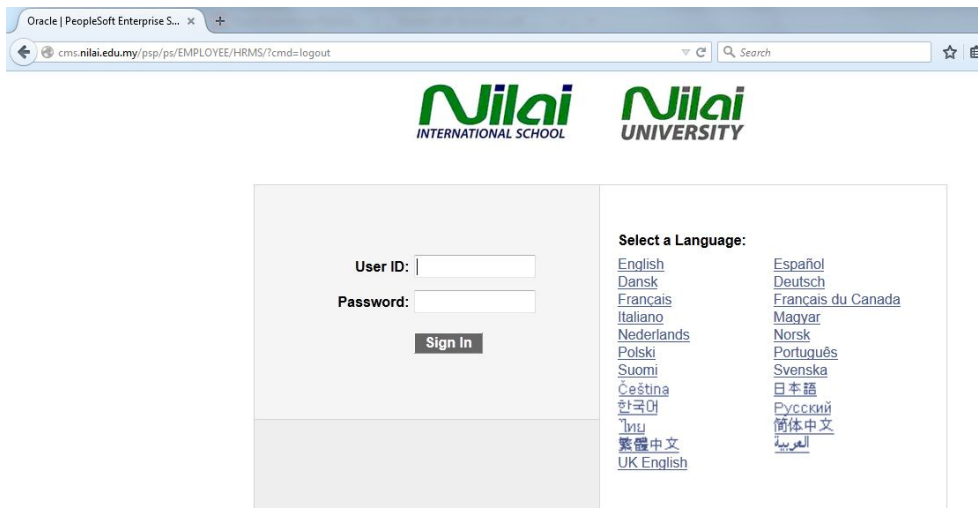


SELF SERVICE ENROLLMENT

You can log on to CMS by providing the system with a valid username and password.

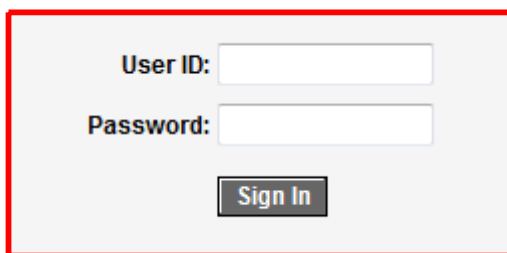
- 1) Open **Internet Explorer**  or **Mozilla Firefox** 
- 2) Go to <http://cms.nilai.edu.my/> and click Go or press <ENTER>.



The screenshot shows a web browser window with the URL <http://cms.nilai.edu.my/psp/ps/EMPLOYEE/HRMS/?cmd=logout>. The page features the Nilai International School and Nilai University logos. The login form includes the following elements:

- User ID:**
- Password:**
- Sign In** button
- Select a Language:** A list of languages including English, Dansk, Francais, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, ไทย, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Svenska, 日本語, Русский, 简体中文, and العربية.

- 3) Enter Valid **User ID** and **Password**.
- 4) Click the **Sign In** button to login.



A close-up view of the login form fields, enclosed in a red border. The fields are:

- User ID:**
- Password:**
- Sign In** button

Note : User ID and Password are case sensitive.

ENROLLING IN COURSES

As a student of Nilai University, the CMS provides you the ability to Enroll/Drop your courses online.

1. My Academic Requirements Setup : Plan courses for future term.

Step 1:

Navigation: Self Service > Degree Progress/Graduation > My Academic Requirements

ORACLE

Home

Plan Enroll My Academics

My Academic Requirements

Select Institution / Career (Invalid Value) [change](#)

This report last generated on 04/21/2015 10:08AM

[collapse all](#) [expand all](#)

✓ Taken ⬢ In Progress ★ Planned

FIB (200901)

Not Satisfied: FIB (200901)

- Units: 50.00 required, 30.00 taken, 20.00 needed
- Courses: 15 required, 9 taken, 6 needed
- GPA: 2.000 required, 3.100 actual

FIB (200901)

Not Satisfied: FIB - Foundation in Business (200901)

Figure 1: Page showing My Academic Requirements

Step 2:

Select courses from My Academic Requirements page.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ACC111	INTRODUCTION TO FINANCIAL ACCT *** view multiple offerings	3.00				
ACC118	INTRO TO FINANCIAL ACCT I	3.00				
ACC119	INTRO TO FINANCIAL ACCT II	3.00				
CSC111	INTRO TO INFO TECHNOLOGY *** view multiple offerings	3.00				
CSC112	INTRODUCTION TO PROGRAMMING *** view multiple offerings	3.00				
ECO118	BUSINESS ECONOMICS 1	3.00				
ECO119	BUSINESS ECONOMICS 2	3.00				
ENG112	ENGLISH LANGUAGE PROFICIENCY	4.00	OCT_SHORT (ALL PROG)_2014	B+		✓
ENG113	INTRO TO ACADEMIC ENGLISH	4.00	JAN_LONG (ALL PROG)_2015			◆

Figure 2: Select particular course

Step 3:

Select course offering by selecting appropriate student career.

Plan Enroll My Academics

My Academic Requirements

Select Course Offering

[Return to My Academic Requirements](#)

ACC111 - INTRODUCTION TO FINANCIAL ACCOUNTING

Career	Campus	Academic Group	Academic Organization
Diploma	Nilai University	Accounting & Finance	Accounting & Finance
Foundation Program	Nilai University	Accounting & Finance	Accounting & Finance

[Return to My Academic Requirements](#)

Plan Enroll My Academics

My Academics

Figure 3: Select student career

Step 4:

Add the course to the planner.

The screenshot shows the Oracle Self Service Enrollment interface. On the left is a navigation menu with categories like 'Self Service', 'Reporting Tools', and 'PeopleTools'. The 'My Academic Requirements' link is selected. The main content area has tabs for 'Plan', 'Enroll', and 'My Academics'. Below these is the 'My Academic Requirements' section, followed by 'Course Detail' for 'ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING'. A table lists course details: Career (Foundation Program), Units (3.00), Grading Basis (NU Internal), Course Components (Tutorial/Lecture, Required/Required), Campus (Nilai University), Academic Group (Accounting & Finance), and Academic Organization (Accounting & Finance). Two buttons are visible: 'view class sections' and 'add to planner'. The 'add to planner' button is highlighted with a red box, and a red arrow points to it.

Figure 4: Click add to planner button

This screenshot shows the same Oracle Self Service Enrollment page after the course has been added. A green confirmation message box with a checkmark icon is displayed, stating 'ACC 111 has been added to your Planner.' This message box is highlighted with a red border. The rest of the page content, including the navigation menu and course details, remains the same as in Figure 4.

Figure 5: Message will display after add the subject.

Step 5:

Click on '[Return to Select Course Offering](#)' and '[Return to My Academic Requirements](#)' link in order to add other courses.

The screenshot shows the Oracle Self Service Enrollment interface. On the left is a navigation menu with 'My Academic Requirements' selected. The main content area displays details for 'ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING'. Below the course details, the link 'Return to Select Course Offering' is highlighted with a red box and a red arrow pointing to it.

ORACLE Home

Menu

Search: []

- Self Service
 - Customizations
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
 - My Academic Requirements**
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

[Return to Select Course Offering](#)

ACC 111 - INTRODUCTION TO FINANCIAL ACCOUNTING

Course Detail

Career	Foundation Program	view class sections
Units	3.00	add to planner
Grading Basis	NU Internal	
Course Components	Tutorial Lecture	Required Required
Campus	Nilai University	
Academic Group	Accounting & Finance	
Academic Organization	Accounting & Finance	

[Return to Select Course Offering](#)

[Plan](#) [Enroll](#) [My Academics](#)

Figure 6: Click on "Return to Select Course Offering" option.

The screenshot shows the Oracle Self Service Enrollment interface. On the left is a navigation menu with 'My Academic Requirements' selected. The main content area displays 'My Academic Requirements' and 'Select Course Offering'. Below the course details, the link 'Return to My Academic Requirements' is highlighted with a red box and a red arrow pointing to it.

ORACLE Home

Menu

Search: []

- Self Service
 - Customizations
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Degree Progress/Graduation
 - My Academic Requirements**
- Reporting Tools
- PeopleTools
 - TimeTable by Course
 - TimeTable by Facility
 - TimeTable by Instructor
 - Change My Password

[Plan](#) [Enroll](#) [My Academics](#)

My Academic Requirements

Select Course Offering

[Return to My Academic Requirements](#)

ACC111 - INTRODUCTION TO FINANCIAL ACCOUNTING

Career	Campus	Academic Group	Academic Organization
Diploma	Nilai University	Accounting & Finance	Accounting & Finance
Foundation Program	Nilai University	Accounting & Finance	Accounting & Finance

[Return to My Academic Requirements](#)

[Plan](#) [Enroll](#) [My Academics](#)

Figure 7: Click on "Return to My Academic Requirements" option.

2. My Planner Setup : Move the courses from My Requirement to My Planner.

Step 1:

Navigation: Self Service > Academic Planning > My Planner

The screenshot shows the Oracle My Planner interface. On the left is a 'Menu' sidebar with 'My Planner' selected under 'Academic Planning'. The main content area has tabs for 'Plan', 'Enroll', and 'My Academics'. Below the tabs, there are buttons for 'PLAN BY MY REQUIREMENTS' and 'DELETE ALL'. A table titled 'Unassigned Courses' lists two courses: ACC 111 (INTRODUCTION TO FINANCIAL ACCT) and ECO 119 (BUSINESS ECONOMICS 2). Below the table is a 'Move selected courses to Term' dropdown and a 'move' button. At the bottom, there are links for 'Plan', 'Enroll', and 'My Academics', and a dropdown menu set to 'My Academics'.

Figure 8: Page showing My Planner option.

Step 2:

Select the courses.

This screenshot is similar to Figure 8, but the checkboxes in the 'Unassigned Courses' table are now checked for both ACC 111 and ECO 119. The rest of the interface, including the menu, tabs, and buttons, remains the same.

Figure 9: Click on checkbox to select the course.

Step 3:

Move the selected courses to appropriate term. After select the term, click on 'Move' button.

The screenshot shows the Oracle My Planner interface. On the left is a navigation menu with 'My Planner' selected. The main area has tabs for 'Plan', 'Enroll', and 'My Academics'. Below the tabs, there are buttons for 'PLAN BY MY REQUIREMENTS' and 'DELETE ALL'. A table titled 'Unassigned Courses' lists two courses: ACC 111 (INTRODUCTION TO FINANCIAL ACCT) and ECO 119 (BUSINESS ECONOMICS 2). Below the table, a dropdown menu is open, showing 'JAN_LONG (ALL PROG)_2015' and 'MAY_LONG (ALL PROG)_2015'. A red arrow points to the 'move' button next to the dropdown.

Figure 10: Move the courses to term.

Step 4:

The courses have been moved to selected term.

The screenshot shows the Oracle My Planner interface after the courses have been moved. A green message box displays: 'ACC 111, ECO 119 have been moved to MAY_LONG (ALL PROG)_2015.' Below the message, a table titled 'MAY_LONG (ALL PROG)_2015' lists the two courses: ACC 111 (INTRODUCTION TO FINANCIAL ACCT) and ECO 119 (BUSINESS ECONOMICS 2). The 'move' button is still visible at the bottom.

Figure 11: Message indicate that the courses move to selected term.

3. Add Classes : Add courses.

Step 1:

Navigation: Self Service > Enrollment > Add Classes

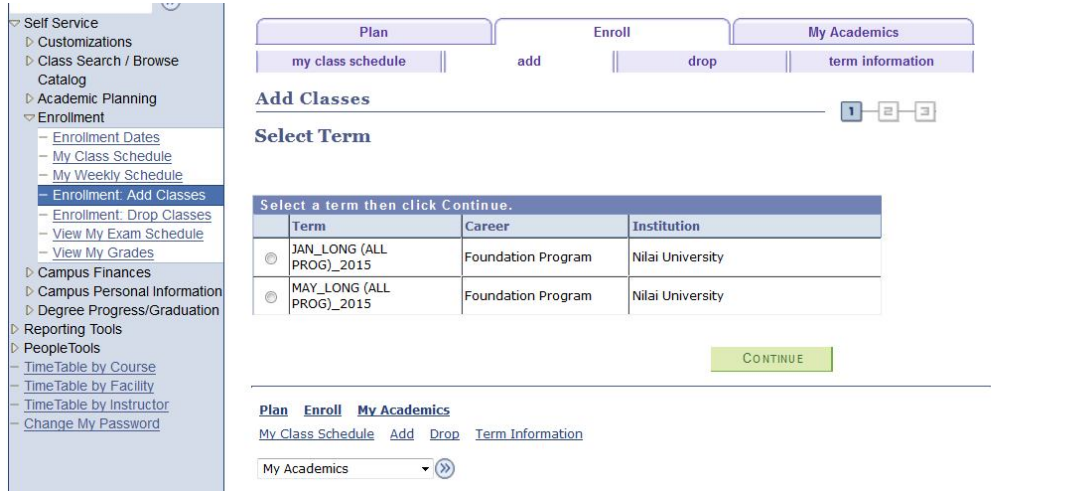


Figure 12: Page showing Add Classes menu.

Step 2:

Select the term and click 'Continue' button.

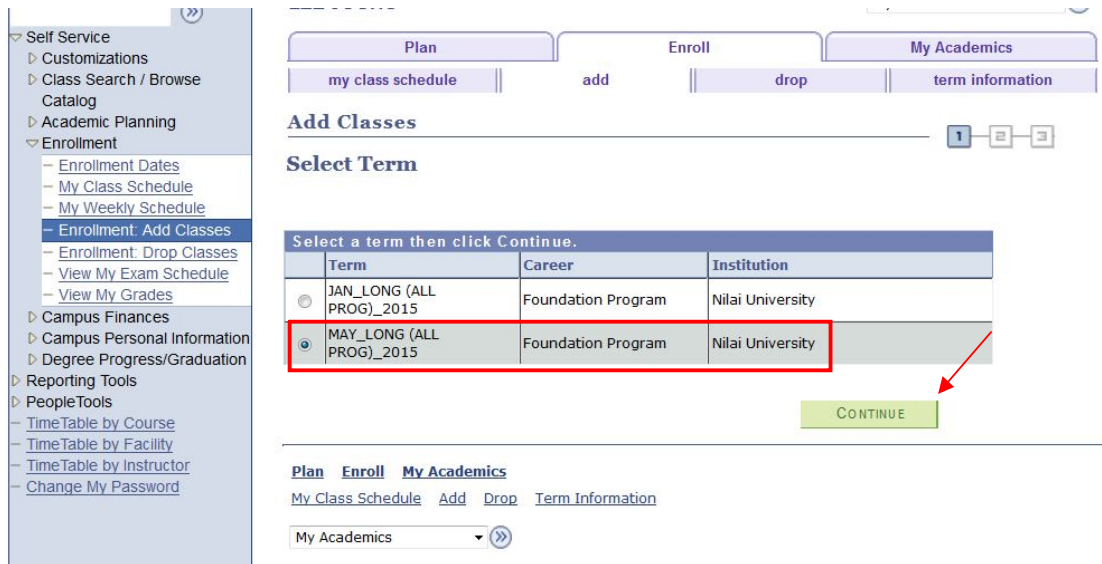


Figure 13: Select term for enrollment process.

Step 3:

Select 'My Planner' option and click 'Search' button.

The screenshot shows the Oracle Self Service Enrollment interface. On the left is a 'Menu' sidebar with a search box and various navigation options. The 'Enrollment' section is expanded, and 'Enrollment: Add Classes' is selected. Within this section, 'My Planner' is highlighted with a red box, and a red arrow points to the 'search' button below it. The main content area displays '1. Select classes to add' with instructions to select classes for another term. Below this, there is a 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University' header with a 'change term' button. A 'Shopping Cart' section shows 'Your enrollment shopping cart is empty.' and a 'Find Classes' section with radio buttons for 'My Requirements' and 'My Planner' (selected). A 'search' button is highlighted with a red arrow. At the bottom, a 'My MAY_LONG (ALL PROG)_2015 Class Schedule' section shows 'You are not registered for classes in this term.'

Figure 14: Select My Planner option.

Step 4:

Select course by click 'select' button.

The screenshot shows the Oracle Self Service Enrollment interface. The 'Menu' sidebar is on the left. The main content area displays 'Add Classes' and 'Search from My Planner'. Below this, there is a 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University' header with a 'Return to 1. Select classes to add' link. A table of courses is shown with columns: Course, Description, Units, Term Status, and Select. The 'select' buttons for the first two courses are highlighted with red arrows. Below the table, there is another 'Return to 1. Select classes to add' link and a navigation bar with 'Plan', 'Enroll', and 'My Academics' tabs. The 'My Academics' tab is selected, and a 'My Academics' dropdown menu is visible.

Course	Description	Units	Term Status	Select
ACC 111	INTRODUCTION TO FINANCIAL ACCT	3.00	Classes available this term.	select
ECO 119	BUSINESS ECONOMICS 2	3.00	Classes available this term.	select

Figure 15: Select the course.

Step 5:

Select for 'LEC' section by selecting 'select' button.

MAY_LONG (ALL PROG)_2015 Course Schedule

My Class Schedule
You are not registered for classes in this term.

Shopping Cart
Your shopping cart is empty.

Open Closed Wait List

sections for MAY_LONG (ALL PROG)_2015

Section	Session	Status	
L-LEC (1646)	1	▲	<input type="button" value="select"/>
Days	Start	End	Room
TBA	TBA	TBA	TBA
Instructor	Dates		
Staff	04/17/2015 - 09/30/2015		

Section	Session	Status	
I-TUT (1648)	1	▲	<input type="button" value="select"/>
Days	Start	End	Room
TBA	TBA	TBA	TBA
Instructor	Dates		
Staff	04/17/2015 - 09/30/2015		

View All 1-2 of 2 Last

Figure 16: Select subject by component.

Step 6:

Select related class section (for example Tutorial/Lab) and click 'Next' button.

Plan Enroll My Academics

my class schedule add drop term information

Add Classes

1. Select classes to add - Related Class Sections

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

ACC 111 - INTRODUCTION TO FINANCIAL ACCT

Lecture selected: Section L
TBA

Open Closed Wait List

Select Tutorial section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
1648	I	TBA	TBA	Staff	▲

View All Sections | First 1 of 1 Last

CANCEL NEXT

Plan Enroll My Academics

Figure 17: Select related class section.

Step 7:

Click on 'Next' button to confirm the subject.

Add Classes

1. Select classes to add - Enrollment Preferences

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

ACC 111 - INTRODUCTION TO FINANCIAL ACCT

Class Preferences

ACC 111-L	Lecture	▲ Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full	
ACC 111-T	Tutorial	▲ Wait List	Grading	NU Internal	
Session			Regular Academic Session	Units	3.00
Career			Foundation Program		

Section	Component	Days & Times	Room	Instructor	Start/End Date
L	Lecture	TBA	TBA	Staff	
T	Tutorial	TBA	TBA	Staff	

[Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

Figure 18: Click 'Next' button.

Step 8:

Repeat [Step 3](#) until [Step 7](#) to add other courses one by one.

Step 9:

Proceed for course enrollment by click 'Proceed to Step 2 of 3' button.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ECO 119 has been added to your Shopping Cart.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

Open Closed Wait List

MAY_LONG (ALL PROG)_2015 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="button" value="delete"/>	ACC 111-L (1646)	TBA	TBA	Staff	3.00	▲
<input type="button" value="delete"/>	ACC 111-T (1648)	TBA	TBA	Staff		▲
<input type="button" value="delete"/>	ECO 119-L (1643)	TBA	TBA	Staff	3.00	▲
<input type="button" value="delete"/>	ECO 119-T (1655)	TBA	TBA	Staff		▲

Figure 19: Proceed to next level.

Step 10:

Confirm classes. Click on 'Finish Enrolling' button.

The screenshot shows the 'Add Classes' page with a sidebar menu on the left. The main content area is titled '2. Confirm classes' and includes instructions: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.' Below this, there is a table of classes to be confirmed. The table has columns for Class, Description, Days/Times, Room, Instructor, Units, and Status. The classes listed are ACC 111-L (1646), ACC 111-T (1648), ECO 119-L (1643), and ECO 119-T (1655). Each class has a status icon: a yellow triangle for wait list and a green checkmark for confirmed. At the bottom of the page, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'.

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	TBA	Staff	3.00	Wait List
ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		Wait List
ECO 119-L (1643)	BUSINESS ECONOMICS 2 (Lecture)	TBA	TBA	Staff	3.00	Wait List
ECO 119-T (1655)	BUSINESS ECONOMICS 2 (Tutorial)	TBA	TBA	Staff		Wait List

Figure 20: Confirm the classes.

Step 11:

View enrollment confirmation.

The screenshot shows the 'View results' page with a sidebar menu on the left. The main content area is titled '3. View results' and includes instructions: 'View the following status report for enrollment confirmations and errors:'. Below this, there is a table showing the status of the enrollment. The table has columns for Class, Message, and Status. The classes listed are ACC 111 and ECO 119. Both classes have a status of 'Success: enrolled' and a green checkmark icon. At the bottom of the page, there are two buttons: 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'.

Class	Message	Status
ACC 111	Message: Class 1646 is full. You have been placed on the wait list in position number 1.	Success: enrolled
ECO 119	Message: Class 1643 is full. You have been placed on the wait list in position number 1.	Success: enrolled

Figure 21: Enrollment confirmation.

Step 12:

Click on 'Add Another Class' button to add new course and repeat Step 3 until Step 11.

ORACLE Home

Plan Enroll My Academics

my class schedule || add || drop || term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

Success: enrolled Error: unable to add class

Class	Message	Status
ACC 111	Message: Class 1646 is full. You have been placed on the wait list in position number 1.	✓
ECO 119	Message: Class 1643 is full. You have been placed on the wait list in position number 1.	✓

MY CLASS SCHEDULE **ADD ANOTHER CLASS**

Plan Enroll My Academics

My Class Schedule Add Drop Term Information

Figure 22: Add another class.

4. Drop Classes : Drop courses.

Step 1:

Navigation: [Self Service](#) > [Enrollment](#) > [Drop Classes](#)

Self Service

Customizations

Class Search / Browse

Catalog

Academic Planning

Enrollment

Enrollment Dates

My Class Schedule

My Weekly Schedule

Enrollment: Add Classes

Enrollment: Drop Classes

View My Exam Schedule

View My Grades

Campus Finances

Campus Personal Information

Degree Progress/Graduation

Reporting Tools

PeopleTools

TimeTable by Course

TimeTable by Facility

TimeTable by Instructor

Change My Password

Plan Enroll My Academics

my class schedule || add || drop || term information

Drop Classes 1 2 3

Select Term

Select a term then click Continue.

Term	Career	Institution
JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University
MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University

CONTINUE

Plan Enroll My Academics

My Class Schedule Add Drop Term Information

My Academics

Figure 23: Page showing Drop Classes Menu.

Step 2:

Select term and click 'Continue' button.

The screenshot shows the 'Drop Classes' interface. On the left is a navigation menu with 'Enrollment > Drop Classes' selected. The main area has tabs for 'Plan', 'Enroll', and 'My Academics'. Below the tabs is a 'Drop Classes' section with a 'Select Term' table. The table has columns for Term, Career, and Institution. Two terms are listed: 'JAN_LONG (ALL PROG)_2015' and 'MAY_LONG (ALL PROG)_2015'. The second term is selected with a radio button. Below the table is a green 'CONTINUE' button, which is highlighted by a red arrow. At the bottom, there are links for 'Plan', 'Enroll', and 'My Academics', and a dropdown menu for 'My Academics'.

Term	Career	Institution
<input type="radio"/> JAN_LONG (ALL PROG)_2015	Foundation Program	Nilai University
<input checked="" type="radio"/> MAY_LONG (ALL PROG)_2015	Foundation Program	Nilai University

Figure 24: Select the term.

Step 3:

Select the course and click on 'Drop Selected Classes' button.

The screenshot shows the 'Drop Selected Classes' interface. On the left is a navigation menu with 'Enrollment > Drop Classes' selected. The main area has a heading '1. Select classes to drop' and a sub-heading 'Select the classes to drop and click Drop Selected Classes.' Below this is a breadcrumb: 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University' with a 'change term' button. A table shows the selected term's classes. The first row is selected with a checkmark. Below the table is a green 'DROP SELECTED CLASSES' button, which is highlighted by a red arrow. At the bottom, there is a link for 'My MAY_LONG (ALL PROG)_2015 Class Schedule'.

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University [change term](#)

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	TBA	Staff	3.00	▲
<input type="checkbox"/>	ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		▲
<input type="checkbox"/>	ECO 119-L (1643)	BUSINESS ECONOMICS 2 (Lecture)	TBA	TBA	Staff	3.00	▲
<input type="checkbox"/>	ECO 119-T (1655)	BUSINESS ECONOMICS 2 (Tutorial)	TBA	TBA	Staff		▲

Figure 25: Select the course.

Step 4:

Confirm the selection and click 'Finish Dropping' button.

The screenshot shows the 'Drop Classes' confirmation screen. On the left is a navigation menu with 'Enrollment: Drop Classes' selected. The main content area has tabs for 'Plan', 'Enroll', and 'My Academics'. Below the tabs are buttons for 'my class schedule', 'add', 'drop', and 'term information'. The page title is 'Drop Classes' with a page number '1'. The section is titled '2. Confirm your selection' and contains the instruction: 'Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.' Below this is the user information: 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University'. A legend shows 'Enrolled' (green check), 'Dropped' (blue X), and 'Wait Listed' (yellow triangle). A table lists the classes to be dropped:

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 111-L (1646)	INTRODUCTION TO FINANCIAL ACCT (Lecture)	TBA	TBA	Staff	3.00	▲
ACC 111-T (1648)	INTRODUCTION TO FINANCIAL ACCT (Tutorial)	TBA	TBA	Staff		▲

At the bottom are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH DROPPING'.

Figure 26: Confirm the drop subject.

Step 5:

View result after drop the course.

The screenshot shows the 'Drop Classes' results screen. The navigation menu on the left is the same as in Figure 26. The main content area has tabs for 'Plan', 'Enroll', and 'My Academics'. Below the tabs are buttons for 'my class schedule', 'add', 'drop', and 'term information'. The page title is 'Drop Classes' with a page number '1'. The section is titled '3. View results' and contains the instruction: 'View the results of your enrollment request. Click Fix Errors to make changes to your request.' Below this is the user information: 'MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University'. A legend shows 'Success: dropped' (green check) and 'Error: unable to drop class' (red X). A table shows the results:

Class	Message	Status
ACC 111	Success: This class has been removed from your schedule.	✓

At the bottom right is a button for 'MY CLASS SCHEDULE'.

Figure 27: Page showing drop status.

Step 6:

Click on 'My Class Schedule' button to check student's class schedule.

Plan Enroll My Academics

my class schedule add drop term information

Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University

Success: dropped Error: unable to drop class

Class	Message	Status
ACC 111	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

Figure 28: Click 'My Class Schedule' button to check timetable.

My Class Schedule

Select Display Option List View Weekly Calendar View

MAY_LONG (ALL PROG)_2015 | Foundation Program | Nilai University [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

ECO 119 - BUSINESS ECONOMICS 2

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	3.00	NU Internal		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1643	L	Lecture	TBA	TBA	Staff	04/17/2015 - 09/30/2015
1655	I	Tutorial	TBA	TBA	Staff	04/17/2015 - 09/30/2015

[Printer Friendly Page](#)

Plan Enroll My Academics

Figure 29: Page showing Class Schedule.

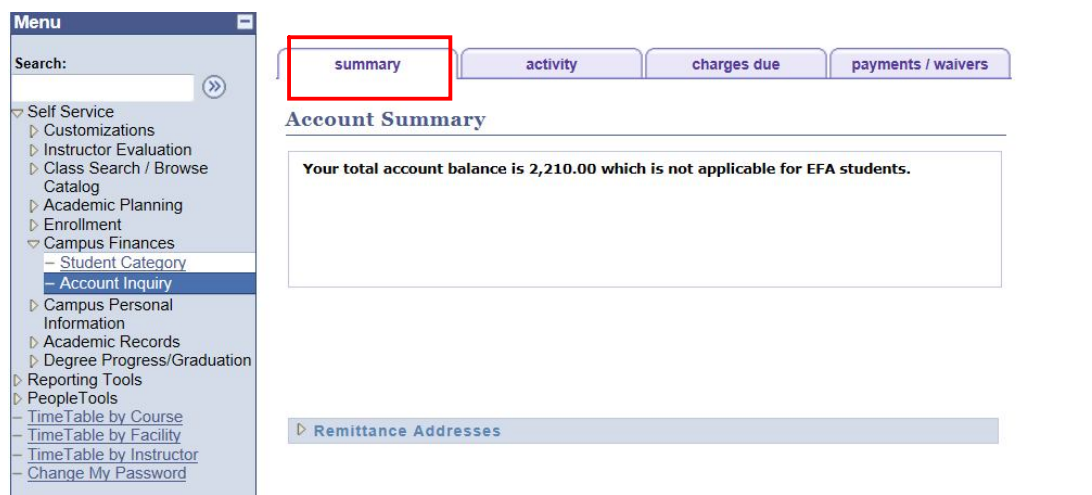
5. Account Inquiry.

Student can view their account details such as account activity by term, charges due, payments made and etc.

Step 1:

Student can view their account balance at Account Summary.

Navigation: Self Service > Campus Finances > Account Inquiry

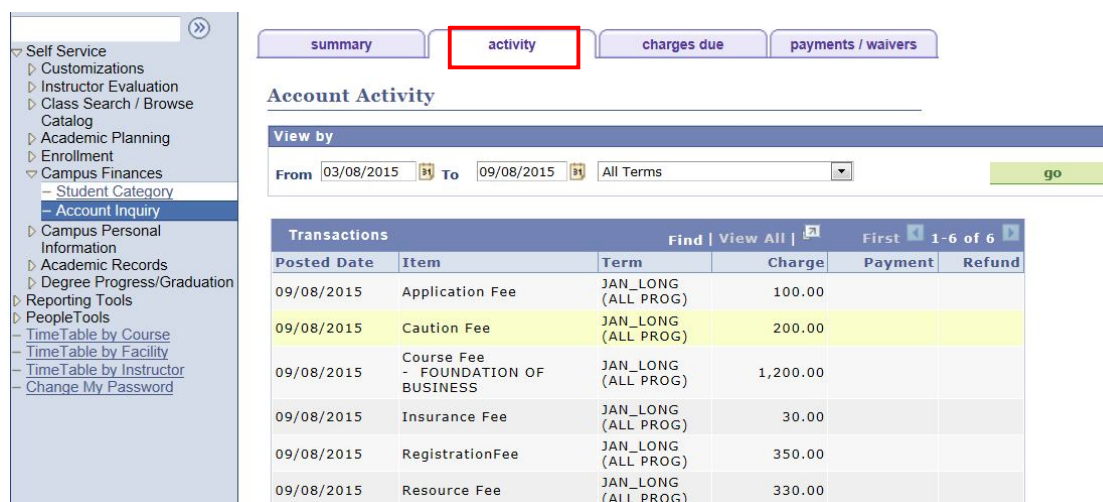


The screenshot shows the 'Account Inquiry' page. On the left is a navigation menu with 'Account Inquiry' selected. At the top, there are four tabs: 'summary' (highlighted with a red box), 'activity', 'charges due', and 'payments / waivers'. Below the tabs is the 'Account Summary' section, which contains a message: 'Your total account balance is 2,210.00 which is not applicable for EFA students.' Below this message is a section for 'Remittance Addresses'.

Figure 30: Account Summary

Step 2:

Click the 'activity' tab to view account activity.



The screenshot shows the 'Account Activity' page. The 'activity' tab is highlighted with a red box. Below the tabs is the 'Account Activity' section. It features a 'View by' section with filters for 'From' (03/08/2015), 'To' (09/08/2015), and 'All Terms'. Below this is a table of transactions.

Posted Date	Item	Term	Charge	Payment	Refund
09/08/2015	Application Fee	JAN_LONG (ALL PROG)	100.00		
09/08/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00		
09/08/2015	Course Fee - FOUNDATION OF BUSINESS	JAN_LONG (ALL PROG)	1,200.00		
09/08/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00		
09/08/2015	Registration Fee	JAN_LONG (ALL PROG)	350.00		
09/08/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00		

Figure 31: Account Activity

Student also can view account activity by particular term.

Account Activity

View by

From 03/08/2015 To 09/08/2015 All Terms go

All Terms
JAN_LONG (ALL PROG)

Posted Date	Item	Term	Charge	Payment	Refund
09/08/2015	Application Fee	JAN_LONG (ALL PROG)	100.00		
09/08/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00		
09/08/2015	Course Fee - FOUNDATION OF BUSINESS	JAN_LONG (ALL PROG)	1,200.00		
09/08/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00		
09/08/2015	RegistrationFee	JAN_LONG (ALL PROG)	350.00		
09/08/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00		

Figure 32: Account Activity by Term

Step 3:

Click the 'charges due' tab to view details of the charges.

Charges Due

Currency used is Malaysian Ringgit.

Due Date	Charge	Term	Due Amount	Running Total
01/05/2015	Insurance Fee	JAN_LONG (ALL PROG)	30.00	30.00
01/05/2015	Application Fee	JAN_LONG (ALL PROG)	100.00	130.00
01/05/2015	Caution Fee	JAN_LONG (ALL PROG)	200.00	330.00
01/05/2015	Resource Fee	JAN_LONG (ALL PROG)	330.00	660.00
01/05/2015	RegistrationFee	JAN_LONG (ALL PROG)	350.00	1,010.00
01/05/2015	Course Fee	JAN_LONG (ALL PROG)	1,200.00	2,210.00

Currency used is Malaysian Ringgit.

Figure 33: Charges due

Step 4:

Click the 'payments' tab to view details of the payments.

Menu

Search: []

summary activity charges due **payments / waivers**

Payment History

From: 03/08/2014 To: 09/08/2015 go

Posted Payments			
Date Paid	Payment Type	Item Classification	Paid Amount
07/13/2015	Course Fee-RHB	Payment	800.00
Total Posted Payments for this view			800.00

Currency used is Malaysian Ringgit.

Figure 34: Payment details