HOW TO USE UNIKL STUDENT PORTAL (ACADEMIC)

UniKL SINGLE SIGN-ON

(**http://portal.unikl.edu.my**)

UniKL Student Portal is designed to support and improve education management by providing a comprehensive and integrated system for the entire community. With the Student Portal, student should be able to access information about themselves at any time and anywhere.

Contents

1. ACADEMIC ACTIVITIES SCHEDULE

The following are standard activities implemented every semester. Please refer to the institute yearly academic calendar.

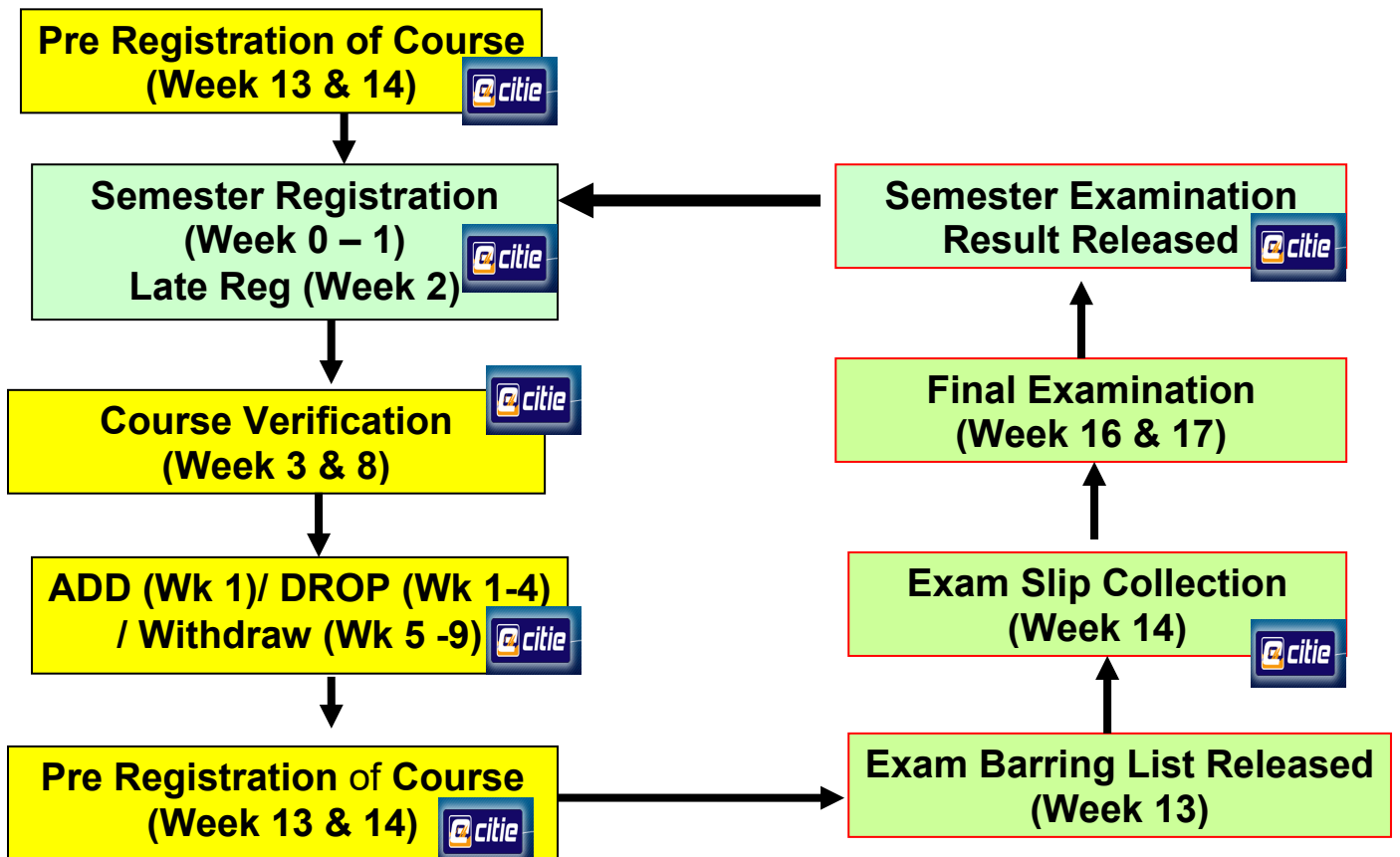| DESCRIPTION	DATES	REMARK
SEMESTER REGISTRATION AND STUDENT STATUS		
Semester Registration for Returning student	Week 0 - 1	o Get Invoice number and payment amount from online services. o Pay through CIMCLICK or JOMPAY. o Register semester through online after 3 days of payment (subjected to no other outstanding fee).
Online Semester Registration is Closed	Week 2	o Registration beginning this date is considered late registration.
Late semester registration	Week 2	o Student is allowed to register with penalty of RM50. o Register at Academic Services Section (AcSS) Counter
Late registration ends.	Week 3	o Student who fail to register semester for any reason will be deferred or terminated. o Registration status for student who has registered semester but did not register any course will be revoked – student will be given status 'defer' or 'terminate'.
Appeal to re activate student status	Before Week 5	o For defer due to mental health – the appeal must be accompanied by the certificate of mental healthiness.
Deferment from Study	Week 1 – 4	o Application must be made using form which can be obtained from AcSS.
	Week 5 – 9	o All courses will be withdrawn and grade 'W' is given to the courses. o Credit Withdrawn will be counted as Credit Taken but not calculated in the GPA/CGPA for this semester.
	Beginning Wk 10	o Deferment for reasons with medical certificate.
COURSE REGISTRATION - ADD/ DROP/ WITHDRAW		
Adding Course (ONLINE)	Week 0 - 1	o ADD courses must be approved by the Academic Advisor. o To ADD more than allowable credits (more than 18 or more than 12 credits) – ADD online is not allowed. Please use Appeal to ADD Course Form.
Dropping Course (ONLINE)	Week 1 – 4	☐　ADD is not allowed

Verify Registration of Courses (ONLINE)	Week 3 – 4	☐ Save or Print the course registration from online. ☐ Any correction must be informed to AcSS immediately.
Correction of records only on: a) **Course group** b) **Course code**	Week 2 – 4	o Correction without penalty
	Week 5 – 9	o Correction with penalty of RM50 for each course/ change.
	Week 10	o Correction is not allowed. o Student will be given grade 'F' if fail to attend the class.
COURSE WITHDRAWAL (MANUAL)	Week 5 – 9	o Get Withdrawal form from AcSS o Credit Withdrawn will be counted as Credit Taken but not calculated in the GPA/CGPA for this semester.

PRE REGISTRATION OF COURSE		
Pre registration of courses for next semester	Week 13 - 14	o All student must do pre registration of course through online.

FINAL EXAMINATION		
Draft Final Examination Timetable release*	Week 11	o Student may forward any comment to AcSS
Finalized Examination Timetable release*	Week 12	
BAR list released	Week 13	
Download Exam Slip via Student Portal	Week 14	o Student who have outstanding fee must get clearance from finance before can be allowed to download the examination slip.
FINAL EXAMINATION	o **Week 16 – 17**	

*Subject to Change- *check student portal after week 10.*

2. ACADEMIC ACTIVITIES LIFECYCLE

Below is the academic activities lifecycle where each student will follow every semester until completion of study. Observe the Student Portal usage requirement in each activity.

For new student, the process starts at Semester registration, and for the returning student the process begins at the pre registration of Courses.

Pre Registration of Course (Week 13 & 14) citie

↓

Semester Registration (Week 0 – 1) Late Reg (Week 2) citie ← **Semester Examination Result Released** citie

↓   ↑

Course Verification (Week 3 & 8) citie   **Final Examination (Week 16 & 17)**

↓   ↑

ADD (Wk 1)/ DROP (Wk 1-4) / Withdraw (Wk 5 -9) citie   **Exam Slip Collection (Week 14)** citie

↓   ↑

Pre Registration of Course (Week 13 & 14) citie → **Exam Barring List Released (Week 13)**

The following pages show how each of the above processes is done and how it is done using Student Portal. Student is encouraged to check, and request for correction of information displayed. Please forward any correction via Academic Enquiries (WebSite) or email to us at acmd2@unikl.edu.my providing detail information about you (ID number, Name and correction detail)
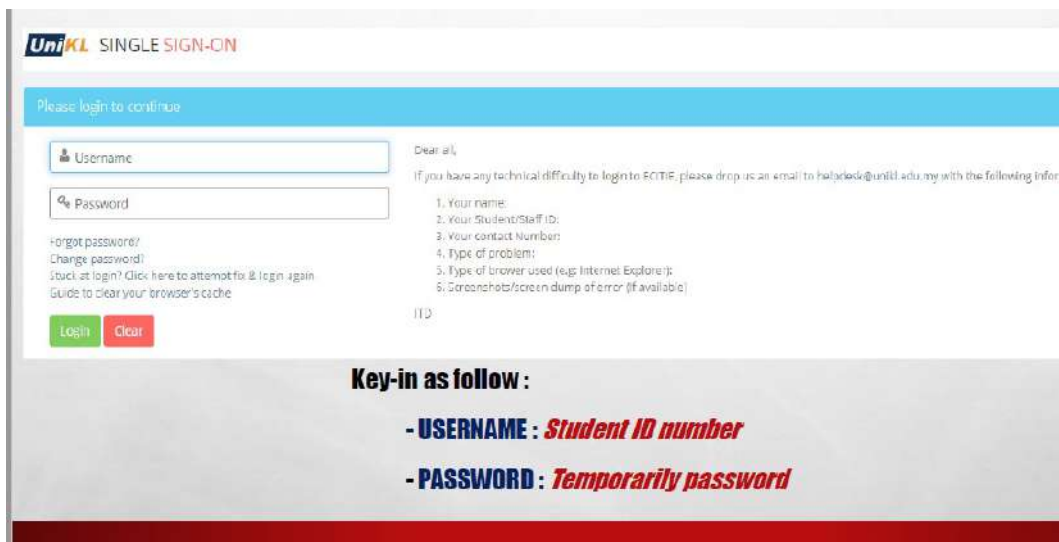
3.   HOW TO USE ECITIE – STUDENT PORTAL

Student' information is managed using the Student Management system which can also be accessed through web – Student Portal. All registered UniKL students are given authorization to access the online services immediately after the first time he/she successfully registered as a new student. UniKL will use Student Portal to announce any information. No letter will be sent to student except for certain cases only.

3.1   LOGIN TO STUDENT PORTAL

Q3.1   HOW TO LOGIN TO THE STUDENT PORTAL?

Type portal.unikl.edu.my at web browser and refer to the login screen below.
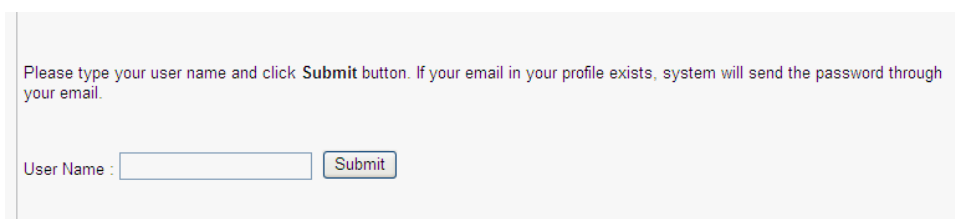
The temporary password can be changed upon successfully entered the online.

Q3.2   WHAT IF I FORGOT MY PASSWORD?

There are two ways you can recover your password:

i.   You can contact AcSS to reset your password. Once reset, the password will go back to IC/passport number.

ii.   At the Login screen, you can click
        Forgot password? Please click here
    If you would like the system to respond to you, your email address in the online must be updated and correct (refer to screen below).

Q3.3   I CAN NOT ACCESS STUDENT PORTAL.

If you confident with your user name or password, you may be an 'inactive' student. If you defer or just completed (not yet graduated) from study, you are still allowed to access Student Portal. Contact AcSS for further enquiries.

3.2   SEMESTER REGISTRATION

Q3.4   WHAT IS SEMESTER REGISTRATION ?

Semester Registration is the registration process to become an active and registered student in a particular semester. Student must register semester via online services within the allowable timeline. The online semester registration is open one week before class begins and close by Friday night of week 1. Online semester registration is not allowed during late semester registration week (Week 2). Student who fail to officially register may be deferred or terminated by the University.

Q3.5   HOW MUCH DO I HAVE TO PAY EVERY SEMESTER?

The amount student need to pay can be viewed in the student portal (MYLedger) before semester registration is open (2 weeks before semester began)

Q3.6   HOW TO REGISTER SEMESTER ?

The online semester registration will only be opened one (1) week before the class begins and end on the Friday night of academic week 1.
Registration steps:
   a.   Student able get invoice number and amount from the online (myledger) even before the online is opened. (Please check announcement from Finance department of each institute.)

   b.   Student must pay the registration fee as stated in the invoice. The payment must be made using internet banking (CIMBClick) or JOMPAY.
         *Note * for international student, please refer to the actual invoice amount. If you* wish to pay from outside Malaysia, please contact finance department at institute for payment advice.

   c.   After 3 days of payment, student can register themselves through student portal as shown below once the online is opened.
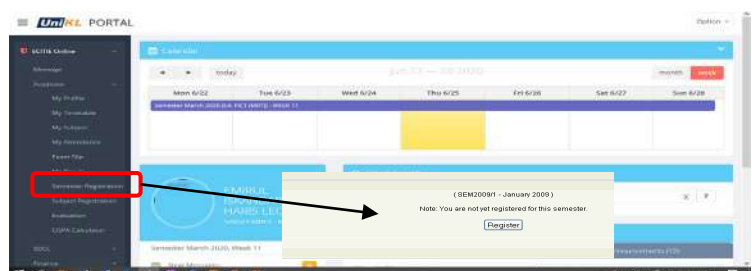
c. If the payment has been cleared and the student has no outstanding, the system will indicate the registration date (refer screen below).

	Note: You have registered for this semester.

Semester : SEM2009/1 - January 2009
Registered Date : 09-06-2009
Academic Semester : 7

Q3.7 I HAVE PAID THE REGISTRATION FEE BUT THE SYSTEM ASKS ME TO CONTACT FINANCE?

There are two possibilities:
   a. If you are under loan, your sponsorship status may be outdated – please check with Campus Lifestyle Department (CLD)
   b. If you have previous outstanding (example previous unpaid tuition fee), you need to settle your outstanding fee or contact finance department for more information/ for clearance.

3.3 COURSE REGISTRATION

Students are required to register courses before the next semester begun which is called Pre registration of Course. The online pre registration of courses will normally be opened for two weeks before final examination week. Students must check the announcement from AcSS from time to time.

COURSE REGISTRATION ACTIVITIES

ADD/DROP | CHANGE GROUP

COURSE REGISTRATION

WITHDRAWAL | CORRECTION
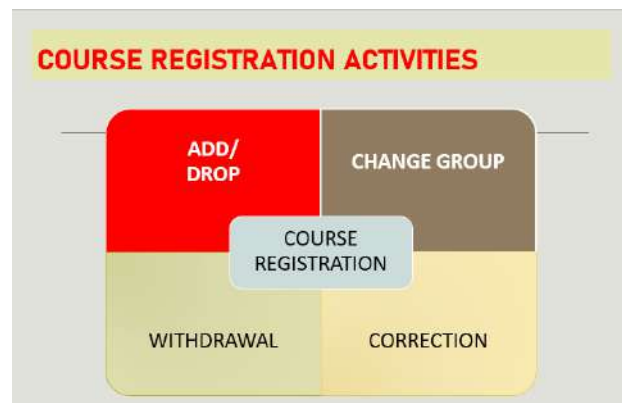
TIMELINE : Course Registration Activities

Academic Week ➡ Activities⬇	0	1	2	3	4	5-9	After Week 9	Before Revision Week	REV & Exam
Add Course (Online)	√	√							
Change group (Online)	√	√							
Drop Course (Online)		√	√	√	√				
Correction* of course		√	√	√	√				
Withdraw from course ❑ The course will be given status 'W' and will not be calculated in GPA/CGPA						√			
Correction* with penalty (RM50)						√			
Correction* with penalty (RM100)							√		
Pre Registration of Courses (Online) (For next semester)								√	

3.8 HOW TO DO PRE REGISTRATION OF COURSES?

a. ADD COURSES

To ADD
1. Select a course from the dropdown list.
2. Click Add to add the course.
3. Repeat steps 1 and 2.

Maximum allowable credits is 18
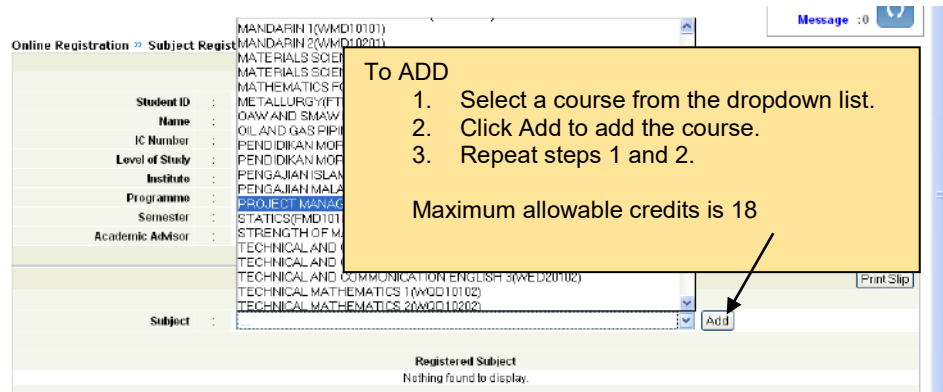
Take note that in the pre registration screen, student need to select course only. There is no group available to choose from.

b. DROP COURSES

To drop
1. Tick checkbox
2. **Click Drop button**
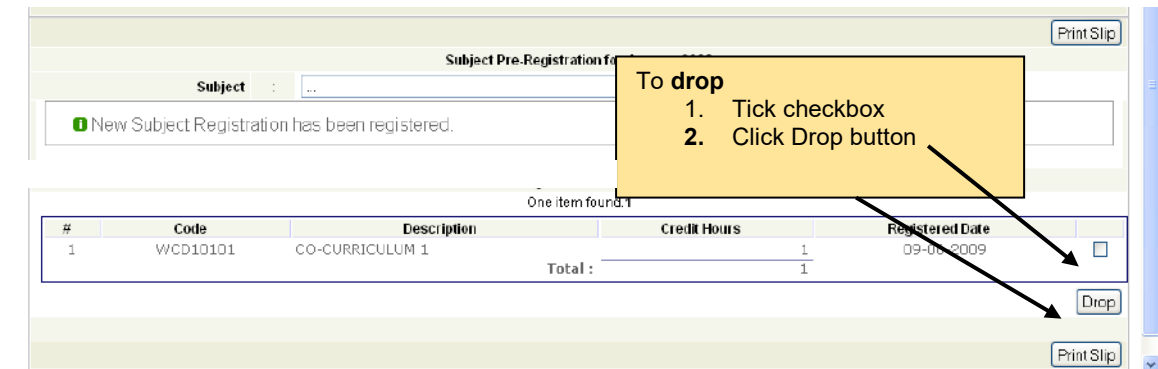
Q3.9 HOW TO PRINT COURSE REGISTRATION SLIP?

You are encouraged to download/save/print the registration slip for your future reference.

To print course registration slip, click Print Slip
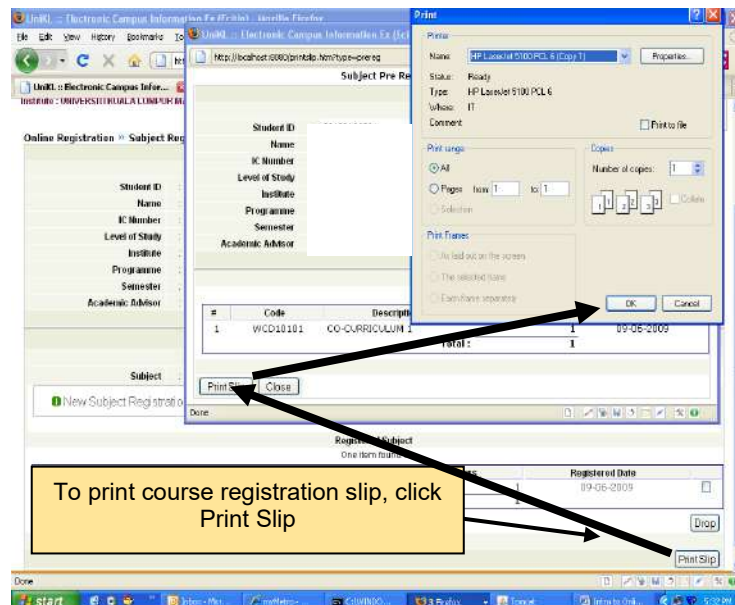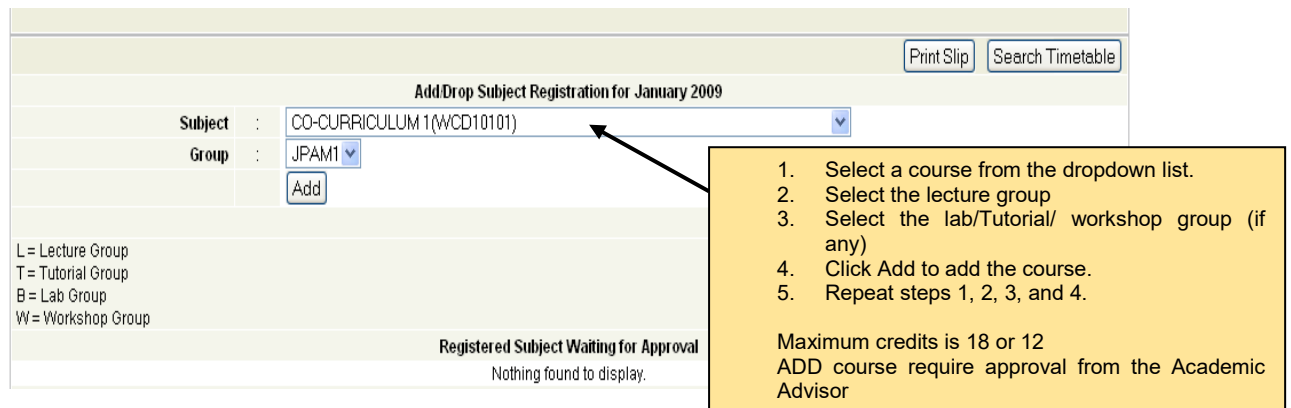
Q3.10 HOW TO ADD / DROP DURING ADD/DROP WEEK
(After successfully registered semester)

- Add course during ADD week requires approval from your academic advisor (listed under 'Registered Course Waiting for Approval')
- Once approval is obtained, the course will be registered and shown under 'Registered Course'.

a. ADD COURSE
Refer to the screen below:

b. CANCEL Course in the Waiting for Approval
Refer to the screen below:
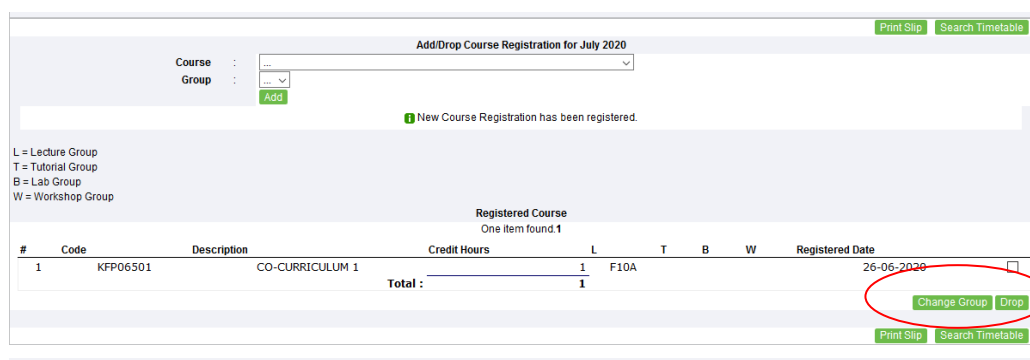
c. DROP Course after approval
d. Change Group after approval
Student change the group of the same course, subject to no clashing of timetable.

e. **VERIFY the correctness of the courses registered**
Student MUST ensure the correctness of the course registration records latest by end of week 4. Correction after within 5 -9 will be charged with penalty of RM50. Correction after week 9 is not allowed.

> Student are responsible in ensuring the courses' codes are correct and student must attend the class for the registered course.
>
> Courses drop within week 4 - 9 (for any reason) are considered 'withdrawn' and the credits are counted for financial purposes.

3.4   STUDY PLANNER/ CREDIT TRANSFER

3.11   HOW DO I GET INFORMATION ON THE PROGRAMME STRUCTURE?

My Course in the Student Portal contains information on the courses related matter such as credit transfer and programme structure.

Three main information can be obtained from MySubject are :
1. My Subject – Registered Courses
2. Approved Credit Transfer
3. Study Planner – the courses for the whole study

a. **My Subject**

– You can access registered courses in the current and from previous semesters.
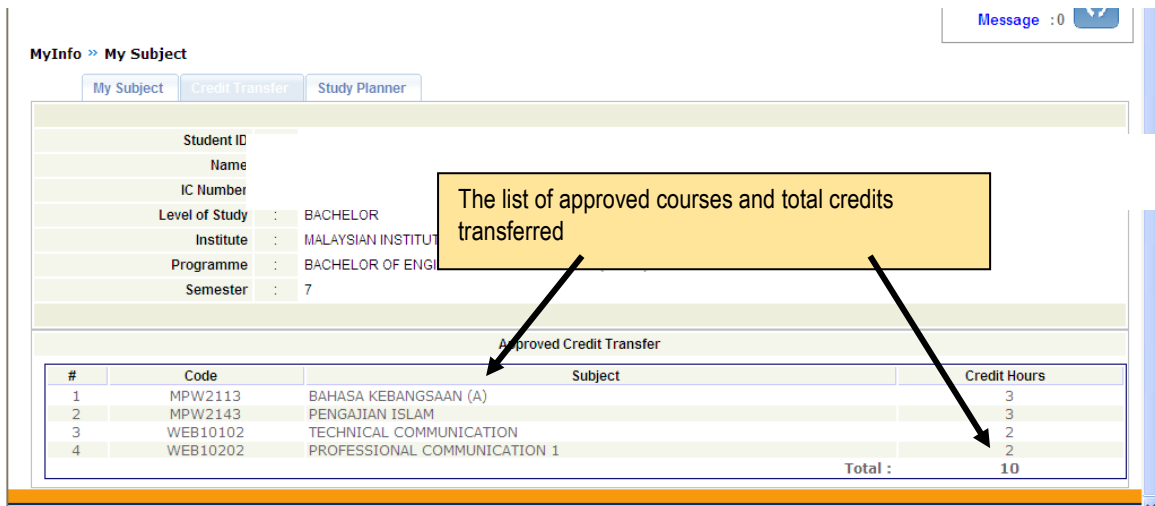
b. **Credit Transfer**
    - You can access and print the approved credit transfer given to you via student portal

The list of approved courses and total credits transferred

#	Code	Subject	Credit Hours
1	MPW2113	BAHASA KEBANGSAAN (A)	3
2	MPW2143	PENGAJIAN ISLAM	3
3	WEB10102	TECHNICAL COMMUNICATION	2
4	WEB10202	PROFESSIONAL COMMUNICATION 1	2
		Total :	10

c. **Study Planner**

    – The study planner shows:
    i.   The courses you will be taking for the whole of your studies
    ii.   The study planner provides the checklist of your performance. You will be able to see what and how many courses you have not completed for the graduation requirement.

    Example Study Planner:

1. The list of courses for the study period
2. Prerequisites
3. Passing Status

Color Indicator:

RED : Not yet taken or not yet passed
BLACK : Has taken and passed
GREEN : Elective Courses

3.5   CLASS TIMETABLE

Q3.12   HOW AND WHEN CAN I GET MY CLASS TIMETABLE?

You can view your timetable after you have successfully registered semester and have done pre registration of courses. Please check announcement from time to time.

Q3.13   CAN I CHANGE MY CLASS TIME TABLE?

The timetable can be changed if you change the course registration record (through drop and add online). The change is subjected to availability of seat and no clashing of timetabling.

Example of a timetable :

3.6   EXAMINATION

Q3.14   WHY SHOULD I VERIFY MY COURSE REGISTRATION RECORDS?

Courses registered will be used in the examination process. After week 9, all records on courses registrations are considered correct. If the student never attend the class, the course may be considered as fail (grade 'F') unless the course has been dropped/ withdrawn within week 1 – 9.

Q3.15   WHAT IS AN EXAMINATION SLIP?

The slip is required as a pass for entry into examination hall. The slip must be downloaded via student portal before examination week, subject to no outstanding fee. The examination slip shows the list of courses you are allowed to sit and the individual examination timetable.

Q3.16   HOW DO I GET/VIEW MY EXAMINATION TIME TABLE?

All information about examination (date, time and venue) can be obtained from the examination slip. The timetable is based on the individual timetable. Student can view the timetable, subject to no outstanding fee.

Example (1) examination slip with withdrawn course -

JANUARY 2009
(SEMESTER 5)

ADBULLAH SANI

JANUARY 2009 (SEMESTER 5)

| NAME | : | ADBULLAH SANI | | PROGRAMME | : | DIM |
| ID | : | 521123103001 | | IC NO | | |

REGISTERED SUBJECTS

Code	Venue	Seat	Code	Name	Date	Time	Venue	Seat
IGD10703	2406/07	28	IGD10703	FUNDAMENTALS OF ACCOUNTING	27/04/2009	02:00 PM	2406/07	28
IMD20703	2406/07	41	IMD20703	PUBLISHING FOR THE WORLD WIDE WEB	28/04/2009	09:00 AM	2406/07	41
IMD20603	Level27	9	IMD20603	DIGITAL ANIMATION	29/04/2009	02:00 PM	Level27	9
IMD20503	2005/06	22	IMD20503	DIGITAL AUDIO AND VIDEO	30/04/2009	09:00 AM	2005/06	22
ITD20403	Withdrawed		ITD20403	PROGRAMMING LANGUAGE 2	-	-	Withdrawed	
WED20102			WED20102	TECHNICAL AND COMMUNICATION ENGLISH 3	-	-		
WMD10201			WMD10201	MANDARIN 2	-	-		

Example (2) examination slip with barred course from sitting examination -

JANUARY 2009
(SEMESTER 4)
ARINA MOHD

52245103002

JANUARY 2009 (SEMESTER 4)

| NAME | : | ARINA MOHD | | PROGRAMME | : | BIMD |
| ID | : | 52245103002 | | IC NO | : | |

REGISTERED SUBJECTS

Code	Venue	Seat	Code	Name	Date	Time	Venue	Seat
WBB10102	Barred From Exam		WBB10102	TECHNOPRENEURSHIP	**********	******	Barred From Exam	
IGB10403	1807/08	16	IGB10403	DISCRETE MATHEMATICS FOR IT	04/05/2009	09:00 AM	1807/08	16
IGB20303	Level29	22	IGB20303	PROBABILITY AND STATISTICS FOR IT	05/05/2009	09:00 AM	Level29	22
IGB10602	Barred From Exam		IGB10602	PRINCIPLES OF SMALL BUSINESS	**********	******	Barred From Exam	
ICB10203	Level29	3	ICB10203	COMPUTER ORGANIZATION	07/05/2009	09:00 AM	Level29	3
MPW2143	1005/06	44	MPW2143	PENGAJIAN ISLAM	08/05/2009	03:00 PM	1005/06	44
WEB10202			WEB10202	PROFESSIONAL COMMUNICATION 1		-		

Q3.16   HOW DO I GET MY RESULT?

Semester result will be released via online once is endorsed by Senate

3.17   I CANNOT VIEW MY RESULT AFTER IT WAS RELEASED.

The official Student's result can only be viewed to student concerned if he does not have any outstanding fees.

✉ **Contact Us**

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