



STUDENT INFORMATION SYSTEM

How to Use ECITIE Online Services (Students)



<http://online.unikl.edu.my>

Electronic Campus Information Exchange (e-CITIE) is designed to support and improve education management by providing a comprehensive and integrated system for the entire community. With the ECITIE online service, students should be able to access information about themselves at any time and anywhere.

FACILITIES PROVIDED IN ECITIE ONLINE SERVICES :

Students can view information regarding (My Info) :	Students can do the following through online (Online Registration) :
<ol style="list-style-type: none">1. Profile2. Registered Subjects3. Approved Credit Exemption4. Study Planner/ Programme Structure5. Class Timetable6. Exam Timetable7. Exam Slips8. Semester Results9. My Ledger	<ol style="list-style-type: none">1. Update Address2. Register Semester3. Register/ADD/DROP Subjects4. Book Hostel

Prepared by

Admission and Records Department
Academic Affairs Division
Version 2.1 – October 2010



1. ACADEMIC ACTIVITIES

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 students	Week 0 - 1	<ul style="list-style-type: none"> ○ Get Invoice number and payment amount from online services ○ Register semester through online after 3 days of payment through CIMBClick (subjected to financial clearance).
Online Semester Registration is Closed	Week 2	<ul style="list-style-type: none"> ○ Registration beginning this date is considered late registration.
Late semester registration	Week 2	<ul style="list-style-type: none"> ○ Students are allowed to register with penalty of RM50. ○ Register at Academic Affairs Counter
Late registration ends.	Week 3	<ul style="list-style-type: none"> ○ Students who fail to register semester for any reason will be deferred or terminated. ○ Registration status for students who has registered semester but did not register any subject will be revoked – students will be given status 'defer' or 'terminate'.
Appeal to re activate student status	Before Week 5	<ul style="list-style-type: none"> ○ For defer due to mental health – the appeal must be accompanied by the certificate of mental healthiness.
Deferment from Study	Week 1 – 4	<ul style="list-style-type: none"> ○ Application must be made using form which can be obtained from AAD.
	Week 5 – 9	<ul style="list-style-type: none"> ○ All subjects will be withdrawn and grade 'W' is given to the subjects. ○ Credit Withdrawn will be counted as Credit Taken but not calculated in the GPA/CGPA for this semester.
	Beginning Week 10	<ul style="list-style-type: none"> ○ Only allowed for reasons with medical certificate.
SUBJECTS REGISTRATION - ADD/ DROP/ WITHDRAW		
Adding Subject (ONLINE)	Week 0 - 1	<ul style="list-style-type: none"> ○ ADD subjects must be approved by the Academic Advisor. ○ To ADD more than allowable credits (more than 18 or more than 12 credits) – ADD online is not allowed. Please use Appeal to ADD Subject Form.
Dropping Subject (ONLINE)	Week 1 – 4	<ul style="list-style-type: none"> € ADD is not allowed



Verify Registration of Subjects (ONLINE)	Week 3 – 4	<ul style="list-style-type: none"> € Save or Print the subject registration from online. € Any correction must be informed to Academic Affairs immediately.
Correction of records only on: a) Subject group b) Subject code	Week 2 – 4	<ul style="list-style-type: none"> ○ Correction without penalty
	Week 5 – 9	<ul style="list-style-type: none"> ○ Correction with penalty of RM50 for each subject/ change.
	Week 10	<ul style="list-style-type: none"> ○ Correction is not allowed. ○ Student will be given grade 'F' if fail to attend the class.
SUBJECT WITHDRAWAL (MANUAL)	Week 5 – 9	<ul style="list-style-type: none"> ○ Get Withdrawal form from AAD ○ Credit Withdrawn will be counted as Credit Taken but not calculated in the GPA/CGPA for this semester.
PRE REGISTRATION OF SUBJECT		
Pre registration of subjects for January 2011	Week 13 - 14	<ul style="list-style-type: none"> ○ All students must do pre registration of subject through online.
FINAL EXAMINATION		
Draft Final Examination Timetable release*	Week 11	<ul style="list-style-type: none"> ○ Students may forward any comment to AAD
Finalized Examination Timetable release*	Week 12	
BAR list released	Week 13	
Distribution of examination slips	Week 14	<ul style="list-style-type: none"> ○ Students must collect the examination slip at the AAD counter. ○ Students who have outstanding debts must get clearance from finance before can be given the examination slip.
FINAL EXAMINATION	○ Week 16 - 17	

Subject to Change

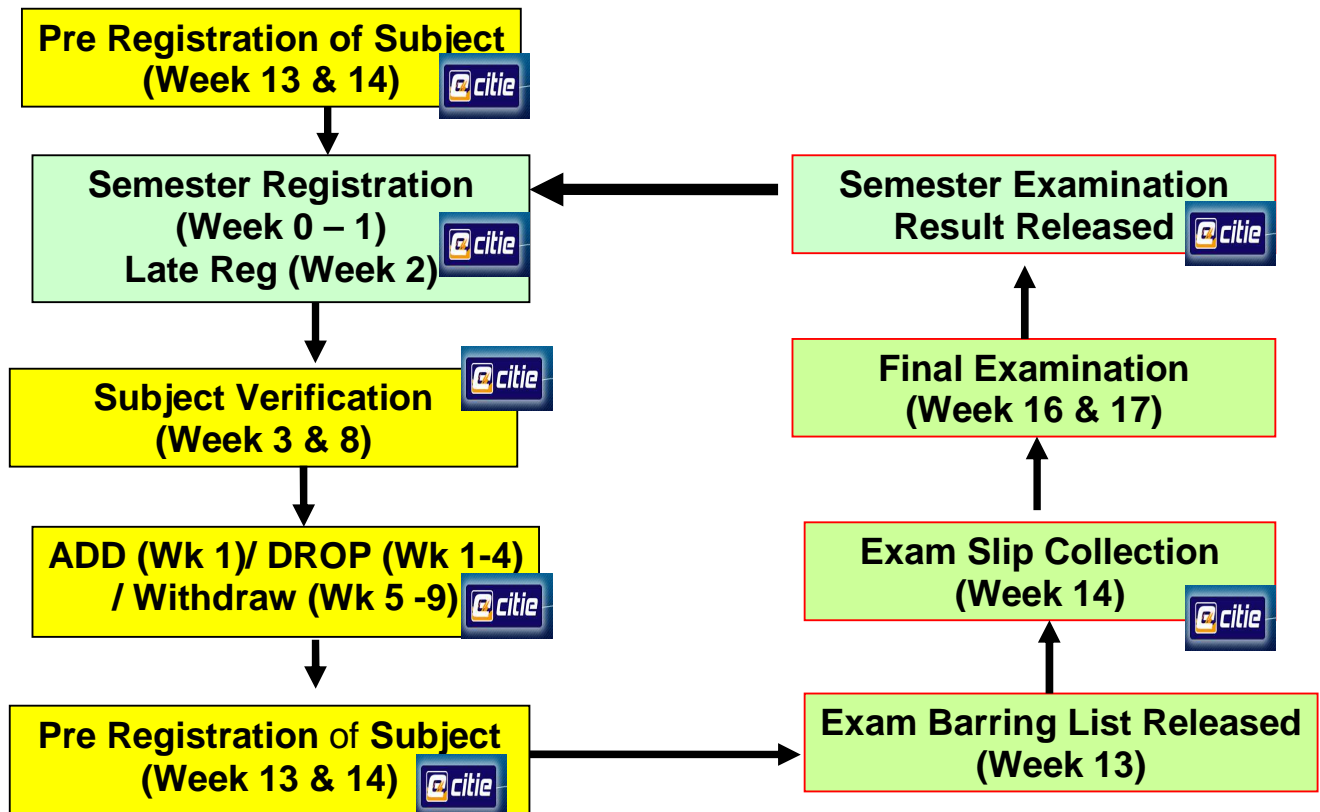
- to Change - please check online services after week 10.



2. ACADEMIC ACTIVITIES LIFECYCLE

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

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



The following pages show how each of the above processes is done and how it is done using ECITIE. Students are encouraged to check, and request for correction of information displayed. Please forward any correction to AAD or email to us at admission@unikl.edu.my providing detail information about you (ID number, Name and correction detail)



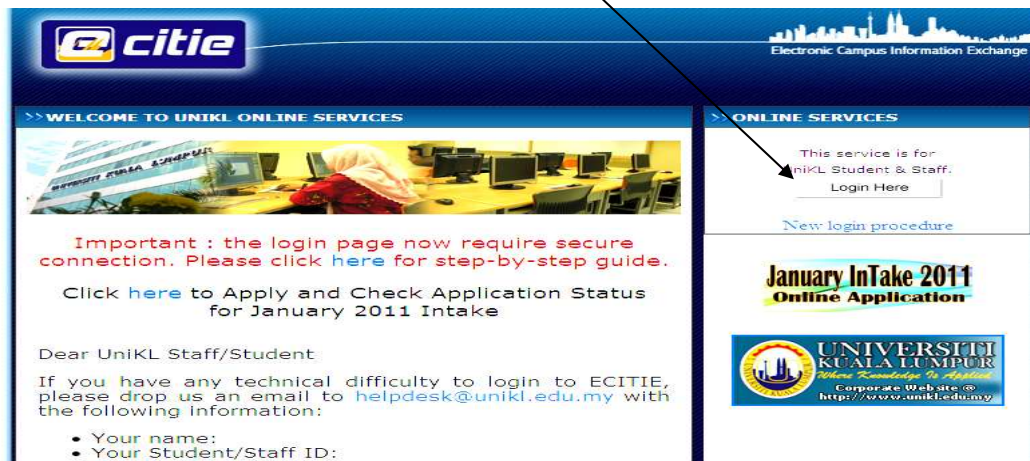
3. HOW TO USE ECITIE – ONLINE SERVICES

Students' information is managed using the Student Management system which can also be accessed through web - ECITIE Online Services. 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 ECITIE online services to announce any information. No letter will be sent to students except for certain cases only.

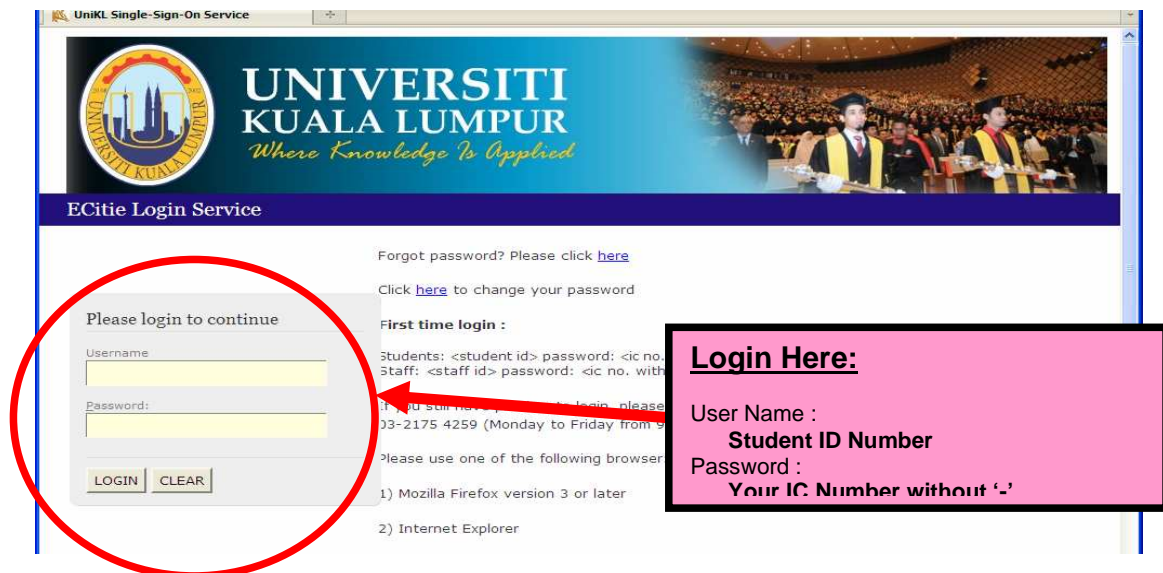
3.1 HOW TO LOGIN INTO THE ONLINE SERVICES?

Type online.unikl.edu.my at web browser and refer to the login screen below.

If the following page is displayed, please read the instructions if you are a first timer get into this page. To proceed, click **Login Here**



Next is the actual login page.



The default password can be changed upon successfully entered the online.



3.2 WHAT IF I FORGOT MY PASSWORD?

There are two ways you can recover your password:

- i. You can contact AAD to reset your password. Once reset, the password will go back to IC 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).

Please type your user name and click **Submit** button. If your email in your profile exists, system will send the password through your email.

User Name :

3.3 I CAN NOT ACCESS ECITIE.

If you confident with you user name or password, you may be an 'inactive' students. If you defer or just completed (not yet graduated) from study, you are still be allowed to access ECITIE. Please refer to AAD for further enquiries.

SEMESTER REGISTRATION

3.4 WHAT IS SEMESTER REGISTRATION ?

Semester Registration is the registration process to become an active and registered student in a particular semester. Students 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). Students who fail to officially register may be deferred or terminated by the University.

3.5 HOW MUCH DO I HAVE TO PAY EVERY SEMESTER?

Every semester students need to pay for two types of fees :

- a. Registration fee (including insurance , resource centre, hostel etc)
Every semester, students must pay RM250 or RM50 (during industrial training) and additional of RM50 once a year for insurance.
- b. Tuition fee

For sponsored students, payment will be made directly to UniKL. However, for self sponsored students - payment must be made during registration.

Students are allowed to register when the above two payments are cleared.



3.6 HOW TO REGISTER SEMESTER ?

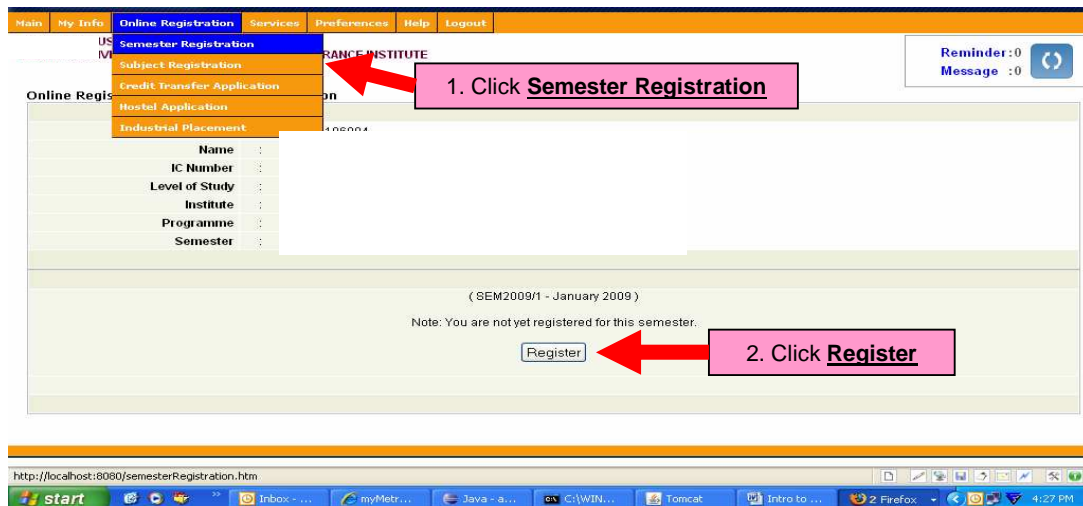
The online semester registration will only be opened one (1) week before the class begins and end on the Friday night of academic week 1.

Registration steps:

- a. Students must get invoice number and amount from the online (myledger) even before the online is opened. (Please check announcement from Finance department of each institute.)

#	Invoice No.	Description	Date	Amount (RM)	Bank-In Slip
1	BLS071002409	Tuition Fees Invoice Generated for SEM2007/2	11-07-2007	5,500.00	001313
2	IIM 52007385	Yuran Pengajian KSM	28-02-2007	5,500.00	
3	BLS071004922	Registration Invoice Generated for SEM2007/2	11-07-2007	150.00	004774
4	BLS071005662	Hostel Invoice Generated for SEM2007/2	11-07-2007	700.00	006429
5	BLS071008209	Registration Invoice Generated for SEM2008/1	09-01-2008	900.00	10701280
6	BLS071009528	Tuition Fees Invoice Generated for SEM2008/1	09-01-2008	5,500.00	708843
7	BLS081001958	Tuition Fees Invoice Generated for SEM2008/2	01-07-2008	5,500.00	10801940
8	BLS081003005	Registration Invoice Generated for SEM2008/2	01-07-2008	150.00	10802987
9	BLS081009582	Tuition Fees Invoice Generated for SEM2009/1	02-01-2009	5,500.00	88328302
10	BLS081012355	Registration Invoice Generated for SEM2009/1	02-01-2009	100.00	87263887
11	BLS091002695	Registration Invoice Generated for SEM2009/2	02-07-2009	200.00	10902692
12	BLS091004591	Tuition Fees Invoice Generated for SEM2009/2	02-07-2009	5,500.00	10904584
13	BLS091012901	Tuition Fees Invoice Generated for SEM2010/1	02-01-2010	5,500.00	10912893
14	BLS091012856	Registration Invoice Generated for SEM2010/1	02-01-2010	250.00	84427114

- b. Students must pay the registration fee (RM250/ RM300) + Hostel fee + any outstanding fee. The payment must be made using internet banking (CIMBClick) or bank in using CIMB Bank in Slip (Collect Service).
- c. After 3 days of payment, students can register themselves through online services as shown below once the online is opened.



Screen : Semester Registration



- c. If the payment has been cleared and the student has no outstanding, the system will indicate the registration date (refer screen below).



3.7 I HAVE PAID RM250 BUT THE SYSTEM ASKS ME TO CONTACT FINANCE?

There are two possibilities:

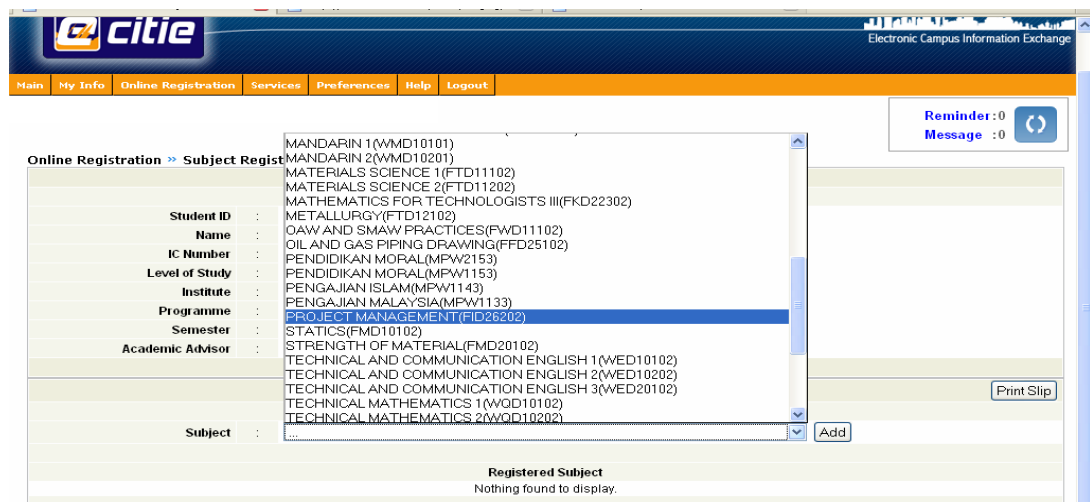
- a. If you are under loan, your sponsorship status may be outdated - please check with Students Affairs Department
- b. If you have previous outstanding (example previous unpaid tuition fee), you need to settle your outstanding fee or contact finance department for more information/ for clearance.

SUBJECT REGISTRATION

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

3.8 HOW TO DO PRE REGISTRATION OF SUBJECTS?

- a. **ADD SUBJECT**
Refer to the screen below:

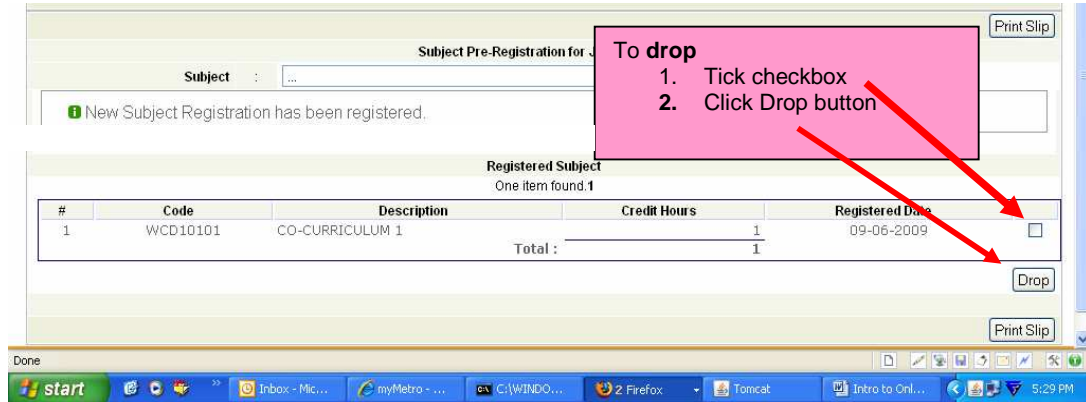


Take note that in the pre registration screen, students can only select subject and can not choose groups.



b. DROP subject

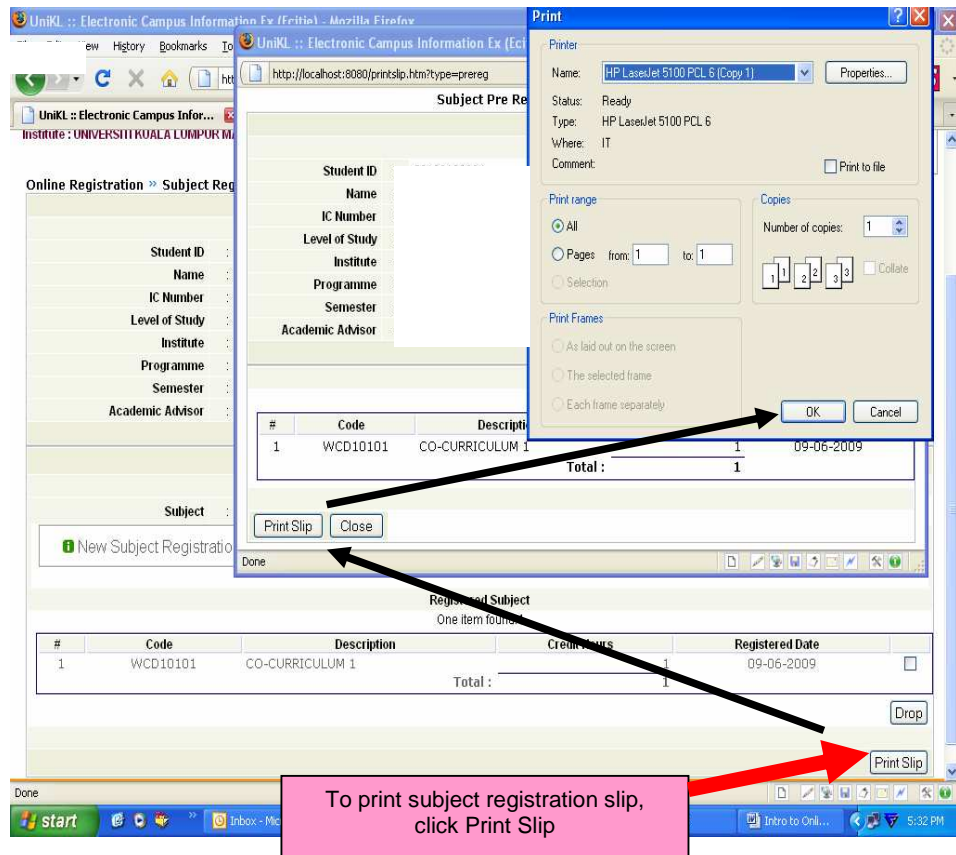
Refer to the screen below:



3.9 HOW TO PRINT SUBJECT REGISTRATION SLIP?

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

Refer to the screen below:





3.10 HOW TO ADD / DROP DURING ADD/DROP WEEK ? (After successfully registered semester)

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

a. ADD SUBJECT

Refer to the screen below:

Print Slip Search Timetable

Add/Drop Subject Registration for January 2009

Subject : CO-CURRICULUM 1(WCD10101)

Group : JPAM1

Add

L = Lecture Group
T = Tutorial Group
B = Lab Group
W = Workshop Group

Registered Subject Waiting for Approval
Nothing found to display.

Registered Subject
Nothing found to display.

Print Slip Search Timetable

1. Select a subject from the dropdown list.
2. Select the lecture group
3. Select the lab/Tutorial/ workshop group (if any)
4. Click Add to add the subject.
5. Repeat steps 1, 2, 3, and 4.

Maximum credits is 18 or 12
ADD subject require approval from the Academic Advisor

b. CANCEL Subject in the Waiting for Approval

Refer to the screen below:

Add/Drop Subject Registration for January 2009

Subject : ...

Group : ...

Add

New Subject Registration has been registered.

L = Lecture Group
T = Tutorial Group
B = Lab Group
W = Workshop Group

Registered Subject Waiting for Approval
One item found.1

#	Code	Description	Credit Hours	L	T	B	W	Registered Date	Action
1	WCD10101	CO-CURRICULUM 1	1	JPAM1				10-06-2009	ADD <input type="checkbox"/>
Total :			1						

Cancel

Registered Subject
Nothing found to display.

Print Slip Search Timetable

1. Subject is added and Waiting for Approval
2. You can change the group and subject by canceling and adding the subject even before approval is given
3. To cancel the add subject before approval, tick checkbox and click cancel.



c. DROP Subjects after approval
Refer to the screen below:

The screenshot shows the 'Add/Drop Subject Registration for January 2009' interface. It includes a form for selecting a subject and group, a table of registered subjects, and buttons for 'Print Slip' and 'Drop'. Annotations include:

- Approved Subject:** A pink box pointing to the subject selection dropdown.
- To Drop approved Subject:** A pink box with instructions: '1. Tick the checkbox' and '2. Click Drop', pointing to the checkbox in the 'Registered Subject' table.
- To print subject registration slip:** A pink box pointing to the 'Print Slip' button.

The 'Registered Subject' table shows one item found:

#	Code	Description	Credit Hours	L	T	B	W	Registered Date
1	WCD10101	CO-CURRICULUM 1	1	J	P	A	M	
Total :			1					

c. VERIFY the correctness of the subjects registered

Students **MUST** ensure the correctness of the subject 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.

Students are responsible in ensuring the subjects' codes are correct and students must attend the class for the registered subjects.

Subjects drop within week 4 - 9 (for any reason) are considered 'withdrawn' and the credits are counted for financial purposes.

PROGRAMME STRUCTURE

3.11 HOW DO I GET INFORMATION ON THE PROGRAMME STRUCTURE?

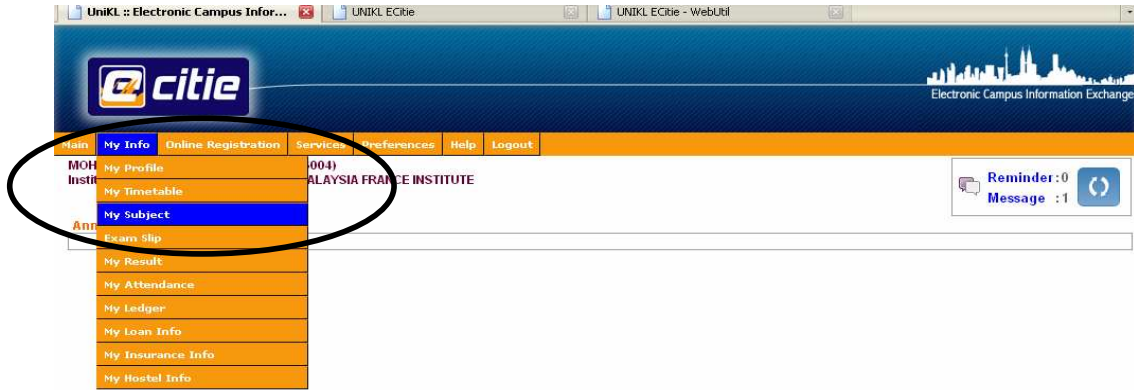
My Subject in the online services contains information on the subjects related matter such as credit exemption and programme structure.

Three main information can be obtained from MySubject are :

1. My Subject - Registered Subjects
2. Approved Credit Exemption
3. Study Planner - the subjects for the whole study

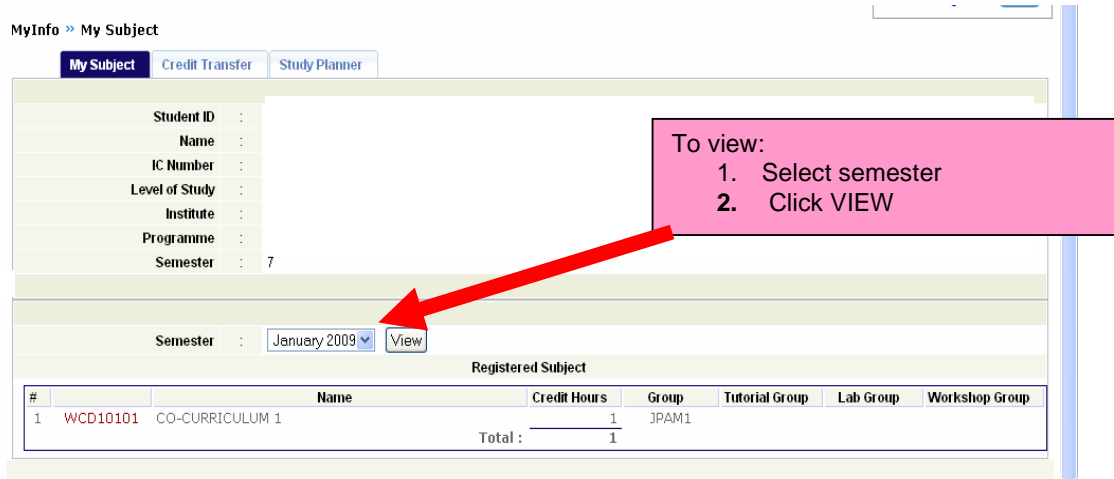


MySubject Screen



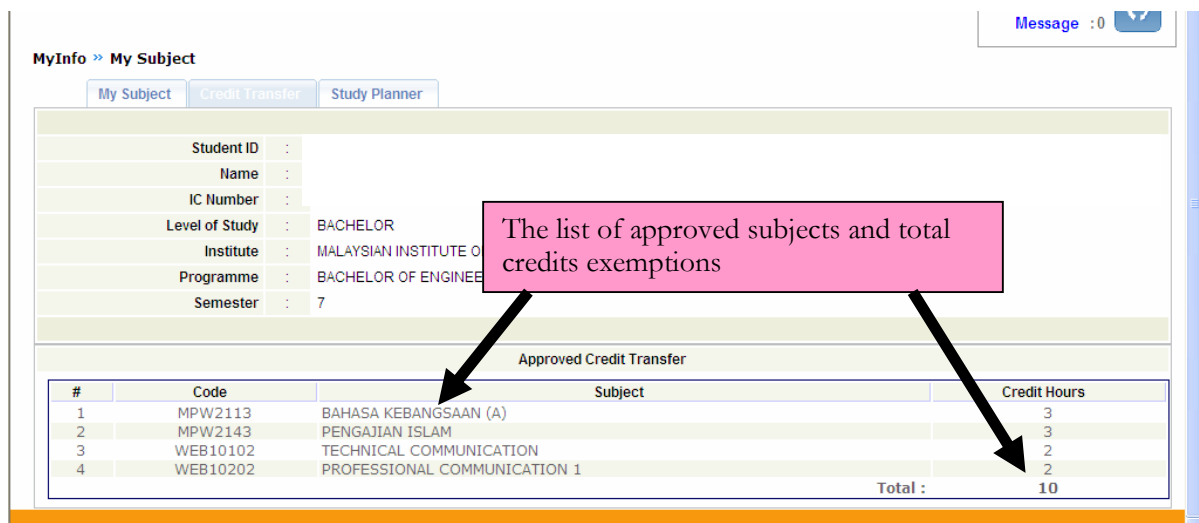
a. My Subject

- You can access registered subjects in the current and previous semesters.



b. Credit Exemption

- You can access and print the approved credit exemption given to you.





c. Study Planner

- The study planner shows:

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

Example Study Planner:

MyInfo >> My Subject

My Subject | Credit Transfer | Study Planner

Student ID :
Name :
IC Number :
Level of Study :
Institute :
Programme :
Semester :

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

Print

Subject List In Study Planner

Year	Semester	Code	Subject	Cr. Hrs.	Pre-requisite(s)	Status	Note		
1	1	INB11102	ELECTRICAL AND ELECTRONICS FUNDAMENTALS	2		PASS			
		ICB10103	INTRODUCTION TO COMPUTING AND INFORMATION SYSTEMS	3		PASS			
		INB11303	OBJECT ORIENTED PROGRAMMING	3		PASS			
		WEB10102	TECHNICAL COMMUNICATION	2	WED10100	CT	Credit Transfer		
		IGB11102	TECHNICAL MATHEMATICS I	2		PASS			
		INB30503	ALGORITHM AND DATA STRUCTURES	3	INB11303 OR INB11402 OR ISB10103	PASS			
	2	2	MPW2113	BAHASA KEBANGSAAN (A)	3		CT	Credit Transfer	
			IGB10803	ENGINEERING MATHEMATICS	3		PASS		
			INB12303	INFORMATION TECHNOLOGY AND APPLICATIONS	3	ICB10103	PASS		
			INB12404	MICROPROCESSOR AND DIGITAL SYSTEM	4		PASS		
			IGB12002	TECHNICAL MATHEMATICS II	2	IGB11102	PASS		
			WCD10101	CO-CURRICULUM 1	1		PASS		
			INB23103	DATA COMMUNICATIONS	3		PASS		
			INB23204	NETWORK FUNDAMENTAL & ROUTER CONFIGURATION	4		PASS		
2	3	INB23303	NETWORK OPERATING SYSTEM I	3		PASS			
		MPW2153	PENDIDIKAN MORAL	3					
		MPW2143	PENGAJIAN ISLAM	3		CT	Credit Transfer		
		WEB10202	PROFESSIONAL COMMUNICATION 1	2	WEB10102	CT	Credit Transfer		
		4	4	WCD10201	CO-CURRICULUM 2	1	WCD10101	PASS	
				ICB26403	DATABASE SYSTEMS	3		PASS	Equivalent Subject

Color Indicator:

RED : Not yet taken or not yet passed

BLACK : Has taken and passed

GREEN : Elective subjects



CLASS TIMETABLE

3.12 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 subjects. Please check announcement from time to time.

3.13 CAN I CHANGE MY CLASS TIME TABLE?

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

Example of a timetable :

Name AHMAD TAUFIK BIN OTHMAN
 Programme Diploma in Multimedia
 Institute MALAYSIAN INSTITUTE OF INFORMATION TECHNOLOGY
 Acad. Sem 4

Timetable for		Released Date 17/07/2009											
Version	July 2009												
	08:30 AM	09:30 AM	10:30 AM	11:30 AM	12:30 PM	01:30 PM	02:30 PM	03:30 PM	04:30 PM	05:30 PM	06:30 PM	07:30 PM	08:30 PM
MON				IMD21103 L01 (Lect) 1-1008E W.SHAZLINA	IMD21103 L01 (Lect) 1-1008E W.SHAZLINA		IMD21003 L01 (Lect) 1-2102* HANA	IMD21003 L01 (Lect) 1-2102* HANA					
TUE		IGD10102 L02 (Lect) 1-2006 SIDI	IGD10102 L02 (Lect) 1-2006 SIDI				IMD21003 L01-B01 (Lab) 1-1906 HANA	IMD21003 L01-B01 (Lab) 1-1906 HANA	IMD21003 L01-B01 (Lab) 1-1906 HANA				
WED	IGD10102 L02 (Lect) 1-2006 SIDI			ITD22403 L01-B03 (Lab) 1-2006 SIDI	ITD22403 L01-B03 (Lab) 1-2006 SIDI	ITD22403 L01-B03 (Lab) 1-2006 SIDI	IMD20803 L01 (Lect) 1-2006 SIDI	IMD20803 L01 (Lect) 1-2006 SIDI	IMD20903 L01-B01 (Lab) 1-1407 SIDI	IMD20903 L01-B01 (Lab) 1-1407 SIDI			

EXAMINATION

3.14 WHY SHOULD I VERIFY MY SUBJECT REGISTRATION RECORDS?

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



3.15 WHAT IS AN EXAMINATION SLIP?

The slip is required as a pass for entry into examination hall. The slip must be collected during week 14 of academic week.

The examination slip shows the list of subjects you are allowed to sit and the individual examination timetable.

3.15 HOW DO I GET/VIEW MY EXAMINATION TIME TABLE?

All information about examination and results will be released online in the examination slip. The timetable is based on the individual timetable.

Example (1) examination slip with withdrawn subject -

JANUARY 2009 (SEMESTER 5)			JANUARY 2009 (SEMESTER 5)					
ADBULLAH SANI			NAME :	ADBULLAH SANI	PROGRAMME :	DIM		
ADBULLAH SANI			ID :	521123103001	IC NO			
<u>REGISTERED SUBJECTS</u>								
Code	Venue	Seat	Code	Name	Date	Time	Venue	Seat
IGD10703	2408/07	28	IGD10703	FUNDAMENTALS OF ACCOUNTING	27/04/2009	02:00 PM	2408/07	28
IMD20703	2408/07	41	IMD20703	PUBLISHING FOR THE WORLD WIDE WEB	28/04/2009	09:00 AM	2408/07	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 subject from sitting examination -

JANUARY 2009 (SEMESTER 4)			JANUARY 2009 (SEMESTER 4)					
ARINA MOHD			NAME :	ARINA MOHD	PROGRAMME :	BIMD		
52245103002			ID :	52245103002	IC NO			
<u>REGISTERED SUBJECTS</u>								
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	-	-		



3.16 HOW DO I GET MY RESULT?

Semester result will be released online. The official result slip should be collected when the new semester begun at the respective Academic Affairs counter.

Step 1 : Select Semester Result

My Info >> My Result

Name : _____ Institute : _____
 Student ID : _____ Programme : _____
 IC Number : _____

Result for: [Dropdown menu showing: July 2009, January 2009, July 2008, January 2008, July 2007, January 2007]

Note: Please...

The semester result is displayed

Result for: July 2009

No.	Code	Subject	Cr. Hrs.	Grade	Grade Point	Accumulating Point *	Status
1	INB35503	INTERNET PROGRAMMING	3	A	4.00	12.00	Pass
2	INB47103	ADVANCED ROUTING	3	A	4.00	12.00	Pass
3	INB47203	REMOTE ACCESS	3	B-	2.67	8.01	Pass
4	INB47302	REAL-TIME SYSTEM	2	C+	2.33	4.66	Pass
5	INB47402	WIRELESS NETWORK	2	A	4.00	8.00	Pass
6	INB47503	SYSTEM ADMINISTRATION	3	A	4.00	12.00	Pass
7	WMD10101	MANDARIN 1	1	A	4.00	4.00	Pass
8	WPB49806	FINAL YEAR PROJECT	6	IP			

This semester :		All semesters :	
Semester Credits Taken	17	Cumulative Credits Taken	94
Semester Credits Gained	17	Cumulative Credits Gained	94
Semester Credits Calculated	17	Cumulative Credits Calculated	86
Semester Grade Point	60.67	Cumulative Grade Point	329.71
Grade Point Average	3.57	Cumulative Grade Point Average	3.83

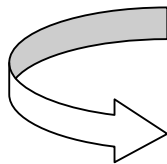
Academic Standing : KB (Pass)
 Credits required to graduate : 120

* Accumulating Point = Grade Point x Cr. Hrs.

Note: This report is computer generated. No official signature required.

3.17 I CANNOT VIEW MY RESULT AFTER IT WAS RELEASED.

The official Student's results can only be released to students concerned if he does not have any outstanding fees.



The end · Thank You