USER MANUAL
Student System

FOR

Student Module

March, 2009
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1. Login
   a) Open the BESTARI system by typing the following URL
      http://10.1.0.169:7778/forms/frmservlet?config=student in Internet Explorer / Mozilla
      Firefox browser and click ‘Go’ or press ‘Enter’.

      ![Picture 1.1: BESTARI address in IE / Firefox browser.]

   b) A login screen will pop up and you are required to login with your **Username**, **Password**
      and **Database** connects to **bestari**. (see picture 1.2)

      ![Picture 1.2: Login screen.]

   c) Click button ‘OK’ to login **OR** ‘Cancel’ to exit.
2. Main Menu
After successful login, Student Module main menu screen will appear. (Picture 2.1)

![Student Module main menu screen](image)

**Picture 2.1: Student Module main menu screen.**

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>To change password or exit BESTARI system.</td>
</tr>
<tr>
<td>Setup</td>
<td>Setup faculty, programme, academic subject etc.</td>
</tr>
<tr>
<td>Admission</td>
<td>Admission module – Application, migration from online to BESTARI, offer letter, reports etc.</td>
</tr>
<tr>
<td>Registration</td>
<td>Registration day screen (for HEA only)</td>
</tr>
<tr>
<td>Student Registration</td>
<td>Student information, migration from application to student after registration, change program, reports etc.</td>
</tr>
<tr>
<td>Course Registration</td>
<td>Create / update course, offer course for semester, student course registration and reports.</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>Apply for CT / CE, approval and reports.</td>
</tr>
<tr>
<td>Examination</td>
<td>Slip printing, marks distribution, generate GPA/CGPA, reports etc.</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Lecturer profile, course tagging and student tagging.</td>
</tr>
<tr>
<td>PICT</td>
<td>PICT Module.</td>
</tr>
</tbody>
</table>
3. File

3.1. Change Password

**Purpose:** Change current password to a new password.

**Steps:**

i. Click on menu File > Change Password.

ii. Enter *Old Password*, *New Password* and *Confirm Password*.

iii. Click button ‘Confirm’ to change password OR ‘Cancel’ to cancel changing password.

3.2. File

**Purpose:** Exit system or exit current screen.

**Steps:**

i. Click on menu File > Exit.
4. Setup

4.1. Faculty

Purpose: Setup faculty.

Steps:

i. From the menu, select Setup → Faculty.
ii. Click ID button to select ID
iii. Click Parent button to select Parent
iv. Click Building button to select Building
v. Click Save button to add Faculty
4.2. Program Mode

Purpose: Setup programme mode.

Steps:
1. From the menu, select Setup → Program Mode.
2. Click Level ID button to select Level ID
3. Click Owner button to select Owner
4. Click Save button to add program
4.3. **Subject Setup**

**Purpose:** Setup Subject.

**Steps:**

i. From the menu, select Setup → Subject Setup.
ii. Click Id button to select Id
iii. Click select Level to select Level
iv. Click Save button to add subject
4.4. **Student Status List**

**Purpose:** Setup Student Status.

**Steps:**

i. From the menu, select Setup → Student Status List.

ii. Click Id button to select Id

iii. Click Save button to add student status
4.5. **Country List**

**Purpose:** Setup Country List.

**Steps:**

i. From the menu, select Setup → Country List
ii. Click Id button to select Id
iii. Click Save button to add country
4.6. Race List

**Purpose:** Setup Race List.

**Steps:**

i. From the menu, select Setup → Race List
ii. Click Id button to select Id
iii. Click Save button to add race
4.7. Religion List

**Purpose:** Setup Religion List.

**Steps:**

i. From the menu, select Setup → Religion List

ii. Click Id button to select Id

iii. Click Save button to add religion
4.8. Branch List

**Purpose:** Setup Branch List.

**Steps:**

i. From the menu, select Setup → Branch List
ii. Click Id button to select Id
iii. Click State button to select state
iv. Click Country button to select country
v. Click select Status to Select status
vi. Click select Category to select category

6. Click Save button
4.9. Institution Type

**Purpose:** Setup Institution Type.

**Steps:**

i. From the menu, select Setup → Institution Type
ii. Click Id button to select Id
iii. Click select Institution Type to select institution type
iv. Click State button to select state
v. Click Country button to select country
vi. Click Save button to save
4.10. Award

**Purpose:** Setup Award.

**Steps:**

i. From the menu, select Setup → Award
ii. Click Id button to select Id
iii. Click Save button to save
4.11. Designation List

**Purpose:** Setup Designation List

**Steps:**

i. From the menu, select Setup → Designation List

ii. Click Id button to select Id

iii. Click Save button to save
4.12. Relationship

Purpose: Setup Relationship

Steps:

i. From the menu, select Setup → Relationship
ii. Click Id button to select Id
iii. Click Save button to save
4.13. Intake Setup

Purpose: Setup academic intake.

Steps:
1. From the menu, select Setup → Intake Setup
2. Click Intake button to select intake
3. Click Save button to save

**Purpose:** Setup Organization

**Steps:**
iv. From the menu, select Setup → Organization Setup
v. Click Id button to select Id
vi. Click Save button to save
4.15. Job Status Setup

**Purpose:** Setup Job Status

**Steps:**
1. From the menu, select Setup → Job Status Setup
2. Click Id button to select Jobstatus Id
3. Click Save button to save
4.16. **Work Location Setup**

**Purpose:** Setup Work Location

**Steps:**

i. From the menu, select Setup → Work Location Setup

ii. Click Id button to select Id

iii. Click Save button to save
5. Admission

5.1. Application

**Purpose:** To insert applicant data into system from Unisel Application Form (hardcopy).

**Steps:**

i. Click on menu Admission > Application.

ii. In Application for Admission screen, there are 3 button menus each for Local – Undergraduate, Local – Post Graduate and International.

iii. Click on either one button to enter their application data.

iv. Click button ‘Exit’ to exit screen.
5.1.1. Local – Undergraduate

**Purpose:** To insert Malaysian undergraduate programme (Foundation Year, Diploma, and Degree) application data.

**Steps:**
Click menu button 'Local – Undergraduate'.

**Picture 5.1: Application Form – Undergraduate screen.**

Consist of 7 applicant data tabs:
i. Personal Particulars
ii. Address
iii. Course Preference
iv. Next-Of-Kin
v. Educational Background
vi. General Information
vii. Work Experience
Insert new data

i. Fill up all related fields in **Personal Particulars** tab especially mandatory fields (except for Applicant Id field). You may use button ‘…” to view list of values available.

Value in Intake field after selected from List of Values (LOV) button.

ii. Click button ‘Save’.
iii. A message box indicate that data / record have been saved will appear. Click ‘OK’.

![Message box indicating data saved]

iv. Now you can see an Applicant ID is given automatically to this applicant. Use this ID to insert the rest of the data in other tabs by following **Query Data** and **Update Data** instruction.

![Applicant ID assigned automatically]

**Query Data**

i. Click button ‘Query’ once.

![Query button highlighted]
ii. Enter applicant ID to be queried (E.g: 161689) in Applicants Id field. Click button ‘Query’ again.

iii. Queried data will be displayed.
Update Data

i. Query data using *Query Data* instructions. After data retrieved, insert data in other tabs or edit data accordingly.

Address tab.

Course Preference

Next-Of-Kin
ii. To insert data into *Educational Background* tab, follow these instructions.
   a) Enter sequence number of 1, 2, 3 in *Seq* column.
   b) Choose type of education at *Type* column using ‘…’ button.
   c) Fill ups *Edu Year, Specialization, Institution Type, Institution Name, CGPA/Grade* and *LAN Status* (for IPTA/IPTS or which ever institution type that UNISEL required LAN status)
   
<table>
<thead>
<tr>
<th>Seq</th>
<th>Type</th>
<th>Edu Year</th>
<th>Specialization</th>
<th>Institution Type</th>
<th>Institution Name</th>
<th>CGPA/Grade</th>
<th>LAN Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPM</td>
<td>1987</td>
<td>ART</td>
<td></td>
<td>SMP SRJAWAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DIPLOMA</td>
<td>2001</td>
<td>ELECTRONIC ENGINEERING</td>
<td>POLITEKNIK</td>
<td>POLITEKNIK UNIKOM</td>
<td>3.18</td>
<td>LSD03</td>
</tr>
</tbody>
</table>

   d) To fill SPM / STPM subjects data:
      1. Click in row SPM / STPM *Seq* field.
      2. Click *Seq* field in frame *Subject*, use button ‘…’ to select *Subject*, enter *Grade*.
      3. Click next row of *Seq* field in frame *Subject* to enter next data.

   e) To delete one of the data row in either education type or subject, click in related row field and click button ‘Delete’.
Work Experience

iii. Click button ‘Save’ to save updated data.

iv. Use button ‘Clear’ to clear all fields.

v. Use button ‘Exit’ to exit this screen or cancel query after the first ‘Query’ button clicked.
5.1.2. Local – Postgraduate

**Purpose:** To insert Malaysian post graduate programme (Master and PhD) application data.

**Steps:**
Click menu button 'Local – Post Graduate'.

Consist of 7 applicant data tabs:

i. Personal Particulars
ii. Course Preference
iii. Emergency Contact
iv. Academic
v. General Information
vi. Work Experience
vii. Referees

**Insert new data, query and update data**

i. Please follow Local – Undergraduate instruction process.
5.1.3. International

Purpose: To insert international applicant application data.

Steps: Click menu button 'International'.

Picture 5.3: Application Form – International screen.

Consist of 7 applicant data tabs:
  i. Personal Particulars
  ii. Address
  iii. Course Preference
  iv. Next-Of-Kin
  v. Academic
  vi. General Information
  vii. Work Experience

Insert new data, query and update data
  i. Please follow Local – Undergraduate instruction process.
5.2. Update Application (Open Day)

**Purpose:** To update existing applicant data on Unisel Open Day.

**Steps:**

i. Click on menu Admission > Update Application (Open Day).

---

**Query Data**

i. Click button ‘Query’ once.

ii. Enter **Applicant ID** or **New IC** or **Name**.

iii. Click button ‘Query’ again.

iv. If records queried by name search, you may click button ‘>’ to see the next record until you find your required data/record.

**Note:** You may search applicant name by typing as below instruction in the **Name** field:

**Example:**
Name to search is NURSHAFARINA SOFIA BINTI AHMAD SAIFUL

<table>
<thead>
<tr>
<th>Filter Type</th>
<th>Data displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start with</strong></td>
<td>NURSHA% All records which name start with NURSHA</td>
</tr>
<tr>
<td><strong>Include</strong></td>
<td>%FARINA% All records which name include FARINA</td>
</tr>
<tr>
<td><strong>Ends with</strong></td>
<td>%FUL All records which name ends with FUL</td>
</tr>
</tbody>
</table>

**Update Data**

i. Query required record.

ii. Edit / Update data.

iii. Click button ‘Save’.
5.3. Update Reject Application

**Purpose:** To reject undergraduate application. This will set applicant status to REJECTED.

**Steps:**

i. Click on menu Admission > Update Reject Application.

ii. Query required data.

iii. Click button ‘Reject’.

**Query Data**

i. Click button ‘Query’ once.

ii. Enter **Applicant ID**.

iii. Click button ‘Query’ again.
5.4. Web Application

Purpose: To manage UNISEL online application data.

5.4.1. Migrate Web Application to Admission

Purpose: To transfer UNISEL online application data into BESTARI for admission processing.

Steps:

i. Click on menu Admission > Web Application > Migrate Web Application to Admission. There are 3 frames; Undergraduate, International and Postgraduate.

Undergraduate

i. Enter \textit{Intake} field. BESTARI will indicate how many undergraduate online applicants to be migrate.

ii. Click button ‘Migrate (Online Application)’.
iii. On process complete, a message box indicate process has been completed will appear. Click button ‘OK’. BESTARI will indicate total of applicant success and unsuccessful migration.

**International**

i. Enter *Intake* field. BESTARI will indicate how many international online applicants to be migrate.

ii. Click button ‘Migrate (INTERNATIONAL Online Application)’.

**Postgraduate**

i. Click button ‘Migrate (POSTGRADUATE Online Application)’ to migrate postgraduate online applications.

ii. Once completed, BESTARI will indicate how many postgraduate applicants you have migrated.
5.4.2. Print Application Form

**Purpose:** To print the online application form for admission vetting.

**Steps:**

i. Click on menu Admission > Web Application > Print Application Form. There are 4 frames:
   a) Print Individual UNDERGRADUATE Application Form
   b) Print UNDERGRADUATE Online Application Form
   c) Print INTERNATIONAL Online Application Form
   d) Print POSTGRADUATE Online Application Form

Print Individual UNDERGRADUATE Application Form

i. Enter *ID* and click button “Individual Form”.

ii. A new window screen with the application form will pop up. Print from the new window.
Print UNDERGRADUATE Online Application Form
i. To print list of programme and total of applicant in it, choose **Intake** and **Programme** = ALL.
ii. Click button ‘Print Total’. A new window with list of programme and total applicant will be displayed. Print from the new window.

iii. To print the online application form, choose **Intake** and **Programme** to print.
iv. Click button ‘Print Online Application Form’. A new window with the online form will be displayed. Print from the new window.

v. If there is applicant for Bachelor/Degree in Engineering, print the engineering programme by clicking on button ‘Print Online Application Form – DEGREE ENGINEERING’.

Print INTERNATIONAL Online Application Form
i. Choose **Intake** and **Programme**.
ii. Click button ‘Print INTERNATIONAL Online Application Form’. A new window with the online form will be displayed. Print from the new window.

Print POSTGRADUATE Online Application Form
i. Choose **Intake** and **Programme**.
ii. Click button ‘Print POSTGRADUATE Online Application Form’. A new window with the online form will be displayed. Print from the new window.
5.4.3. **Revert Print Application Form**

**Purpose:** To revert the printing of application form if printing process hang.

**Steps:**

i. Click on menu Admission > Web Application > Revert Print Application Form.

![Revert Print of Online Application Form (UNDERGRADUATE / POSTGRADUATE)](image)

ii. Revert by Programme; in the *By Programme* frame; choose *Intake, Programme* and enter *Migration Date*. Click button ‘Revert’.

iii. Revert by Applicant ID; in the *By Applicant ID* frame; enter *Applicant ID* and click button ‘Revert’.
5.4.4. Query Reject Status

**Purpose:** To query online application rejected status academic data.

**Steps:**

i. Click on menu Admission > Web Application > Query Reject Status.

ii. Choose **Intake**.

iii. Click button ‘Query’ once.

iv. Enter **ID or IC or Name** to query.

v. Click button ‘Query’ again. Data queried displayed.
vi. For applicant details and programme preferred, click on button ‘Detail’. Rejected applicant detail displayed.

5.5. Offer Programme to Applicant

**Purpose:** Offer programme to successful applicants.

**Steps:**

i. Click on menu Admission > Offer Program to Applicant.

ii. Choose *Programme*.
iii. Fill **ID No** field and press Enter or click next row of **ID No** fields.
iv. Click button ‘Offer’.

## 5.6. Revert Offer

**Purpose:** Revert offered programme from applicant.

**Steps:**

i. Click on menu Admission > Revert Offer.
ii. Click button ‘Query’ once.
iii. Enter **ID** field.
iv. Click button ‘Query’ again. Data displayed.
v. Tick the **Revert** check box.
vi. Click button ‘Revert’.
5.7. Conditional Offer

**Purpose:** Offer next level programme to final year students of Foundation Year or Diploma.

**Steps:**

i. Click on menu Admission > Conditional Offer.
   Consist of 3 tabs:
   a) Apply
   b) Conditional Offer
   c) Change to POL

**Apply**

i. Select *Intake*.

ii. Select *NRIC/Passport No.* and *Programme Preference*.

iii. Click button ‘Apply’.

iv. Applicants ID No will be given automatically after successful apply.
Conditional Offer
i. Select Language, Programme and Intake.
ii. Enter ID No and press Enter or click next column.
iii. Click button 'Offer'.

Change to POL
i. Select Intake.
ii. Fill up NRIC No. field and press Enter. Record displayed.
iii. Click button 'POL'.
5.8. Reapply Applicant (Ex-Unisel)

**Purpose:** To extract existing data from UNISEL Record Unit for Ex-Unisel student who applied for admission again.

**Steps:**

i. Click on menu Admission > Reapply Applicant (Ex-Unisel).

ii. Select **Intake** for admission.

iii. Select applicant **NRIC / Passport No.** and **Programme Preference**.

iv. Click button 'Reapply'. Admission ID No. will be given.
5.9. **Setup Register Location**

**Purpose:** To setup register location that will be printed on Offer Letter.

**Steps:**
1. Click on menu Admission > Setup Register Location.
2. Click button ‘New Loc’.
3. Fill up *Intake, Campus, Register Place, Date, Start Time* and *End Time* fields.
4. Click button ‘Disp Prog’.
5. Check / Tick related programme.

---

**Query and update/edit register location**

1. Select *Intake* and *Campus*.
2. Click button ‘Query’.
3. Edit the programme tag to the location by check or uncheck the check box.
5.10. Print Offer Letter

**Purpose:** Print offer letter for offered applicant.

**Steps:**

i. Click on menu Admission > Print Offer Letter.

ii. Select **Student Intake** and **Programme**. (Leave **Applicant IC** blank to print all offer letter by selected programme)

iii. Click button ‘Print Offer Letter’. A new window with the offer letter will be displayed. Print from the new window.

iv. To print the list of applicant that you just print their offer letter, click button ‘Print List of Applicant with Status ‘POL’’. A new window with the list will be displayed. Print from the new window.
5.11. Revert Print Offer Letter

**Purpose:** To reverse the process of indicating that the offer letter of a student has been printed. So that offer letter can be printed again.

**Steps:**
1. Click on menu Admission > Revert Print Offer Letter.
2. Can revert by programme or by applicant IC.

![Revert Print Offer Letter Screen](image)

**By Programme**
1. Select *Intake* and *Programme*. Enter *Print Date*.
2. Click button ‘Revert’.

**By Applicant IC**
1. Select *Intake* and insert *Applicant IC No.*
2. Click button ‘Revert’.
5.12. Update Accepted Offer

**Purpose:** Update applicant accepted offer.

**Steps:**

i. Click on menu Admission > Update Accepted Offer.

ii. Click button ‘Query’ once.

iii. Enter **IC No**.

iv. Click button ‘Query’ again. Record displayed.

v. Click button ‘Accept’
5.13. Query Applicant Status

**Purpose:** To view applicant status and details.

**Steps:**

i. Click on menu Admission > Query Applicant Status.
ii. Click button ‘Query’ once.
iii. Enter applicant ID into **ID**.
iv. Click button ‘Query’ again.

v. To view detail, click record to view detail.
vi. Click button ‘Detail’.
5.14. Change Program

**Purpose:** To change the applicant offered programme to another programme.

**Steps:**

i. Click on menu Admission > Change Program.

ii. In Applicant Info tab, select *Intake* and insert *Applicant ID* or *IC* and press Enter.

iii. In Change Program Info, select *New Program* and fill up other fields.

iv. Click button ‘Save’.
5.15. Incomplete Data / Not Interested

**Purpose:** Change status to Incomplete Data for incomplete applicant data and status to Not Interested for applicant who reply the offer letter as not interested in admission to UNISEL.

**Steps:**

i. Click on menu Admission > Incomplete Data / Not Interested.

ii. Click button ‘Query’ once.

iii. Insert **Applicant ID** or **IC No**.

iv. Click button ‘Query’ again.

v. Change **Status** to NOT INTERESTED or INCOMPLETE DATA.

vi. Click button ‘Save’.
5.16. Reports

**Purpose:** View admission reports.

**Steps:**

i. Click on menu Admission > Report.

ii. Consist of 4 report frames:
   a) Applicant Status
   b) Applications Summary
   c) List of Applicant
   d) List of Applicant (International)
Applicant Status
i. Select **Intake**.
ii. Click button ‘Applicant Status’. A new window with the report will be displayed. Print from the new window.

![Applicant Status](image)

Applications Summary
i. Select **Intake**. BESTARI will indicate total of female and male in applications.
ii. Click button in **Details by** for which report you would like to view. E.g: Applications Summary report by faculty, then click button ‘Faculty’.

![Applications Summary](image)

List of Applicant & List of Applicant (International)

i. Select **Intake** and **Status** or you may leave the status field blank to view report for all status.
ii. Click button ‘Report’.

![List of Applicant](image)

![List of Applicant (International)](image)
6. Registration

6.1. Registration New Student

**Purpose:** To register UNISEL new student.

**Steps:**

i. Click on menu Registration > Registration New Student.

ii. Click button ‘Query’ once.

iii. Select **IC No**.

iv. Click button ‘Query’ again.
v. If **Batch** is empty, click button **Other Batch**.
vi. Select **Batch ID** same with **Program**. (If batch ID does not exist, select next batch ID under same faculty and degree level). Click 'OK'.

![Batch ID Selection](image1.png)

vii. Click button 'Save'. **Course Registration** information will be displayed.

![Course Registration](image2.png)

viii. Click button 'Register' to register the new student.
ix. A message box of information on registration appears. Click 'OK'.

![Registration Success](image3.png)

**Revert registration of new student**
i. Query new student.
ii. Click button 'Revert Register' to undo the registration.
6.2. **Student Registration**

**Purpose:** For existing UNISEL student to register on attending a new semester.

**Steps:**

i. Click on menu Registration > Student Registration.

ii. Click button ‘Query’ once.

iii. Select **Student ID**.

iv. Click button ‘Query’ again.

v. View student assessment for previous semester by clicking on button ‘Assessment’.

vi. Click button ‘Back’ to go to the previous screen.

vii. Click button ‘Register’ to register student.
6.3. Update Student Status

**Purpose:** To update student status from ACTIVE to GRADUATED on registration day for new student who will register to a higher level degree. (E.g.: From foundation to bachelor degree).

**Steps:**

i. Click on menu Registration > Update Student Status.
ii. Click button ‘Query’ once.
iii. Select previous degree level **Stud ID**.
iv. Change **Status** to GRADUATED.
v. Click button ‘Save’.

![Update Student Status](image-url)
6.4. Applicant Info

**Purpose:** To view applicant information.

**Steps:**

i. Click on menu Registration > Applicant Info.

ii. Click button ‘Query’ once.

iii. Select Program.

iv. Click button ‘Query’ again. List of applicant for selected program will be displayed.

v. Click button ‘Address’ on applicant record to view applicant address.
6.5. Reports

Purpose: View registration day reports.

Steps:
i. Click on menu Registration > Report.
ii. 2 report frames:
   a) Registered New Students
   b) Registered Active Students.

Registered New Students / Active Students
i. Select Faculty and Intake or Semester.
ii. Click button 'View Statistic By Program' or 'View Listing By Program'.
REGISTRATION STUDENT BY FACULTY & PROGRAM
For Intake 2/08/09 as at 27/03/2009 16:35

FACULTI TEKNOLOGI SEDILIO & SENIRIA INDUSTRI

DIPLOMA SAINS KEIA GRAFIK DIGITAL
1 861106385119 Abdul Rehman Bin Mat Adnan 03-40218605 012-3096004
2 894401140537 Aziz Aizat B. Abu Bashah 0166902237
3 9098201014443 Ahmad Fazli Bin Abdullah Sani 017-3687708
4 837120895058 Ainul Suhaida Bt. Ahmad Sukri 0127039077
5 8910102055088 Amsani Fatihah Bte Yamin 0176339687
6 8763019259977 Arif Fathul Bin Latif 0124009725
7 909725025509 Ayasaf Bin Iskander Miza 0176902869
8 9004300551270 Daudkhamirin Bin Mohd Sani 0176417762
9 9099011045224 Farisah Shazleen Binti Mohd Jaafar 0126558065 0122212046
10 9099012065788 Fatimah Sajani Binti Rohim 0176941135
11 9009829144799 Harith AZ-Zahri Bin Anwar 0391721243 0123392960
12 8983924357960 Joey Lim Chiew 55124159 0122244192

Listing by Program
7. Student Registration

7.1. Student Profile

**Purpose:** To view and update student information such as personal details, relative, education and etc by authorized staff.

**Steps:**

i. Click on menu Student Registration > Student Profile.

ii. Consist of 11 information tabs.
   a) Student Info
   b) Addresses
   c) Relatives
   d) Research
   e) Education
   f) Work Exp.
   g) Prof. Body
   h) Co-Curriculum
   i) Hobbies/Skills
   j) Awards
   k) Publication
Query Data
i. Click button ‘Query’ once.
ii. Select Stud ID or enter NRIC or Name.
iii. Click button ‘Query’ again. Data displayed and each tab has related data of the queried student.

iv. You may view the status change history by clicking on button ‘History’.
Update Data
i. Query student record.
ii. Edit record / data in any tabs.
iii. Click button ‘Save’.

Notes!
i. On changing the Status, you will be prompt to fill up Student’s Updation Detail. This is to store the history of status change. Please fill up the Remarks field. Click button ‘Close’.

ii. Changing status to DEFER will prompt a ‘Confirm DEFER’ dialog box. The student course registration for current semester will be dropped if you continue. Click button ‘Yes’ to confirm status change or button ‘No’ to cancel.

iii. You are not allowed to change the Student ID and Degree.
7.2. Student Profile - Query

**Purpose:** To view student information such as personal details, relative, education and etc. For staff that does not have the authorization to change data but can view data.

**Steps:**

i. Click on menu Student Registration > Student Profile - Query.

ii. To query, follow the Query Data instruction in Student Profile.
7.3. **Auto Migration (New Student)**

**Purpose:** To migrate new registered student data from admission to student profile. Student ID will be given automatically at this stage.

**Steps:**
1. Click on menu Student Registration > Auto Migration (New Student).
2. Select *Intake* (Data for which intake to migrate).
3. Click button 'Migrate New Student to Student Profile'.
7.4. ABSENT and Drop Course

**Purpose:** To set unregistered student with status ACTIVE to status ABSENT and drop their registered courses for current semester.

**Steps:**

i. Click on menu Student Registration > ABSENT and Drop Subject.

ii. **Semester** field will automatically show current semester. You can only process for current semester.

iii. To set status to ABSENT; click button ‘Set status to ABSENT for unregistered ACTIVE student’.

iv. To drop the ABSENT student registered courses; click button ‘Drop all the ABSENT student course registration’.
7.5. Change Program

**Purpose:** To change student's programme.

7.5.1. Entry

**Purpose:** To insert change program applicant data.

**Steps:**

i. Click on menu Student Registration > Change Program > Entry.

ii. Fill up **Student Information** and **Information** frame.
iii. You may enter comment by clicking on button 'Comment'.
iv. Click button 'Save'.
v. Click button '<' to go back to the Entry screen.

vi. Click button 'Save' in Entry screen.
vii. On successful save, the *Entry* tab will have data.

![User Interface Image]

**Query Data**
1. Select **Student ID**.
2. Click button ‘Query’.

**Delete Data**
1. You may delete the data IF status in *Entry* tab IS NOT RESET.
2. Query student record.
3. Click button ‘Delete’.
4. A prompt confirming deletion dialog box pop ups, click ‘Yes’ to delete or ‘No’ to cancel.

![Delete Prompt Image]
7.5.2. Approval

**Purpose:** To view change program applicant detail, and approve or reject applicant.

**Steps:**
1. Click on menu Student Registration > Change Program > Approval.
2. Select **Student ID.** List contain all student applied for change program.
3. Click button ‘Query’.
4. After viewing the applicant information, you may change the status by clicking on the **Status** list.
5. Click button ‘SAVE’.
7.5.3. Verification

**Purpose:** To verify approved change programme applicant and reset to new programme and new student ID.

**Steps:**

i. Click on menu Student Registration > Change Program > Verification.

ii. Select **Student ID**. List only contain approved applicant.

iii. Click button 'Query'. Student information displayed.

iv. In **Reset** tab, select **NEW INTAKE** (can only be current or future intake).

v. Click button 'Reset'.
vi. Upon completion, a **NEW STUDENT ID** will be given.

### 7.6. Reports

**Purpose:** View student registration reports.

**Steps:**

i. Click on menu Student Registration > Reports.
ii. Consist of 4 report frames:
   a) List of Student by Status
   b) List of Registered Student
   c) List of Unregistered Student
   d) Registration Frontdesk Summary

List of Student by Status
i. Select **Intake**, **Status** and **Programme**.
ii. Click button 'View Report'.

iii. A new window with the report will be displayed. Print from the new window.
List of Registered Student

i. Select **Semester, Branch, Programme, Date From and Date To**. (You may leave the date field blank to query by all date available).

ii. Click button 'View Report'.

iii. A new window with the report will be displayed. Print from the new window.
List of Unregistered Student

i. Select **Semester**, **Branch** and **Programme**.

ii. Click button 'View Report'.

iii. A new window with the report will be displayed. Print from the new window.
Registration Frontdesk Summary

i. Select **Semester**, **Status**, **Intake** and **Programme**.

ii. Click button 'View Report'.

iii. A new window with the report will be displayed. Print from the new window.
8. Course Registration

8.1. Create Update Course/Prerequisite/Equivalent

**Purpose:** To create/update courses, the course prerequisite and equivalent.

**Steps:**

i. Click on menu Course Registration > Create Update Course/Prerequisite/Equivalent.

**Insert new data**

i. Fill up all related fields. (Do not insert the Prerequisites/Equivalency course and Special Grade Update yet).

ii. Click button ‘Save’.

---

**Query Data**

i. Click button ‘Query’ once.

ii. Enter **Course ID**.

iii. Click button ‘Query’ again.

**Update Data**

i. Query course.

ii. Update/edit fields.

iii. Click button ‘Save’.

**Note!**

You may insert the course prerequisites/equivalency or special grade at this stage by clicking on button ‘Prerequisites/Equivalency’ or ‘Special Grade Update’.

---

![Course Information](image)
Prerequisites/Equivalency
i. Query course.
ii. Click button ‘Prerequisites/Equivalency’. Prerequisites/equivalency screen displayed.
iii. For prerequisites; use Prerequisites frame; enter prerequisite course ID in Prereq1. You may enter up to 8 prerequisite course depends on how many prerequisite courses you have for a course.
iv. For equivalency; use Equivalent Course frame; enter equivalent course ID in Course ID.
v. Click button ‘Save Record’.
vi. You may delete the equivalent course by tick Delete ? check box and click button ‘Delete’.

8.2. Offer Course for Semester

Purpose: To offer course in semester required.

Steps:
i. Click on menu Course Registration > Offer Course for Semester.
Insert new data (Offer course for semester)
i. Select **Semester** to offer and fill up all related fields.
ii. Click button ‘Save’.

**Query Data**
i. Click button ‘Query’ once.
ii. Enter **Semester**, **Branch** and **Course**.
iii. Click button ‘Query’ again.

**Update Data**
i. Query course in which semester you would like to update.
ii. Update/edit fields.
iii. Click button ‘Save’.

**Delete Data**
i. Query course in which semester you would like to delete.
ii. Click button ‘Delete’.

8.3. **Course Registration**

**Purpose:** To register, add or drop student courses.

**Steps:**
i. Click on menu Course Registration > Course Registration.
Register / Add student courses
i. You can only register courses for ACTIVE students. Query student record for semester to register their courses first.
ii. Click button ‘Query’ once.
iii. Select **Sem ID** and **Stud ID**.
iv. Click button ‘Query’ again. Student information will be displayed together with registered courses if any.

<table>
<thead>
<tr>
<th>Information</th>
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<tbody>
<tr>
<td><strong>Sem ID</strong></td>
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<tr>
<td><strong>Stud ID</strong></td>
</tr>
<tr>
<td><strong>Branch</strong></td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
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<tr>
<td><strong>Major</strong></td>
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<td><strong>Status</strong></td>
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<table>
<thead>
<tr>
<th>Add Course</th>
<th>Branch</th>
<th>Group</th>
<th>Credit Hours</th>
<th>Cost</th>
<th>Confirm</th>
<th>Drop?</th>
<th>Drop Date</th>
<th>Drop Status</th>
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<tbody>
<tr>
<td>HUM2210</td>
<td>02-1</td>
<td></td>
<td>3</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM2212</td>
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<td></td>
</tr>
</tbody>
</table>

> NOTE: Drop Date is date of the day student sent their drop form.
(0): Repeat course.
(1): Retake final exam only.

v. To add course, select **Course ID** and **Branch**.
vi. Click button ‘Add’.
vii. Upon successful add course, a message box will be displayed, click ‘OK’. Click button ‘Save’.

Drop student course(s)
i. Query student record for semester to drop course.
ii. If the **Confirm** check box is checked, uncheck it.

<table>
<thead>
<tr>
<th>Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

iii. Check **Drop ?** check box.
iv. Select **Drop Status**. (Only select Wrong Data if you mistakenly add wrong course for the student or any mistake else and need to undo the course registering)
v. Insert **Drop Date** base on:
   a. Date of apply if student apply for drop course. Status = Drop Course.
   b. Date of absent if Drop – ABSENT.
   c. Date of defer approved if Drop – DEFER.
   d. Current date if Wrong Data.

<table>
<thead>
<tr>
<th>Drop Date based on apply date (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

vi. Click button ‘Drop’. Click button ‘Save’.
8.4. Reports

Purpose: View course registration reports.

Steps:
i. Click on menu Course Registration > Reports.

ii. Consist of 3 report frames:
   a) List of Student by Faculty and Program
   b) Course Registration by Faculty and Program
   c) List of Student by Course

List of Student by Faculty and Program
i. Select *Faculty* and *Program*.
ii. Click ‘View Report’.

List of Student by Course

![Diagram of Course Registration - Reports](image-url)
iii. A new window with the report will be displayed. Print from the new window.

Course Registration by Faculty and Program

i. Select Semester, Faculty, Program and Student ID. (You may leave Student ID blank if you want to view report for Semester, Faculty and all student in selected program).

ii. Click button 'View Report'.
iii. A new window with the report will be displayed. Print from the new window.

<table>
<thead>
<tr>
<th>No.</th>
<th>Student ID</th>
<th>Student Name</th>
<th>First Semester Credits</th>
<th>Second Semester Credits</th>
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<td>ACD5512</td>
<td>Reproduction - Graphic Design</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List of Student by Course
i. Select **Semester** and **Course**.
ii. Click button ‘View Report’.
iii. A new window with the report will be displayed. Print from the new window.
9. Credit Transfer

9.1. Application

Purpose: Insert student application of credit transfer or credit exemption.

Steps:

i. Click on menu Credit Transfer > Application.
ii. Query name of applicant by click at button 'Query' once.
iii. Select Student ID.
iv. Click button 'Query' again. Student information displayed.

Insert applicant CT/CE data

i. Select Course ID to transfer / exempt.
ii. Insert:
   a) Course Credit – credit hour in UNISEL for course ID selected.
   b) Equivalent Course – course taken in previous institution that is equivalent to the transfer / exemption course.
   c) Equi. Credit – credit hour of the equivalent course.
   d) Equi. Grade – grade result of the equivalent course.
   e) Institute – name of institution where applicant have taken the equivalent course.
iii. Enter more courses to be transfer/exempt if any. (Applicant may transfer/exempt up to 15 courses).
iv. Click button ‘Save’.

Delete course

i. You may delete record of course to be transfer/exempt by clicking in field of record to delete. (Only record with status Entry may be deleted!)
ii. Click button ‘Delete’.
9.2. Approval

**Purpose:** To approved or disapproved the credit transfer / exemption application.

**Notes!**
- Once approved, any data of UNISEL equivalent grade CANNOT be change!
- Any record of credit transfer/exemption CANNOT be deleted!
- CE / CT can only be done within after registration day till before examination ends.

**Steps:**
i. Click on menu Credit Transfer > Approval.
ii. Query applicant. Click button ‘Query’ once.
iii. Select **Student ID**.
iv. Click button ‘Query’ again. Record displayed.

v. Change **Status** to Approved or Disapproved.
vi. Select **Type** CT / CE, insert **Unisel Equi. Grade** for credit transfer and **Reason for Disapproved** if status is Disapproved.

vii. Click button ‘Save’.
9.3. Query

**Purpose:** To query credit transfer/exemption information such as transferred / exempted in what semester, approved by whom and date of approved. User can also drop approved CE/CT in this screen.

**Steps:**
1. Click on menu Credit Transfer > Query.
2. Click button ‘Query’ once.
3. Select **Student ID**.
4. Click button ‘Query’ again.

**Drop transferred / exempted course(s)**
1. After queried, check the transfer/exemption course **Drop** check box.
2. Click button ‘Drop’. Status for dropped CE/CT course will automatically be updated to **Disapproved**.
9.4. Reports

Purpose: View credit transfer/exemption reports.

Steps:
1. Click on menu Credit Transfer > Reports.
2. Select **Student**.
3. Click button 'View Report'.
4. A new window with the report will be displayed. Print from the new window.
10. Examination

10.1. Assessment

Purpose: To view student semester result.

Steps:

i. Click on menu Examination > Assessment.

ii. Select Student ID and Semester.

iii. Student assessment detail for selected semester displayed.
10.2. Check Outstanding Balance

**Purpose:** For the Examination Unit to check students' fees outstanding balance.

**Steps:**
1. Click on menu Examination > Check Outstanding Balance.
2. Select **Semester** and **Student ID**. Student outstanding balance displayed.

![Check Outstanding Balance](image)
10.3. Slip Printing

**Purpose:** To print the examination sitting slip and examination result slip.

**Steps:**
1. Click on menu Examination > Slip Printing.

**Examination sitting slip**
1. In Exam Sitting tab, select **Semester**, **Programme** and **Student ID**.
2. Click button ‘Print Exam Slip’.

iii. A new window with the exam sitting slip will be displayed. Print from the new window.
Examination result slip

i. In Exam Result tab, select **Program**, **Semester** and **Student ID**.

ii. Click button ‘Print Result Slip’.

iii. A new window with the exam result slip will be displayed. Print from the new window.
10.4. Mark Distribution

Purpose: To distribute percentage of marks for each courses and populate student registered for each courses for setting of Online Marks Entry System (OMES).

Notes!
- Mark distribution must be done before opening OMES.
- If you do not do the mark distribution general setup and populate students, courses and student names would not be listed in OMES.

Steps:
i. Click on menu Examination > Mark Distribution.

General Setup
i. Select Program and Semester ID.
ii. In General Setup tab, click button ‘Generate’.
Populate Students

i. Select **Program** and **Semester ID**.

ii. In **Populate Students** tab, select **Course ID**. (You may populate one by one course or select ALL to populate all courses).

iii. Click button 'Populate'.

**MARKS DISTRIBUTION**

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<th>1</th>
<th>Full Time</th>
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<tbody>
<tr>
<td>Semester ID</td>
<td>10809</td>
<td>(Please enter semester id before generate marks distribution)</td>
</tr>
</tbody>
</table>

**Generate Marks Distribution for Students**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>ALL</th>
<th>All Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Populate</td>
</tr>
</tbody>
</table>
10.5. Update Special Grade

**Purpose:** To insert/update student grade if the student grade is a special grade (grade that are not counted as part of GPA/CGPA)

**Steps:**

i. Click on menu Examination > Update Special Grade.
ii. Select **Semester, Course** and **Student ID**.
iii. Enter **Grade** and **Carry Marks** if any. (Please enter carry marks for grade IC and X for records).
iv. Click button ‘Update’.
10.6. Manual Entry Marks

Purpose: To manually enter/update marks by Examination Unit.

Steps:
1. Click on menu Examination > Manual Entry Marks.
2. Select **Student ID**, **Semester** and **Course**.
3. Insert/edit **Marks** in **Continue Assessment Mark Entry** frame.
4. Click button ‘Save’.
10.7. Generate Student’s Grade

Purpose: To generate student’s grade from marks entered by lecturer.

Steps:
i. Click on menu Examination > Generate Student’s Grade.
ii. There are two ways to generate student’s grade.
   a) Generate all courses in programme selected OR
   b) Generate course by course in programme selected.

Generate all courses
i. Select Program and Semester.
ii. Click button ‘Generate All’.

[Image of the Generate Student's Marks screen]
Generate course by course

i. Select Program and Semester.

ii. Click the button next to course description.

iii. A new screen displayed student’s name under selected courses and program will pop up.

iv. Click button ‘Gen. Grade’.

v. Click button ‘< Back’ to go to the main generate grade screen.
10.8. Calculate GPA / CGPA

Purpose: To calculate student’s GPA / CGPA.

Steps:
i. Click on menu Examination > Calculate GPA / CGPA.
ii. GPA / CGPA results may be calculated using 3 methods.
   a) By Faculty
   b) By Program
   c) By Students
By Faculty
i. In Faculty tab, select Faculty ID and Semester ID.
ii. Click button ‘Calculate GPA’.

By Program
i. In Program tab, select Semester ID and Program.
ii. Click button ‘Process’.
By Students
i. In Students tab, select **Semester ID** and **Student ID(s)**.
ii. Click button ‘Process’.
10.9. Graduation

10.9.1. Transcript

**Purpose:** To print graduate student's result transcript.

**Steps:**

i. Click on menu Examination > Graduation > Transcript.

ii. Select **Student ID**.

iii. Click button 'Print Transcript'.

![Transcript Printing Interface](image)
iv. A new window with the transcript will be displayed. Print from the new window.
10.10. Reports

**Purpose:** View examination reports.

**Steps:**
1. Click on menu Examination > Reports.
2. Only *Dean List*, *Subject Performance*, and *Senate* tab available for this reports.
3. For each report, select required fields.
4. Click button 'Run Report'.

![List of Reports](image)
11. Lecturer

11.1. Lecturer Profile

**Purpose:** To create lecturer id and profile for course tagging, student tagging and access to OMES.

**Steps:**

i. Click on menu Lecturer > Lecturer Profile.

Create new lecturer profile

i. Fill up lecturer profile fields. *Staff Username, Name* and *NRIC No.* are mandatory fields.

ii. Click button ‘Save’. (Lecturer password for OMES is same as *Staff Username* for first time create and login. Please change password in OMES).

Query and Update lecturer profile

i. Click button ‘Query’ once.

ii. Select *Staff Username*.

iii. Click button ‘Query’ again.

iv. Update/edit data.

v. Click button ‘Save’.
11.2. Course Tagging

**Purpose:** To tag lecturer with courses they teach for each semester. View lecturer teaching details.

**Steps:**

i. Click on menu Lecturer > Course Tagging.

Tag course with lecturer

i. Query lecturer. Click on button ‘Query’ once.
ii. Select **Tutor ID**.
iii. Click button ‘Query’ again.
iv. In *Teaching Info* frame, select **Sem**, **Branch** and **Subject** that lecturer teach.
v. Click button ‘Save’.

Delete teaching info

i. Click on any fields of teaching info record you want to delete.
ii. Click button ‘Delete’.
iii. Click button ‘Save’.
11.3. Student Tagging

**Purpose:** To tag students with groups and lecturers who teach them for OMES.

**Steps:**

i. Click on menu Lecturer > Student Tagging.

ii. Click button ‘Query’ once.

iii. Select **Semester**, **Course** and **Lecturer**. You may filter students name by selecting **Filter how** and enter value in **Filter** (e.g.: student name start with MOH).

iv. Click on **Group** and select the appropriate group.
iv. Click button ‘Query’ again. Student registered to **Course** and **Semester** selected will be displayed. (If filter was used, list of student will display filtered record).

STUDENT TAGGING

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Lecturer</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A01113</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filter how: Filter:

Students: E.G: Display student name start with NUR.

Filter how: Starts with:

Filter: NUR.

NOTE: Leave blank to query ALL students for course selected.

v. Enter value in **Group**.

vi. Check **Select** check box for students belong to the group.

vii. Click button ‘Save’. (E.g.: If group is A, lecturer and student will be tagged to group A).
viii. Query to see results.

<table>
<thead>
<tr>
<th>Semest</th>
<th>Course</th>
<th>Lecturer</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>AC01113</td>
<td>NURHAN RAIHMAT</td>
<td>SHAH ALAM</td>
</tr>
</tbody>
</table>

Filter how: Filter:

**Students**

E.G.: Display student name start with NUR.
Filter how: Starts with
Filter: NUR

**NOTE:** Leave blank to query ALL students for course selected.

---

### Tag Student to Lecturer

<table>
<thead>
<tr>
<th>Student ID</th>
<th>NRIC No.</th>
<th>Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>3002003031</td>
<td>68524055271</td>
<td>MOHAMAD AZAHAR BIN MOHD NOOR</td>
<td></td>
</tr>
<tr>
<td>3002009212</td>
<td>90110036815</td>
<td>MOHAMAD HASRUL BIN HASHIM</td>
<td></td>
</tr>
<tr>
<td>3003004441</td>
<td>9010025115597</td>
<td>MOHAMAD CHASIR BIN EMAIL</td>
<td></td>
</tr>
<tr>
<td>3003004922</td>
<td>891324018505</td>
<td>MOHAMED AMIR BINTI BIN HASHIM</td>
<td>A</td>
</tr>
<tr>
<td>3002009461</td>
<td>902516915691</td>
<td>MOHAMMAD MAIZAN B. ABDUL RAHMAN</td>
<td></td>
</tr>
<tr>
<td>3003003521</td>
<td>902503805250</td>
<td>MONAS HAFIZUL BIN HASHIM</td>
<td></td>
</tr>
<tr>
<td>3002003521</td>
<td>902503655201</td>
<td>MONAS RASHID bin RUSDI</td>
<td>A</td>
</tr>
</tbody>
</table>
12. PICT

12.1. Grade & GPA/CGPA Final Generate

**Purpose:** To final generate student’s grades and calculate GPA/CGPA results for all faculty before senate meeting.

**Steps:**

i. Click on menu PICT > Grade GPA/CGPA Final Generate.
   
   There are 2 sub menus:
   
   a) Generate Student Grade
   
   b) Calculate GPA / CGPA

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**Generate Student Grade**

i. Click button ‘Generate Student Grade’

ii. Refer to user manual on [10.7. Generate Student's Grade](#) on how to use this screen.

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**Calculate GPA / CGPA**

iii. Click button ‘Calculate GPA / CGPA’

iv. Refer to user manual on [10.8. Calculate GPA / CGPA](#) on how to use this screen.