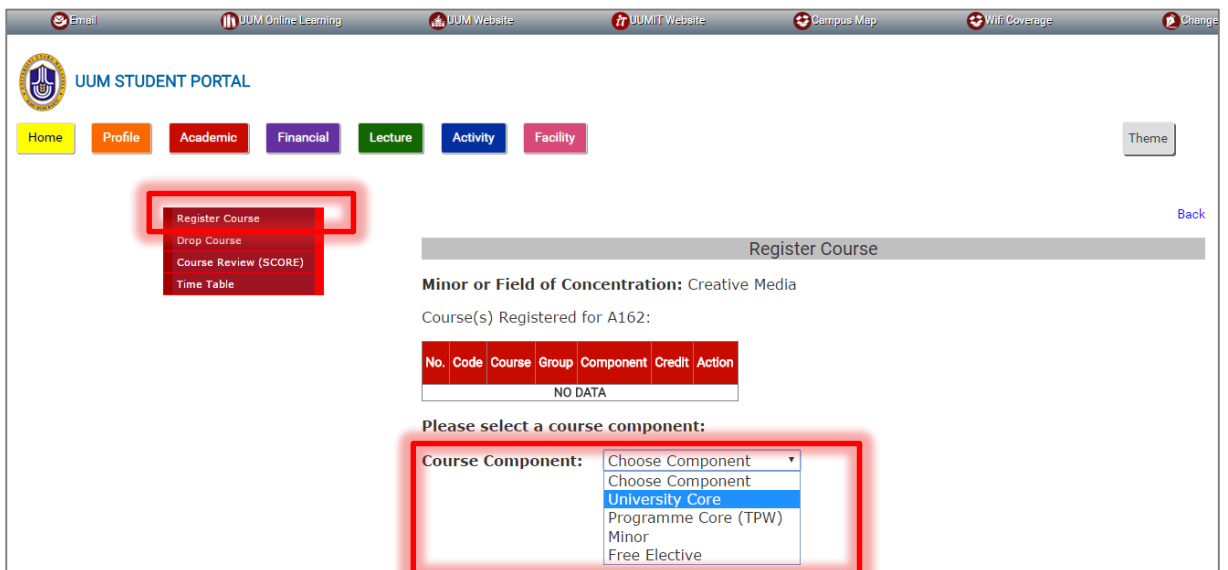
2. Click at **Lecture** Menu



3. At **Course Registration** Widget, click **Register Course**



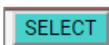
4. To start register course, click at **Register Course** Menu on the left pane and select a course component from the drop down menu.




5. List of all courses available will be displayed based on selected component.

The screenshot shows the 'Register Course' page. On the left, there is a navigation menu with options: Register Course, Drop Course, Course Review (SCORE), and Time Table. The main content area is titled 'Register Course' and shows the 'Minor or Field of Concentration: Creative Media'. Below this, it states 'Course(s) Registered for A162:' followed by a table with columns: No., Code, Course, Group, Component, Credit, and Action. The table currently contains 'NO DATA'. Below the table, it asks to 'Please select a course component:' and shows 'University Core' selected in a dropdown menu. Underneath, it displays 'University Core' and 'Credits Required: 25 Credits Balance: 4'. At the bottom, there is a table with columns: No., Code, Course, Component, Credit, and Action. The table has one row: No. 1, Code SADN1043, Course ETHNIC RELATIONSHIP, Component University Core, Credit 3, and an 'ADD' button in the Action column.

6. Press  button to add course.

7. Choose available class from the list and click  to continue.

The screenshot shows the 'Available Class' page. On the left, there is a navigation menu with options: Register Course, Drop Course, Course Review (SCORE), and Time Table. The main content area is titled 'Available Class:' and shows 'SADN1043: ETHNIC RELATIONSHIP'. Below this, there is a table with columns: Group, Total Seats, Total Filled, Balance Seats, Day, Time, Venue, Note, and Action. The table lists 12 groups (A through L) with 150 total seats each, 0 total filled seats, and 150 balance seats. Each row has a 'SELECT' button in the Action column.

8. A pop-up message will be displayed and press  to continue.

The screenshot shows a pop-up message box with the text 'Course Has Been Successfully Updated.' and an 'OK' button.


9. Successful **REGISTERED** course(s) will be displayed on the list.

The screenshot shows the 'Register Course' page. On the left, there is a menu with options: Register Course, Drop Course, Course Review (SCORE), and Time Table. The main content area has a 'Back' link in the top right. Below the title 'Register Course', it shows 'Minor or Field of Concentration: Creative Media' and 'Course(s) Registered for A162:'. A table lists the registered course:

No.	Code	Course	Group	Component	Credit	Action
1	SADN1043	HUBUNGAN ETNIK	C	University Core	3	REGISTERED
					Total Credits Registered	3

Below the table, it says 'Please select a course component:' and 'Course Component: University Core'. It also displays 'University Core' and 'Credits Required: 25 Credits Balance: 1'. At the bottom, there is a table header for the next step:

No.	Code	Course	Component	Credit	Action
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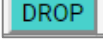
10. For Free Elective, type in the Course Code and press  button to continue.

The screenshot shows the 'Register Course' page. The 'Course Component' is now set to 'Free Elective'. The table lists two registered courses:

No.	Code	Course	Group	Component	Credit	Action
1	SADN1043	HUBUNGAN ETNIK	C	University Core	3	REGISTERED
2	SCCA2073	PERHUBUNGAN AWAM	B	Programme Core (TPW)	3	REGISTERED
					Total Credits Registered	6

Below the table, it says 'Please select a course component:' and 'Course Component: Free Elective'. It also displays 'Free Elective' and 'Credits Required: 3 Credits Balance: 3'. At the bottom, there is a form with 'Course Code: BWSS2013' and an 'ADD' button, which is highlighted with a red box.

11. Proceed to add another course until complete.

12. To drop course, click at  Course menu on the left pane.

The screenshot shows the 'Drop Course' page. On the left, the 'Drop Course' menu item is highlighted with a red box. The main content area has a 'Back' link in the top right. Below the title 'Drop Course', it shows 'Minor or Field of Concentration: Creative Media'. A table lists the courses to be dropped:

No.	Code	Course	Group	Component	Credit	Action
1	SADN1043	HUBUNGAN ETNIK	C	University Core	3	DROP
2	SCCA2053	PENULISAN KORPORAT	A	Programme Core (TPW)	3	DROP
3	SCCA2073	PERHUBUNGAN AWAM	B	Programme Core (TPW)	3	DROP
					Total Credits Registered	9

13. A pop-up message will be displayed and click **YES** to proceed and **NO** to cancel.

Course Selected: **SCCA2053**

Do you want to proceed?

YES **NO**

Drop Course

Minor or Field of Concentration: Creative Media

No.	Code	Course	Group	Component	Credit	Action
1	SADN1043	HUBUNGAN ETNIK	C	University Core	3	DROP
2	SCCA2053	PENULISAN KORPORAT	A	Programme Core (TPW)	3	DROP
3	SCCA2073	PERHUBUNGAN AWAM	B	Programme Core (TPW)	3	DROP
					Total Credits Registered	9

Register Course
Drop Course
Course Review (SCORE)
Time Table

Back

14. You will be notified as pop-up message below if course successfully dropped. Press **OK** to continue.

Course Successfully Dropped (SCCA2053).

OK

15. To check your course structure press **Course Review (SCORE)** menu on the left pane.

Register Course
Drop Course
Course Review (SCORE)
Time Table

Course Review (SCORE)

Matr. No. : ██████████
Name : ██████████
Programme / Code : Bachelor of Communication with Honours (U14)
Minor / Field of Concentration : Creative Media
Programme Duration : 4 years
Center of Study : Universiti Utara Malaysia, Sintok, Kedah
Total Credits for Graduation : 129
Credit Transferred : 3
Admission Session : First Semester 2015/2016 Session (A151)
Admission Qualification : STPM
Original Programme : Bachelor of Communication with Honours (U14)
MUET Band : 4



Legend : Proposed courses Incomplete Complete Registered Pass Fail

+ PROGRAMME STRUCTURE

+ SUMMARY

+ GRADING SYSTEM

Back

16. Press  icon to view more details and  to hide details.

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Course Review (SCORE)

Matric No. : ██████████
Name : ██████████
Programme / Code : Bachelor of Communication with Honours (U14)
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MUET Band : 4

Legend : Proposed courses
 Incomplete
 Complete
 Registered
 Pass
 Fail

PROGRAMME STRUCTURE

UNIVERSITY CORE (25 CREDITS REQUIRED)					SEMESTER												STATUS
					1	2	3	4	5	6	7	8	9	10	11	12	
No.	Code	Course	Credit	Credit Transfer	A151	A152	A161	A162	-	-	-	-	-	-	-	-	-
1	SADN1013	INTRODUCTION TO ENTREPRENEURSHIP	3			A+											PASS
2	SADN1013	ISLAMIC AND ASIAN CIVILIZATION I	3			A											PASS
3	SADN1033	MALAYSIAN NATIONHOOD STUDIES	3				**										REGISTERED
4	SADN1043	ETHNIC RELATIONSHIP	3				**										REGISTERED
5	SBLE1033	ENGLISH FOR COMMUNICATION I	3	KP													PASS
6	SBLE1043	ENGLISH FOR COMMUNICATION II	3			A											PASS
7	SBLE2103	PROCESS WRITING	3				**										REGISTERED
8	VTME1011	JOURNALISM I	1			A+											PASS
9	VTME1021	JOURNALISM II	1			A+											PASS
10	VTME2031	JOURNALISM III	1				**										REGISTERED
11	ZKOK4	KOK 4	1														INCOMPLETE

17. To view current time table press **Time Table** menu on the left pane.

[Back](#)

Register Course
Drop Course
Course Review (SCORE)
Time Table


Time Table

Second Semester , 2016/2017 Session (A162)

Matrik No : ██████████
Name : ██████████

Code	Group	Sunday	Monday	Tuesday	Wednesday	Thursday	Room
SADN1043	C		11:30 - 12:50PM			11:30 - 12:50PM	DKG 2/1
SCCA2073	B		1:00 - 2:20PM			1:00 - 2:20PM	DP A.1

Datetime for add/drop course, Start : 04/12/2016 8:00AM - End: 04/12/2016 11:59PM

18. To navigate back please use  button at the page. Do not use browser back button.