



# **USER MANUAL**

## Student System

FOR

Student Module

March, 2009

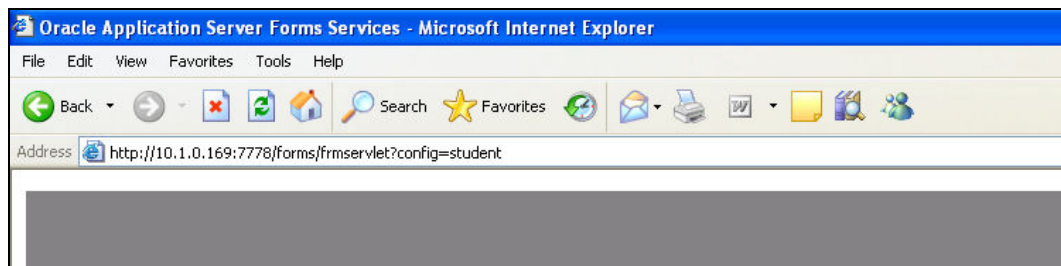
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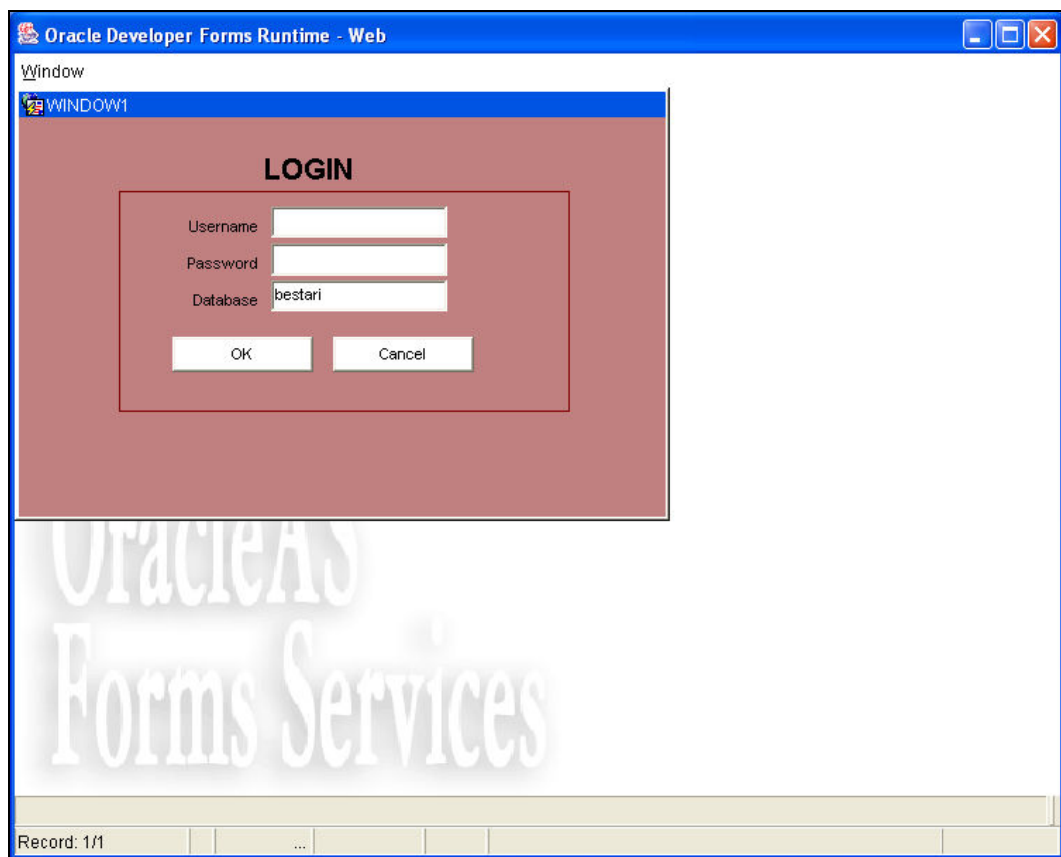
## 1. Login

- 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)



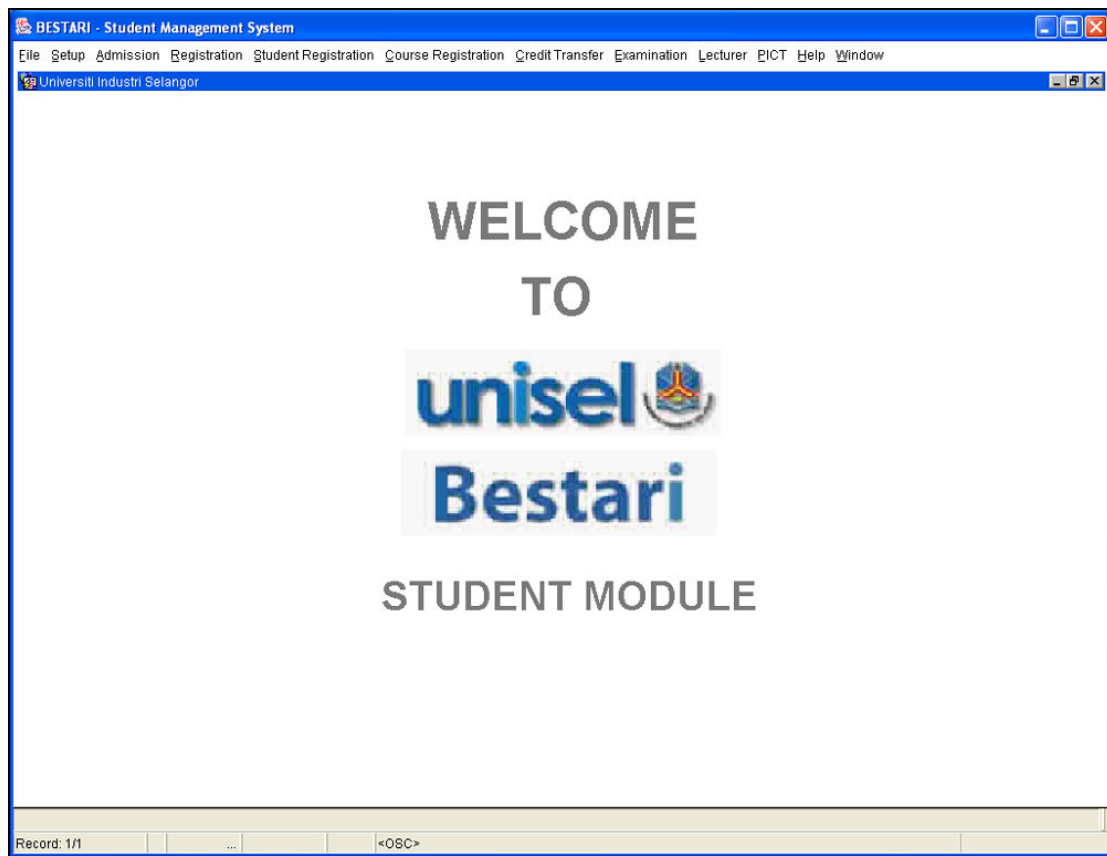
Picture 1.2: Login screen.

- 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)



Picture 2.1: Student Module main menu screen.

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

### 3. File

#### 3.1. Change Password

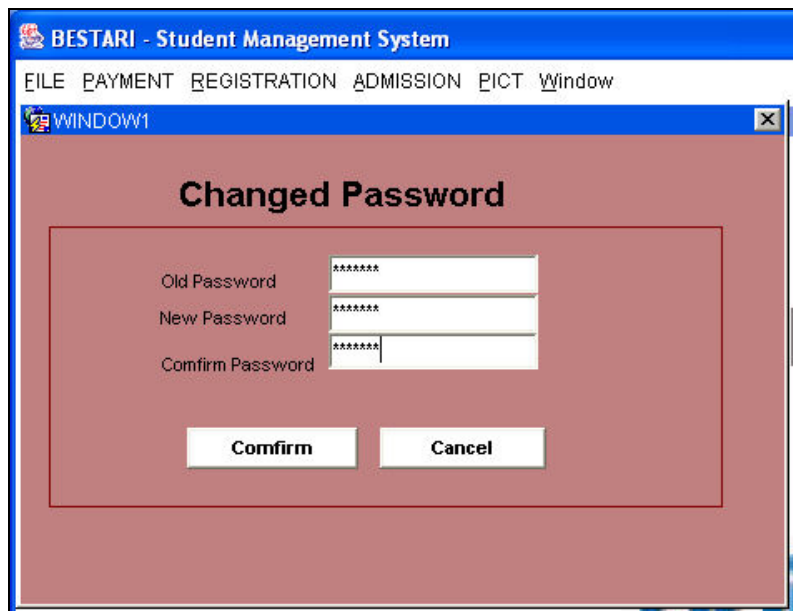
**Purpose:** Change current password to a new password.

**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:**

- From the menu, select Setup → Faculty.
- Click ID button to select ID
- Click Parent button to select Parent
- Click Building button to select Building
- Click Save button to add Faculty

**Universiti Industri Unisel**

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Faculty

### Faculty Setup

**Faculty Information**

ID	...
Level	
Parent	...
Description	
Type	
Short Desc	
Building	...
Timetable	
Pc Limit	
Old Code	
Description (Bahasa)	
Status	

**Left Sidebar:**

ICEM\_USER  
06-DEC-07  
zosm4014

<<  
<  
>  
>>

Query  
Add New  
Save  
Delete  
Clear  
Exit

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

<OSC>

## 4.2. Program Mode

**Purpose:** Setup programme mode.

**Steps:**

- i. From the menu, select Setup → Program Mode.
- ii. Click Level ID button to select Level ID
- iii. Click Owner button to select Owner
- iv. Click Save button to add program

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Level Setup

### Program Mode

Level Information

Level Id

Level Name

Level Name (BM)

Owner

06-DEC-07  
ICEM\_USER  
SM4008

<<  
<  
>  
>>  
Query  
Add New  
Save  
Delete  
Clear  
Exit

1. Select Level ID

2. Select Owner

3. Click Save button

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

### 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

**Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Examination Help Window

**SUBJECT SETUP**

06-12-2007  
ICEM\_USER  
zasm4009

<<  
<  
>  
>>  
Query  
Add New  
Save  
Delete  
Clear  
Exit

Subject Information

Id ... 1. Select Id

Subject

Level 2. Select Level

3. Click Save button

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1 ... <OSC>

## 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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Student Status Setup

**STUDENT STATUS SETUP**

Student Status Information

Id  ... 1. Select Id

Description

Type

06-12-2007  
ICRM\_USER  
zozm4010

<<  
<  
>  
>>  
Query  
Add New  
Save 2. Click Save button  
Delete  
Clear  
Exit

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... <OSC>

## 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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Country List Setup

**COUNTRY LIST SETUP**

Country Information

Id  ...

Country

Citizen

06-12-2007  
ICEM\_USER  
zosm4002

<<  
<  
>  
>>  
Query  
Add New  
Save  
Delete  
Clear  
Exit

1. Select Id

2. Click Save button

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

## 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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Race Setup

**RACE SETUP**

06-12-2007  
ICEM\_USER  
z0sm4004

Id  
Race Desc  
Race Desc (Eng)  
Bumi

1. Select Id

2. Click Save button

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... List of Valu... <OSC>



## 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

The screenshot shows the 'Religion Setup' window within the 'Universiti Industri Selangor' application. The window has a menu bar with 'File', 'Setup', 'Admission', 'Registration', 'Student Registration', 'Course Registration', 'Examination', 'Help', and 'Window'. The title bar reads 'Religion Setup'. The main area is titled 'RELIGION SETUP' in red. On the left, there is a sidebar with a date '06-12-2007', a user 'ICEM\_USER', and a session ID 'zosm4005'. Below this are navigation buttons: '<<', '<', '>', '>>', 'Query', 'Add New', 'Save', 'Delete', 'Clear', and 'Exit'. The 'Save' button is highlighted with a callout box labeled '2. Click Save button'. The main area contains a 'Religion Information' section with a callout box labeled '1. Select Id' pointing to the 'Id' field. Below the 'Id' field is a 'Religion' field. At the bottom, a status bar displays the message 'FRM-40350: Query caused no records to be retrieved.' and 'Record: 1/1'.

## 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

**BRANCH SETUP**

Branch Information

Id

Description

Short Desc

Address 1

Address 2

City

State

Country

Tel

Fax

Status

Category

For Program

Last Update 06-DEC-2007

1. Select Id

2. Select City

3. Select Country

4. Select Status

5. Select Category

6. Click Save button

ICRM\_USER  
06-12-2007  
zosm4011

<<  
<  
>  
>>

Query  
Add New  
Save  
Delete  
Clear  
Exit

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1

## 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

**Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Department (Faculty)  
Program Type  
Subject Setup  
Student Status List  
Country List  
Race List  
Religion List  
Branch List  
**Institution Type**  
Award  
Designation List  
Relationship  
Organization Setup  
Job Status Setup  
Work Location Setup

**INSTITUTION SETUP**

Institution Information

Id ... 1. Select Id

Description

Institution Type ... 2. Select Institution Type

Address

Postcode

State ... 4. Select State

Country ... 3. Select Country

Contact Person

Phone

Fax

Last Update

<<  
<  
>  
>>

Query  
Add New  
Save  
Delete  
Clear  
Exit

6. Click Save button

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1 ... List of Valu... <OSC>

## 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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Department (Faculty)  
Program Type  
Subject Setup  
Student Status List  
Country List  
Race List  
Religion List  
Branch List  
Institution Type  
**Award**  
Designation List  
Relationship  
Organization Setup  
Job Status Setup  
Work Location Setup

**AWARD SETUP**

Award Information

Id  ...

Award

<< < > >>

Query  
Add New  
Save  
Delete  
Clear  
Exit

Record: 1/1 ... <OSC>

## 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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Designation Setup

**DESIGNATION SETUP**

Designation Information

1. Select Id

Id  
Job Title  
Short  
Rank  
Exec  
Last Update

06-12-2007  
ICEM\_USER  
zozm4018

<<  
<  
>  
>>  
Query  
Add New  
Save  
Delete  
Clear  
Exit

2. Click Save button

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1

## 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

Universiti Industri Selangor

Window

Country List Setup

**RELATIONSHIP SETUP**

Relationship Information

Id  ...

Description

Last Update

06-12-2007  
ICEM\_USER  
zsm4020

<<  
<  
>  
>>  
Query  
Add New  
Save  
Delete  
Clear  
Exit

1. Select Id

2. Click Save button

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

### 4.13. Intake Setup

**Purpose:** Setup academic intake.

**Steps:**

- i. From the menu, select Setup → Intake Setup
- ii. Click Intake button to select intake
- iii. Click Save button to save

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

**Intake Setup**

Intake ...

Description (BM)

Description (English)

Intake Date dd/mm/yyyy

Intake Year

1. Select intake

ICEM\_USER  
22-MAR-09  
HANI  
zosm4024

<<  
<  
>  
>>

Query  
Add New  
Save  
Delete  
Clear  
Exit

2. Click Save button

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

## 4.14. Organization Setup

**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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Organization Setup

### ORGANIZATION SETUP

Organization Information

Id  ... 1. Select Id

Name

Description

Last Update

06-12-2007  
ICEM\_USER  
zosm4019

<<  
<  
>  
>>  
Query  
Add New  
Save 2. Click Save button  
Delete  
Clear  
Exit

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... <OSC>



## 4.15. Job Status Setup

**Purpose:** Setup Job Status

**Steps:**

- i. From the menu, select Setup → Job Status Setup
- ii. Click Id button to select Jobstatus Id
- iii. Click Save button to save

The screenshot shows the 'Job Status Setup' window within the 'Universiti Industri Selangor' application. The window has a menu bar with 'File', 'Setup', 'Admission', 'Registration', 'Student Registration', 'Course Registration', 'Examination', 'Help', and 'Window'. Below the menu bar is a title bar 'Job Status Information'. The main area is titled 'JOB STATUS SETUP' in red. On the left, there is a sidebar with a user information box (06-DEC-2007, ICEM\_USER, hh4063) and a list of buttons: '<<', '<', '>', '>>', 'Query', 'Add New', 'Save', 'Delete', 'Clear', and 'Exit'. The 'Save' button is highlighted with a callout box labeled '2. Click Save button'. In the main area, there is a 'Job Status Information' section with a 'Jobstatus Id' field (with a dropdown arrow) and a 'Description' field. A callout box labeled '1. Select Jobstatus Id' points to the dropdown arrow. At the bottom, there is a status bar with 'Record: 1/1', a list of values, and '<OSC>'.

## 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

Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Examination Help Window

Work Location Setup

**WORK LOCATION SETUP**

Work Location Information

Id

Location

06-12-2007  
ICEM\_USER  
zozm4013

<<  
<  
>  
>>  
Query  
Add New  
Save  
Delete  
Clear  
Exit

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

## 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.

**BESTARI - Student Management System**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer

**Application For Admission**

**Application For Admission**

ICEM\_USER  
22-03-2009  
HANI  
zosa4000

Exit

Local - Undergraduate

Local - Post Graduate

International

### 5.1.1. Local – Undergraduate

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

**Steps:**

Click menu button 'Local – Undergraduate'.

**APPLICATION FORM - UNDERGRADUATE**

Personal Particulars | Address | Course Preference | Next-Of-Kin | Educational Background | General Information | Work Experience

Record created by: ICEM\_USER Status: ENTRY  
Mode of Apply: FORMS

Applicants Id:  Process Payment: ☐

\*\*Name:   
 \*\*New IC:  Old IC:   
 \*\*Intake:   
 Address:   
 Post Code:  Town:   
 State:   
 Country:   
 Tel No. (House):  Office:   
 HPhone:  Fax:   
 Email:

**Personal Information**

Date Of Birth:  eg. 29-02-1999  
 Citizen:   
 Race:   
 Religion:   
 Disability:   
 Gender:  Applied Date:   
 Marital Status:  Offer Date:

\*\* Mandatory Field

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.

**Personal Particulars** | Address | Course Preference | Next-Of-Kin | Educational Back

Record created by :  Status: ENTRY  
Mode of Apply: FORMS

Applicants Id:  Process Payment: ☐

**\*\*Name**: AZREEN  
**\*\*New IC**: 876543211234  
**\*\*Intake**:  (dropdown menu open)  
Address:   
Post Code:   
State:   
Country:   
Tel No. (House):   
H/Phone:   
Email:

**Personal Information**

Date Of Birth:  eg  
Citizen:   
Race:   
Religion:   
Disability:   
Gender:   
Marital Status:

**\*\*Mandatory Field**

**Intake List:**

Id	Intake
3/07/08	SEMESTER 3/2007/2008 (MEI 2008)
1/08/09	SEMESTER 1/2008/2009 (JULAI 2008)
2/07/08	SEMESTER 2/2007/2008 (DISEMBER 2007)
3/06/07	SEMESTER 3/2006/2007 (APRIL 2007)
1/07/08	SEMESTER 1/2007/2008 (JULAI 2007)
3/05/06	SEMESTER 3/2005/2006 (MEI 2006)
2/06/07	SEMESTER 2/2006/2007 (DISEMBER 2006)
1/06/07	SEMESTER 1/2006/2007 (JULAI 2006)
1/05/06	SEMESTER 1/2005/2006 (JULAI 2005)
3/04/05	SEMESTER 3/2004/2005 (MAC 2005)
2/05/06	SEMESTER 2/2005/2006 (DISEMBER 2005)

**\*\*Intake**: 3/07/08 SEMESTER 3/2007/2008 (MEI 2008)

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

- ii. Click button 'Save'.

**Personal Particulars** | Address | Course Preference | Next-Of-Kin | Educational Back

Record created by :  Status: ENTRY  
Mode of Apply: FORMS

Applicants Id:  Process Payment: ☐

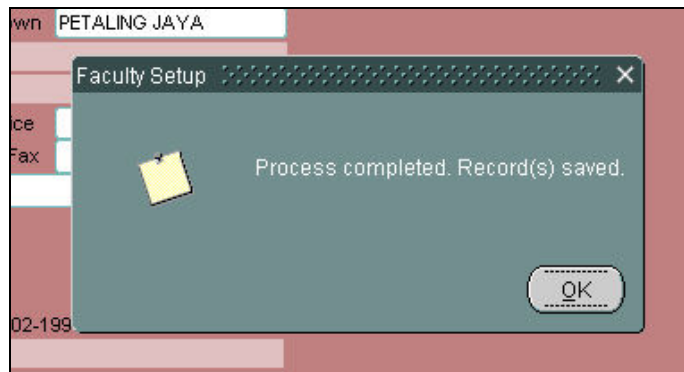
**\*\*Name**: AZREEN  
**\*\*New IC**: 876543211234  
**\*\*Intake**: 3/07/08  
Address: JALAN 14/62  
Post Code: 46100  
State: B00 SELANGOR  
Country: 137 MALAYSIA  
Tel No. (House): 037777777  
H/Phone: 01234801111  
Email: abc@yahoo.com

**Personal Information**

Date Of Birth: 14-06-1999

**Save** (highlighted)

- iii. A message box indicate that data / record have been saved will appear. Click 'OK'.



- 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.

 A screenshot of the 'Personal Particulars' tab in an application form. The form has tabs for 'Personal Particulars', 'Address', 'Course Preference', and 'Next-Of-Kin'. The 'Personal Particulars' tab is active. It shows fields for 'Record created by' (ICEM\_USER), 'Status' (ENTRY), 'Mode of Apply' (FORMS), 'Applicants Id' (161689), 'Name' (AZREEN), 'New IC' (876543211234), 'Intake' (3/07/08), and 'Address' (161-AN11-123). There is also a 'Process Payment' checkbox which is checked. The 'Applicants Id' field is highlighted with a blue oval.

### Query Data

- i. Click button 'Query' once.

 A screenshot of the 'Query Data' screen. On the left, there is a sidebar with a 'HANT' logo and a 'zosa4003' label. Below this are navigation buttons: '<<', '<', '>', '>>', 'Query', 'Clear', and 'Save'. A green mouse cursor is pointing at the 'Query' button. The main area on the right lists fields to be queried: 'Applicants Id', '\*\*Name', '\*\*New IC', '\*\*Intake', 'Address', 'Post Code', 'State', 'Country', 'Tel No. (House)', 'H/Phone', and 'Email'. Each field has a corresponding input box.

- ii. Enter applicant ID to be queried (E.g: 161689) in **Applicants Id** field. Click button 'Query' again.

The screenshot shows a sidebar on the left with a user profile (HANI, zosa4003) and navigation buttons: <<, <, >, >>, Query (highlighted with a green mouse cursor), and Clear. The main area contains a form with fields for Applicants Id (161689), \*\*Name, \*\*New IC, \*\*Intake, Address, Post Code, State, Country, Tel No. (House), and H/Phone.

- iii. Queried data will be displayed.

The screenshot displays the 'APPLICATION FORM - UNDERGRADUA' interface. The top navigation bar includes 'Personal Particulars', 'Address', 'Course Preference', 'Next-Of-Kin', and 'Ed'. The main content area shows the applicant's details for intake 3/07/08. The data is as follows:

Record created by: ICEM_USER		Status	Mode of Apply
		ENTRY	FORMS
Applicants Id	161689	Process Payment	<input checked="" type="checkbox"/>
**Name	AZREEN		
**New IC	876543211234	Old Ic	
**Intake	3/07/08	SEMESTER 3/2007/2008 (MEI 2008)	
Address	JALAN 14/62		
	SEKSYEN 14		
Post Code	46100	Town	PETALING JAYA
State	B00	SELANGOR	
Country	137	MALAYSIA	
Tel No. (House)	037777777	Office	
H/Phone	01234801111	Fax	
Email	abc@yahoo.com		

**Personal Information**

Date Of Birth	14-06-1980	eg. 29-02-1999
Citizen	137	MALAYSIA
Race	1	MELAYU
Religion	1	ISLAM
Disability	N	NO DISABILITY
Gender	FEMALE	Applied Date
Marital Status	SINGLE	Offer Date

23-03-2009

**\*\* Mandatory Field**

**Update Data**

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

Personal Particulars	Address	Course Preference	Next-Of-Kin
<b>Correspondence Address</b>			
Same As Personal Particulars			
Address1	JALAN 14/62		
Address2	SEKSYEN 14		
Town	PETALING JAYA		
Postcode	46100		
State	B00		
Country	137		
Home Tel	037777777		
Handphone	01234801111		
Office Tel			
<b>Permanent Address</b>			
Same As Correspondence			
Address1	JALAN 14/62		
Address2	SEKSYEN 14		
Town	PETALING JAYA		
Postcode	46100		
State	B00		
Country	137		
Home Tel	037777777		
Handphone	01234801111		
Office Tel			

*Address tab.*

Personal Particulars	Address	Course Preference	Next-Of-Kin	Educational Background
Seq	Degree			
1	AD301	DIPLOMA SENI REKA GRAFIK DIGITAL		
2	AD302	DIPLOMA TEKNOLOGI FOTOGRAFI		
3	BT301	DIPLOMA INDUSTRI BIOTEKNOLOGI		

*Course Preference*

Personal Particulars	Address	Course Preference	Next-Of-Kin
<b>PARTICULARS OF PARENTS</b>			
Same As Correspondence			
Name	NOORAINI KAMARUDIN		
Address	JALAN 14/62		
	SEKSYEN 14		
Postcode	46100		
Town	PETALING JAYA		
State	B00		
Country	137		
Tel. (House)	037777777		
Tel. (HP)	01234801111		
Dependent	2		
Household Monthly Income			
<b>EMERGENCY CONTACT</b>			
Same As Above			
Name	RAHMAT AMEEN NOORAZYZE		
Address	JALAN 14/62		
	SEKSYEN 14		
Postcode	46100		
Town	PETALING JAYA		
State	B00		
Country	137		
Tel. (House)	037777777		
Tel. (HP)	01234801111		
Relation	1 Father		

*Next-Of-Kin*



- ii. To insert data into *Educational Background* tab, follow these instructions.
- Enter sequence number of 1, 2, 3 in **Seq** column.
  - Choose type of education at **Type** column using '...' button.
  - 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)

Personal Particulars		Address		Course Preference		Next-Of-Kin		Educational Background		General Information		Work Experience	
Seq	Type	Edu Year	Specialization	Institution Type	Institution Name	CGPA/Grade	LAN Status						
1	1 ... SPM	1997	ART	02 ... Sekolah Menengah	SMP SRI AMAN	2	LSNA ...						
2	4 ... DIPLOMA	2001	ELECTRONIC ENGINEERING	04 ... Politeknik	POLITEKNIK UNGKU OMAR	3.16	LS003 ...	Full Accreditation					

- d) To fill SPM / STPM subjects data:
- Click in row SPM / STPM **Seq** field.
  - Click **Seq** field in frame **Subject**, use button '...' to select **Subject**, enter **Grade**.
  - Click next row of **Seq** field in frame **Subject** to enter next data.

Personal Particulars		Address		Course Preference		Next-Of-Kin		Educational Background	
Seq	Type	Edu Year	Specialization	Institution Type	Institution Name	CGPA/Grade	LAN Status		
1	1 ... SPM	1997	ART	02 ... Sekolah Menengah	SMP SRI AMAN				
2	4 ... DIPLOMA	2001	ELECTRONIC ENGINEERING	04 ... Politeknik	POLITEKNIK UNGKU OMAR				

**Delete**

**Subject**

Seq	Subject	Grade
1	17 ... Bahasa Melayu	A
1	14 ... Bahasa Inggeris	B
1	62 ... Matematik	A

**MUET**

Year

Band

- e) To delete one of the data row in either education type or subject, click in related row field and click button 'Delete'.

Personal Particulars		Address		Course Preference		Next-Of-Kin		Educational Background		General Information	
<b>FINANCIAL SUPPORT</b>											
Support Type <input type="radio"/> Self Sponsor											
Sponsor Name <input type="text" value="AZREEN"/>											
Address1 <input type="text" value="JALAN 14/62"/>											
Address2 <input type="text" value="SEKSYEN 14"/>											
Postcode <input type="text" value="46100"/> Town <input type="text" value="PETALING JAYA"/>											
State <input type="text" value="B00"/> <input type="text" value="SELANGOR"/>											
Country <input type="text" value="137"/> <input type="text" value="MALAYSIA"/>											
Tel <input type="text" value="03777777"/>											
Tel (H/P) <input type="text" value="0123481111"/>											
Tel (Office) <input type="text"/> Fax <input type="text"/>											
<b>HEALTH INFORMATION</b>											
Critical Disease <input type="checkbox"/>											
Physical Disable <input type="checkbox"/> N <input type="checkbox"/> NO DISABILITY											
Colour Blind <input type="text" value="No"/>											
<b>GENERAL</b>											
Gen Criminal <input type="text" value="No"/>											
Gen Discipline <input type="text" value="No"/>											

General Information

Personal Particulars   Address   Course Preference   Next-Of-Kin   Educational Background   General Information   Work Experience

Employment Status :

Seq	Organization	Position	Position Desc	Work Duration Years	Months
1	DL INFORMATI SDN. BHD.	PGM000	PROGRAMMER		6

**Employment Details :**

Employment Status

Current Position Category

Monthly Income

Industry

### Work Experience

- iii. Click button 'Save' to save updated data.

HANI  
zosa4003

<< < > >>  
Query  
Clear  
Save  
Exit

Seq  
1 ... DL INFORMAT

**Employment Details :**

Employment Status  
Current Position Category  
Monthly Income  
Industry

- 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'.

Picture 5.2: Application Form – Post Graduate screen.

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

Filter Type	Type	Data displayed
Start with	NURSHA%	All records which name start with NURSHA
Include	%FARINA%	All records which name include FARINA
Ends with	%FUL	All records which name ends with FUL

### 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.

**REJECT APPLICANT - UNDERGRADUATE**

Personal Particulars | Course Preference | Educational Background

Status: REJECTED | Reject Date: 23-MAR-2009

Reject Desc: [Text Field]

Applicants Id: [Text Field]

**\*\*Name**: [Text Field]

Address: [Text Field]

Post Code: [Text Field] | Town: [Text Field]

State: [Text Field] | Old IC: [Text Field]

**\*\*New IC**: [Text Field] | **\*\*Intake**: [Text Field]

Tel No. (House): [Text Field] | Office: [Text Field]

H/Phone: [Text Field] | Fax: [Text Field]

Email: [Text Field]

**Personal Information**

Date Of Birth: [Text Field] (eg. 29-02-1999)

Citizen: [Text Field]

Race: [Text Field]

Religion: [Text Field]

Disability: [Text Field]

Gender: [Text Field]

Marital Status: [Text Field]

Create Date: [Text Field]

Received Date: [Text Field]

**\*\* Mandatory Field**

- 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.

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Auto Migration From Online Application (zosa4011)

**Auto Migration From Online Application**

Undergraduate

Intake  ...

Migrate (Online Application)

International

Intake  ...

Migrate (INTERNATIONAL Online Application)

Postgraduate

Migrate (POSTGRADUATE Online Application)

HANT  
zosa4011

Exit

**Undergraduate**

- i. Enter **Intake** field. BESTARI will indicate how many undergraduate online applicants to be migrate.
- ii. Click button 'Migrate (Online Application)'.

Undergraduate

Intake 20809 ...

You are about to migrate 14 online applicant

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.

The screenshot shows the 'Undergraduate' section of the BESTARI interface. At the top, there is a tab labeled 'Undergraduate'. Below it, an 'Intake' field contains the value '20809'. A message states 'Migration Completed. Total Success = 0. Total Unsuccess = 14.' Below this, a progress bar is labeled 'Completed'. A button labeled 'Migrate (Online Application)' is visible. A dialog box titled 'Forms' is open, displaying a red bell icon and the text 'Process Complete.' with an 'OK' button.

### International

- i. Enter **Intake** field. BESTARI will indicate how many international online applicants to be migrate.
- ii. Click button 'Migrate (INTERNATIONAL Online Application)'.

The screenshot shows the 'International' section of the BESTARI interface. At the top, there is a tab labeled 'International'. Below it, an 'Intake' field contains the value '20809'. A message states 'You are about to migrate 2 international online applicant'. Below this, a progress bar is shown. A button labeled 'Migrate (INTERNATIONAL Online Application)' is visible, with a green arrow pointing to it.

### 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.

The screenshot shows the 'Postgraduate' section of the BESTARI interface. At the top, there is a tab labeled 'Postgraduate'. Below it, a message states 'Migration Completed. You have migrated total of 1 postgraduate applicant.' Below this, a progress bar is labeled 'Completed'. A button labeled 'Migrate (POSTGRADUATE Online Application)' is visible, with a green arrow pointing to it.



### 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.

**Print UNDERGRADUATE Online Application Form**

Intake: 3/07/08 SEMESTER 3/2007/2008 (MEI 2008)

Programme: ALL ALL

Total Applicants: 794

Print Total

Print Online Application Form

Print Online Application Form - DEGREE ENGINEERING

- 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 INTERNATIONAL Online Application Form**

Intake: 3/07/08 SEMESTER 3/2007/2008 (MEI 2008)

Passport No.: C 0135821 NASIR ADAM MOHAMED ADAM

Print INTERNATIONAL Online Application Form

**Print POSTGRADUATE Online Application Form**

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

**Print POSTGRADUATE Online Application Form**

Intake: 3/07/08 SEMESTER 3/2007/2008 (MEI 2008)

Programme: ED703 PHD IN EDUCATION (BY RESEARCH)

Total Applicants: 1

Print POSTGRADUATE Online Application Form

### 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.

- 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.

ID	IC	Name	Status	Reject Description
99841	900521145744	SHEENA MARTHA STEPHEN	REJECTED	Rejected - less than 3 credit in spm

Qua Subject	Qua Grade
Bahasa Melayu	5C
Matematik	7D
Bahasa Inggeris	3B
Bahasa Cina	9G
Sejarah	8E
Biologi	9G
Fizik	9G
Kimia	9G
Matematik Tambahan	9G
Pengetahuan Moral	7D

- vi. For applicant details and programme preferred, click on button 'Detail'. Rejected applicant detail displayed.

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Query Reject Applicant

Close

ID 99841 Status REJECTED

Name SHEENA MARTHA STEPHEN

Sex F

Date of Birth 21-MAY-1990

NRIC No. 900521145744

Telephone 055982606 Handphone 0165975449

Race 3

Religion 3

Address 378,KAMPUNG MUHIBAH FASA 2B ,3100 SUNGAI SIPUT (U) PERAK

Postcode 31100 City IPOH

State A00

Source Data

Programme

Date

Seq	Course Prefer	Programme Description
1	MG302	DIPLOMA PERAKAUNAN
2	ED301	DIPLOMA PENDIDIKAN (PENGAJIAN PRA SEKOLAH)
3	FS203	PENGAJIAN TAHUN ASAS (SAINS)

## 5.5. Offer Programme to Applicant

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

**Steps:**

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

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Offer Program to Applicant (Manual)

### OFFER PROGRAM TO APPLICANTS (MANUAL)

Offer Details

Offer Date 23-03-2009 Language Malay

Programme IT304 ... DIPLOMA APLIKASI KOMPUTER DALAM PERNIAGAAN

ICEM\_USER

HANI

sa5002

<

>

Clear

Clear All

Offer

Exit

List Of Students

ID No	Name	Programme	Offer Course?
161689	AZREEN	DIPLOMA APLIKASI KOMPUTER DALAM PERNIAGAAN	<input checked="" type="checkbox"/>
113961	MUHAMMAD AFIQ BIN MUSTAFFA	DIPLOMA APLIKASI KOMPUTER DALAM PERNIAGAAN	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

- 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.

ID	IC	Name	Note	Revert
161689	876543211234	AZREEN	Offered course DIPLOMA APLIKASI KOMPUTER DALAM PERNI	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

- ii. Click button 'Query' once.
- iii. Enter **ID** field.
- iv. Click button 'Query' again. Data displayed.
- v. Tick the **Revert** check box.

ID	IC	Name	Note	Revert
161689	876543211234	AZREEN	Offered course DIPLOMA APLIKASI KOMPUTER DALAM PERNI	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

- 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.

- i. Select **Language**, **Programme** and **Intake**.
- ii. Enter **ID No** and press Enter or click next column.
- iii. Click button 'Offer'.

- 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:**

- Click on menu Admission > Reapply Applicant (Ex-Unisel).
- Select **Intake** for admission.
- Select applicant **NRIC / Passport No.** and **Programme Preference**.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Reapply Applicant

**Reapply Applicant**

Intake: 3/08/09 SEMESTER 3/2008/2009 (MEI 2009)

**Reapply Student**

ID No.	NRIC / Passport No.	Name	Intake	Active Programme	Programme Preference
880628565348	...	INEZA HAFZAN BINTI NAZIER AHAMAD	1/06/07	FS202	MG401
900101066142	...	AZIDA, AZREEN BT ALA'UDDIN	1/08/09	CM301	IT304
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				
	...				

NOTE: Please use button ... to select NRIC/Passport No.

- Click button 'Reapply'. Admission ID No. will be given.

Intake: 3/08/09 SEMESTER 3/2008/2009 (MEI 2009)

**Reapply Student**

ID No.	NRIC / Passport No.	Name
197516	880628565348	INEZA HAFZAN B
197517	900101066142	AZIDA, AZREEN B

## 5.9. Setup Register Location

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

**Steps:**

- Click on menu Admission > Setup Register Location.
- Click button 'New Loc'.
- Fill up **Intake**, **Campus**, **Register Place**, **Date**, **Start Time** and **End Time** fields.
- Click button 'Disp Prog'.
- Check / Tick related programme.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Register Location

### Setup Register Location

Intake: 3/08/09 SEMESTER 3/2008/2009 (MEI 2009)

Campus: 01 Kampus UNISEL Shah Alam

Register Place: DEWAN SERBAGUNA

Date: 01 MAY 2009

Start Time: 9.00 AM

End Time: 5.00 PM

ICEM\_USER

HANI

ad4004

<< < > >>

Query Clear New Loc Exit

ID	Programme	
AD301	DIPLOMA SENI REKA GRAFIK DIGITAL	<input checked="" type="checkbox"/>
AD302	DIPLOMA TEKNOLOGI FOTOGRAFI	<input checked="" type="checkbox"/>
AD401	IJAZAH SARJANA MUDA SENI REKA GRAFIK DIGITAL (KEPUJIAN)	<input checked="" type="checkbox"/>
BT301	DIPLOMA INDUSTRI BIOTEKNOLOGI	<input type="checkbox"/>
BT401	IJAZAH SARJANA MUDA INDUSTRI BIOTEKNOLOGI (KEPUJIAN)	<input type="checkbox"/>
BT402	IJAZAH SARJANA MUDA BIOINFORMATIK (KEPUJIAN)	<input type="checkbox"/>
BT601	MASTER OF BIOTECHNOLOGY (BY RESEARCH)	<input type="checkbox"/>
BT701	DOKTOR FALSAFAH BIOTEKNOLOGI	<input type="checkbox"/>
BT702	DOCTOR OF PHILOSOPHY (BIOTECHNOLOGY) (BY RESEARCH)	<input type="checkbox"/>
CM301	DIPLOMA KOMUNIKASI DAN MEDIA	<input type="checkbox"/>
ED101	KURSUS PRA SEKOLAH	<input type="checkbox"/>
ED301	DIPLOMA PENDIDIKAN (PENGAJIAN PRA SEKOLAH)	<input type="checkbox"/>
ED302	DIPLOMA PENDIDIKAN (PENGAJIAN ISLAM)	<input type="checkbox"/>
ED303	DIPLOMA PENDIDIKAN (PENGAJIAN ISLAM) - SEPARUH MASA	<input type="checkbox"/>
ED601	SARJANA PENDIDIKAN (PENGURUSAN DISIPLIN)	<input type="checkbox"/>
ED602	SARJANA PENDIDIKAN (PENGURUSAN KOKURIKULUM DAN SUKAN)	<input type="checkbox"/>
ED603	SARJANA PENDIDIKAN (PENGURUSAN PENDIDIKAN)	<input type="checkbox"/>
ED604	M.ED IN CURRICULUM MANAGEMENT	<input type="checkbox"/>
ED605	M.ED IN PRINCIPALSHIPS	<input type="checkbox"/>
ED606	M.ED IN MANAGEMENT TRAINING	<input type="checkbox"/>

**Query and update/edit register location**

- Select **Intake** and **Campus**.
- Click button 'Query'.
- 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.

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Print Offer Letter

### Print Offer Letter

Offer Letter for Undergraduates

\* Offer Letter Date : 17 MARCH 2009

\* Student Intake : 3/07/08 ... SEMESTER 3/2007/2008 (MEI 2008)

Programme : AD301 ... DIPLOMA SENI REKA GRAFIK DIGITAL

Applicant IC : ...

Print Offer Letter

Print List of Applicant with Status 'POL'

NOTE: \* Mandatory fields.  
Leave programme field blank to print all programme.  
Leave applicant ic field blank to print all applicant.

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Clear  
Exit

- 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:**

- i. Click on menu Admission > Revert Print Offer Letter.
- ii. Can revert by programme or by applicant IC.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Revert Print Offer Letter (ad4013)

### Revert POL (UNDERGRADUATE)

**By Programme**

Intake: 2/08/09 SEMESTER 2/2008/2009 (DISEMBER 2008)

Programme: AD301 DIPLOMA SENI REKA GRAFIK DIGITAL

Print Date: 17/03/2009 dd/mm/yyyy

Revert

**By Applicant IC**

Intake: 2/08/09 SEMESTER 2/2008/2009 (DISEMBER 2008)

Applicant IC No.: 123456789123

Revert

HANI  
ad4013

Clear

Exit

**By Programme**

- i. Select **Intake** and **Programme**. Enter **Print Date**.
- ii. Click button 'Revert'.

**By Applicant IC**

- i. Select **Intake** and insert **Applicant IC No.**
- ii. Click button 'Revert'.

## 5.12. Update Accepted Offer

**Purpose:** Update applicant accepted offer.

**Steps:**

- Click on menu Admission > Update Accepted Offer.
- Click button 'Query' once.
- Enter **IC No.**
- Click button 'Query' again. Record displayed.
- Click button 'Accept'

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Update Accepted Offer

### UPDATE APPLICANT ACCEPTENCE

ICEM\_USER

HANT

ad4003

<<

<

>

>>

Query

Clear

Accept

Exit

**COURSE PREFERENCE**

Applied Course	FS201	FOUNDATION YEAR (INFORMATION TECHNOLOGY)
(1st Choice)	FS201	FOUNDATION YEAR (INFORMATION TECHNOLOGY)
Offered Course		
Intake	1/07/08	SEMESTER 1/2007/2008 (JULAI 2007)

**PERSONAL PARTICULARS**

Applicants Id	10136		
IC No	890728075521	Status	MIGRATED
Name	MOHD FAIZ BIN MOHD RADZI		
Address	5 JALAN USJ 2/4G		
	UEP SUBANG JAYA		
Postcode	47600	Town	SUBANG JAYA
State	SELANGOR	Country	MALAYSIA
		Tel	0356214670

**OTHERS**

DOB	28-07-1989	Race	1 MELAYU
Gender	M	Nationality	137 MALAYSIAN
Marital Status	S	Religion	1 ISLAM
		Disability	N NO DISABILITY

### 5.13. Query Applicant Status

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

**Steps:**

- Click on menu Admission > Query Applicant Status.
- Click button 'Query' once.
- Enter applicant ID into **ID**.
- Click button 'Query' again.

The screenshot shows the 'Query Applicant Status' window in the ICEMS application. The window has a menu bar with options: File, Setup, Admission, Registration, Student Registration, Course Registration, Credit Transfer, Examination, Lecturer, PICT, Help, and Window. Below the menu bar is a toolbar with a 'Query Applicant Status' icon. The main area is titled 'Query Applicant Status' and contains a table labeled 'List Of Applicants'. The table has columns: ID, IC, Name, Intake, Status, Course Offered, and Source Data. The first row shows an applicant with ID 97666, IC 860216015544, Name SHALINI A/P CHANDRAN, Intake 3/07/08, Status CO, Course Offered IJAZAH SARJANA MUDA SAINS KOMPUTER (KEPUJIAN), and Source Data CON. To the left of the table is a sidebar with a search box containing 'HANI' and 'ad4008', and buttons for '<', '>', 'Clear', 'Query', 'Detail', and 'Exit'.

ID	IC	Name	Intake	Status	Course Offered	Source Data
97666	860216015544	SHALINI A/P CHANDRAN	3/07/08	CO	IJAZAH SARJANA MUDA SAINS KOMPUTER (KEPUJIAN)	CON

- To view detail, click record to view detail.
- Click button 'Detail'.

The screenshot shows the 'Query Applicant Status' window in the ICEMS application, displaying the details of the selected applicant. The window has the same menu bar and toolbar as the previous screenshot. The main area is titled 'Query Applicant Status' and contains a form with the following fields: Id (97666), Status (CO), Name (SHALINI A/P CHANDRAN), Gender (F), DOB (16-FEB-1986), IB (860216015544), Telephone ( ), Handphone (016-7579834), Address (NO 8 JALAN DANAU 45, TAMAN DESA JAYA), Postcode (81100), State (JOHOR), Source Data (CON), Course Offered (IT403), and Offer Date (15-APR-2008). Below the form is a table labeled 'Course Prefer' with columns: Seq, Course, and Prefer. The first row shows Seq 1, Course IT403, and Prefer IJAZAH SARJANA MUDA SAINS KOMPUTER (KEPUJIAN). To the left of the form is a sidebar with a 'Close' button.

Seq	Course	Prefer
1	IT403	IJAZAH SARJANA MUDA SAINS KOMPUTER (KEPUJIAN)

## 5.14. Change Program

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

**Steps:**

- Click on menu Admission > Change Program.
- In *Applicant Info* tab, select **Intake** and insert **Applicant ID** or **IC** and press Enter.
- In *Change Program Info*, select **New Program** and fill up other fields.
- Click button 'Save'.

**BESTARI**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Applicant - Change Program

### CHANGE PROGRAM - APPLICANT

**Applicant\_info**

Intake: 3/08/09 SEMESTER 3/2008/2009 (MEI 2009)

Applicant ID: 197517 AZIDA AZREEN BT ALA'UDDIN

IC: 900101066142

Offered Program: IT301 DIPLOMA TEKNOLOGI MAKLUMAT

**Change Program Info**

New Program: EN304 DIPLOMA INDUSTRI KEJURUTERAAN

Date Applied: 19/03/2009 (dd/mm/yyyy)

Status: APPROVED Reject Date (if applicable): (dd/mm/yyyy)

Processing Date: 20/03/2009 (dd/mm/yyyy)

Remarks: Approved to change program.

ICEM\_USER

HANI

ad4006

>

<

Save

Clear

Exit

## 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:**

- Click on menu Admission > Incomplete Data / Not Interested.
- Click button 'Query' once.
- Insert **Applicant ID** or **IC No.**
- Click button 'Query' again.
- Change **Status** to NOT INTERESTED or INCOMPLETE DATA.
- Click button 'Save'.

**ICEMS**  
File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Update Applicant Status to INCOMPLETE DATA / NOT INTERESTED

### UPDATE APPLICANT STATUS TO 'INCOMPLETE DATA' / 'NOT INTERESTED'

ICEM\_USER

HANT

ad4003

<<

<

>

>>

Query

Clear

Save

Exit

**COURSE PREFERENCE**

Applied Course

(1st Choice) Offered Course

Intake

**PERSONAL PARTICULARS**

Applicants Id

IC No

Name

Address

Postcode

State

Town

Country

**OTHERS**

DOB

Gender

Marital Status

Race

Nationality

Religion

Disability

Applied Course: IT301  
(1st Choice) Offered Course: DIPLOMA IN INFORMATION TECHNOLOGY  
Intake: 3/08/09

Applicants Id: 197517  
IC No: 900101066142  
Name: AZIDA AZREEN BT ALAUDDIN  
Address: 6297 JALAN KUDA KEPANG TAMAN RIA  
Postcode: 08000  
State: KEDAH  
Town: SUNGAI PETANI  
Country: MALAYSIA

Status: POL  
ENTRY  
NOT INTERESTED  
INCOMPLETE DATA

DOB: 01-01-1990  
Gender: F  
Marital Status: S  
Race: 10 BUMIPUTERA  
Nationality: 137 MALAYSIAN  
Religion: 1 ISLAM  
Disability:



## 5.16. Reports

**Purpose:** View admission reports.

**Steps:**

- i. Click on menu Admission > Report.

**ADMISSION REPORTS**

Intake  ...

**Applicant Status**

**Applications Summary**

Intake  ...

Female	
Male	
Total	

**Details by**

State

Country

Status

Faculty

Programme

**List of Applicant**

Intake  ...

Status  ...

**Report**

**NOTE: Leave status blank to view report for all status.**

**List of Applicant (International)**

Intake  ...

Status  ...

**Report**

**NOTE: Leave status blank to view report for all status.**

- 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.

Intake 1/08/09

**Applicant Status**

**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**

Intake	1/08/09
Female	9439
Male	7794
Total	17233

**Details by**

State

Country

Status

Faculty

Programme

**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**

Intake 1/08/09

Status INCOMPLETE DATA

**Report**

**NOTE: Leave status blank to view report for all status.**

*List of Applicant*

**List of Applicant (International)**

Intake 1/08/09

Status ENTRY

**Report**

**NOTE: Leave status blank to view report for all status.**

*List of Applicant (International)*

## 6. Registration

### 6.1. Registration New Student

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

**Steps:**

- Click on menu Registration > Registration New Student.
- Click button 'Query' once.
- Select **IC No.**
- Click button 'Query' again.

**ICEMS**  
FILE RECEIPT REGISTRATION EXAM RESULT PICT Window

BESTARI-Registration New Student (ZOSA4001)

### Registration - New Student

185816

NOT REGISTER

Intake : 2/08/09

Note: If you want to change the intake, please change it 1st before making a query.

Intake: 2/08/09

Name: AASHAROH BINTI MANSOR

IC No: 900602075100

Student id:

Program: ED301 DIPLOMA PENDIDIKAN (PENGAJIAN PRA SEKOLAH)

Batch: Other Batch

ICEM\_USER

HANI

VIEW

<

>

Query

Clear

Save

Register

Revert Register

Exit

Course Code	Course Description

Other Document

Personal Details ☐

- 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'.

The 'List of Batch' dialog box is open, showing a search for 'ed301%'. The results table is as follows:

Batch ID	Course Code
ED301	ETD1143
ED301	ETD1223
ED301	ETD2152
ED301	ETD2213
ED301	MPW1143
ED301	ZKU1112

The background window shows the 'Program' field set to ED301 and 'DIPLOMA PENDIDIKAN (PENGAJIAN PRA SEKOLAH)'. The 'Batch' field is empty, and the 'Other Batch' button is visible.

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

The 'Course Registration' window displays the following data:

Course Code	Course Description
ETD1143	English Language
ETD1223	Falsafah dan Pendidikan Awal Kanak-Kanak
ETD2152	Profesionalisme Guru Pendidikan Pra Sekolah
ETD2213	Bimbingan dan Kaunseling
MPW1143	Pengajian Islam
ZKU1112	Ko-Kurikulum

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

The 'Information on registration' message box displays the following text:

REGISTRATION AASHAROH BINTI MANSOR  
SUCCESSFULL.

The 'OK' button is visible at the bottom.

#### 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:**

- Click on menu Registration > Student Registration.
- Click button 'Query' once.
- Select **Student ID**.
- Click button 'Query' again.

**BESTARI - Student Management System**

FILE RECEIPT REGISTRATION EXAM RESULT PICT Window

Student Registration

### Student Registration

**Student Information**

NOT REGISTER

Note: If you want to change the semester, please change it 1st before making a query.

Semester: 20809  
 Student ID: 830104125995  
 Name: A. FADLEY DZULKARNEIN BONGKASA  
 Branch: 02 Kampus UNISEL Bestari Jaya  
 Programme: IT401 BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (HONS)  
 Intake: 2/06/07 SEMESTER 2/2006/2007 (DISEMBER 2006)  
 Status: ABSENT  
 Tel. Home: 016-8657615  
 Handphone: 016-8283700  
 Office: -

**Course Registration**

Semester	Course ID	Course
20809	IPS4314	Analisis Sistem dan Merekabentuk Pangkalan Data
20809	IPS4334	Gudang Data dan Perlombongan Data
20809	ITS4134	Rekabentuk Maklumat Enterpris
20809	ITS4144	Perdagangan Elektronik(E-Dagang)

- View student assessment for previous semester by clicking on button 'Assessment'.

**BESTARI - Student Management System**

FILE RECEIPT REGISTRATION EXAM RESULT PICT Window

Student Registration

### Student Assessment

**Student Information**

Student ID: 830104125995  
 Semester: 10809  
 Name: A. FADLEY DZULKARNEIN BONGKASA  
 Semester: Semester Julai 2008

**Student Assessment**

Status: Good Standing  
 Student GPA: 2.29  
 Student CGPA: 2.46

Course ID	Course Desc	Grade
ITS2334	Eksplotasi Dunia Maklumat	C
ITS3134	Sistem Pangkalan Data	C
ITS4114	Rekabentuk Komputer, Rangkaian dan Sistem Operasi	C+
ITS4124	Ekonomi Kejuruteraan Sistem dan Pengurusan Projek	C+
MPW2133	Pengajian Malaysia	C+

- Click button 'Back' to go to the previous screen.
- 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:**

- Click on menu Registration > Update Student Status.
- Click button 'Query' once.
- Select previous degree level **Stud ID**.
- Change **Status** to GRADUATED.
- Click button 'Save'.

**Update Student Status**

**Student Info**

Stud Id	2071006691	Name	PONNI A/P SARANKAPANY
Branch Id	02	Kampus	UNISEL Bestari Jaya
NRIC	890806105360	Status	ACTIVE
Old IC		Academic Status	ABSENT
Passport		Intake Date	ACTIVE
Study Method		End Of Studies Date	COMPLETED
Discount (%)		Graduation Date	DEFER
Degree	LS201		EXPELLED
Faculty	LS		GRADUATED
Program	1		LEAVE
			QUIT

**Permanent Address**

Address 1	LOT 371, JLN BUNGA MELOR,		
Address 2	KG BUNGA MELOR, BT 14		
Postcode	47100	City	PUCHONG
State	B00	SELANGOR	
Country	137	MALAYSIA	
Tel No.	03-80611177		
H/phone			

**Correspondence Address**

Address 1	LOT 371, JLN BUNGA MELOR,		
Address 2	KG BUNGA MELOR, BT 14		
Postcode	47100	City	PUCHONG
State	B00	SELANGOR	
Country	137	MALAYSIA	
Tel No. (Home)	03-80611177	Office	-
H/phone	016-9062646		

**ICEM USER**  
HANI  
sr4010

< > Query Clear Save Exit

## 6.4. Applicant Info

**Purpose:** To view applicant information.

**Steps:**

- Click on menu Registration > Applicant Info.
- Click button 'Query' once.
- Select **Program**.
- Click button 'Query' again. List of applicant for selected program will be displayed.

**QUERY APPLICANT DATA**

Program:  ... DIPLOMA SENI REKA GRAFIK DIGITAL

Name	IC No.	Address	Telephone No.	Handphone No.
ABDUL FARIZ BIN IMAN	880122135623	Address	082876115	0146938224
AHMAD FAISAL BIN MOHD ZAMRI	900326146637	Address		0164382151
AHMAD FAIZ TAQIYUDDIN BIN KHUSHAIRI	900403086421	Address	044193077	0134531734
AHMAD SYAHMIR BIN ROSLAN	900310086297	Address	05-5882387	0175004569
AMIRULSHAFIQ BIN ABD RAHIM	881229355241	Address		0175160387
AZHARI BIN AHMAD	900225086081	Address		0174208004
AZIAN BINTI AHMAD	880105145416	Address	03-87688053	017-9776909
AZIE IZZATIE BT MOHAMAD KHALIDI	880403145334	Address		017 9117590
AZREY SYAFRIE BIN RAHMAT	900127145455	Address		0173859353
AZUBAYDIAH BINTI ZULKIFLI	880218015554	Address	07-8961204	012-7369252
CALVIN MASING ANAK IAN	881211525177	Address		019-8982957
CHE WAN AHMAD SYAWAL BIN CHE WAN NORDIN	880612465731	Address	098444873	0139657374
EZZUNA HANNA BINTI HAMID	900413045332	Address		0126086884
FAIZWAN SHAH B BAHARUDDIN	900614105493	Address		0129277061
FATEN HERYANTI BINTI MOHD YATISAN	900609145116	Address		0173965205
FATIN FIFY FARHANA BINTI OMAR	900526145874	Address		0122479123
GARY STEVEN ANAK LAYANG	900728137071	Address		0133731077
GERALD BALANG AK JACKSON	900728137709	Address		0123923843
HAFIZ BIN NAZARUDIN	900719125829	Address		0172098173
HAMDAN BIN OMAR	870420235009	Address		0172132028

- Click button 'Address' on applicant record to view applicant address.

**Applicant Address**

Name:

IC No.:

Address:

Postcode:  Town:

State:

Country:

Telephone:

Handphone:



## 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.

**LIST OF REPORT**

**Registered New Students**

Faculty:  ... FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI

Intake:  ... SEMESTER 2/2008/2009 (DISEMBER 2008)

[View Statistic By Program](#)

[View Listing By Program](#)

**Registered Active Students**

Faculty:  ... FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI

Semester:  ... Semester Disember 2008

[View Statistic By Program](#)

[View Listing By Program](#)

ICEM\_USER  
HANI  
sr1003

[Clear](#)  
[Exit](#)

### Registered New Students / Active Students

- i. Select **Faculty** and **Intake** or **Semester**.
- ii. Click button 'View Statistic By Program' or 'View Listing By Program'.

REGISTERED STUDENT BY FACULTY & PROGRAM  
For Intake 2/08/09 as at 27/03/2009 16:34

	UNDEFINED	REGISTERED		TOTAL
		MALE	FEMALE	
FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI				
Bachelor Of Art (Hons) In Digital Graphic Design	0	13	10	23
Diploma In Digital Graphic Design	0	24	17	41
Diploma In Photographic Technology	0	12	12	24
Total by Faculty:	0	49	39	88
Total Registered:	0	49	39	88

Statistic 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**

- Click button 'Query' once.
- Select **Stud ID** or enter **NRIC** or **Name**.
- Click button 'Query' again. Data displayed and each tab has related data of the queried student.

**Student Info** | Addresses | Relatives | Research | Education | Work Exp. | Prof. Body | Co-Curriculum | Hobbies/Skills | Awards | Publication

Stud Id: 4071039081 | Name: HANI SURIANI BINTI AWANG @ FAUZI  
 Branch Id: 02 | Kampus UNISEL Bestari Jaya  
 NRIC: 881123035362 | Status: ACTIVE  
 Old IC: | Academic Status: Good Standing  
 Passport: | Intake Date: 27-07-2007  
 Study Method: | Terminated/Gult/Expelled Date: |  
 Discount (%): | End of Studies Date: |  
 | Final/Last Semester: |  
 | Defer Date: |

Degree: LS401 | IJAZAH SARJANA MUDA PENDIDIKAN (KEPUJIAN) (TESL)  
 Major: |  
 Minor 1: |  
 Minor 2: |  
 Faculty: LS | PUSAT PENGAJIAN BAHASA  
 Program: 1 | FULL TIME

**Personal Information** | **Official Information**

Date Of Birth: | Advisor: |  
 Place Of Birth: | Mba Scheme: |  
 Gender: FEMALE | Staff Id: |  
 Marital Status: SINGLE | Previous Stud Id: |  
 Religion: 1 | ISLAM | Bank: |  
 Race: 1 | MELAYU | Bank Acct No: |  
 Disability: | Mera Acct No: |  
 Citizenship: 999 | OTHERS | Convocation Date: |  
 Embassy: | Intake Batch: 1/07/08  
 Blood Type: X |  
 Scheme: |  
 Scheme Effective: |

**History**

Student ID	Intake	Programme	Status
4071039081	1/07/08	IJAZAH SARJANA MUDA PENDIDIKAN (KEPUJIAN) (TESL)	ACTIVE
881123035362	1/06/07	PENGAJIAN TAHUN ASAS (PENDIDIKAN - TESL)	GRADUATED

**Semester History**

Student ID	Semester	Programme	Status
4071039081	30708	IJAZAH SARJANA MUDA PENDIDIKAN (KEPUJIAN) (TESL)	ACTIVE
4071039081	20708	IJAZAH SARJANA MUDA PENDIDIKAN (KEPUJIAN) (TESL)	ACTIVE
4071039081	10708	IJAZAH SARJANA MUDA PENDIDIKAN (KEPUJIAN) (TESL)	ACTIVE

- You may view the status change history by clicking on button 'History'.

**Student's Updation Detail**

No	Old Status	Remarks	Update Date (dd-mm-yyyy)
1	ACTIVE	Graduate her final year.	24-03-2009

Close

**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'.

No	Old Status	Remarks	Update Date (dd-mm-yyyy)
1	ACTIVE	Graduate her final year.	24-03-2009

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.

Confirm DEFER

All course registered for semester 10809 will be dropped. Are you sure you want to change this student status to DEFER for this semester 10809?

Yes No

Staff Id      Research

- 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:**

- i. Click on menu Student Registration > Auto Migration (New Student).
- ii. Select **Intake** (Data for which intake to migrate).
- iii. Click button 'Migrate New Student to Student Profile'.

The screenshot shows a web application interface for 'Universiti Industri Selangor'. The title bar includes a menu: File, Setup, Admission, Registration, Student Registration, Course Registration, Credit Transfer, Examination, Lecturer, PICT, Help. The main heading is 'Auto Migration for New Student'. On the left, a sidebar contains a user profile for 'ICEM\_USER' with details 'HANI' and 'sr4011', and buttons for 'Report' and 'Exit'. The main content area has an 'Intake' label with a text box containing '3/07/08' and a dropdown menu showing 'SEMESTER 3/2007/2008 (MEI 2008)'. Below these is a large empty text box, and at the bottom is a button labeled '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'.

File Setup Admission Registration Student Registration Course Registration Credit Transfer Exam

ABSENT & Drop Subject

### ABSENT & Drop Subject

Set status to ABSENT for unregistered ACTIVE student

Semester

**9804 unregistered ACTIVE student(s).**

**Set status to ABSENT for unregistered ACTIVE student**

**Drop all the ABSENT student course registration**

ICEM\_USER  
24-03-2009  
HANI  
sr4016

Exit

## 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.

Date Record	Tools	Comments	Ret
24-MAR-2009		student results very low on LS401. would like to change programme to MG401.	67
24-MAR-2009		student results very low on LS401. would like to change programme to MG401. aaa	68

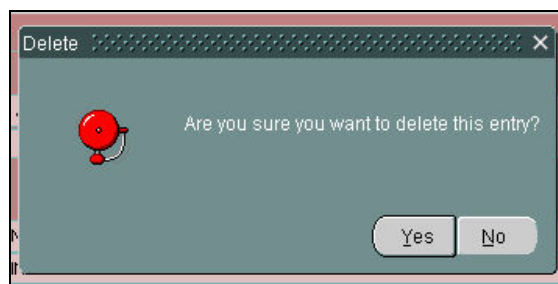
vii. On successful save, the *Entry* tab will have data.

### Query Data

- Select **Student ID**.
- Click button 'Query'.

### Delete Data

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



## 7.5.2. Approval

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

**Steps:**

- Click on menu Student Registration > Change Program > Approval.
- Select **Student ID**. List contain all student applied for change program.
- Click button 'Query'.

**Student Information**

Student ID	4073000071	A.AVENE A/P ATPUTHARAJ
Current Programme	LS401	BACHELOR OF EDUCATION (HONS) (TESL)
New Programme	MG402	BACHELOR OF ACCOUNTANCY (HONS)
Semester Applied	30708	May 2008
Status	ENTRY	
Remarks		

**Course Registration**

Stud Id	Sem Id	Course Id	Course Desc	Grade	Status
4073000071	10809	CES1123	Introduction to General Linguistics		
4073000071	10809	CPS1113	Philosophy & Development of Education Industry in Malaysia		
4073000071	10809	CPS1213	Computer & Technology in Education		
4073000071	10809	MPW2133	Pengajian Malaysia		
4073000071	10809	ZEU1163	Language Learning Strategies & Study Skills		
4073000071	10809	ZKU1112	Ko-Kurikulum		
4073000071	10809	ZEU1222	Mandarin I		
4073000071	30708	CES1133	English Grammar		
4073000071	30708	ZES1183	Language Awareness		

- After viewing the applicant information, you may change the status by clicking on the **Status** list.

**Student Information**

Student ID	4073000071	A.AVEN
Current Programme	LS401	BACHELOR
New Programme	MG402	BACHELOR
Semester Applied	30708	May 2008
Status	ENTRY	
Remarks	APPROVED	

- Click button 'SAVE'.

### 7.5.3. Verification

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

**Steps:**

- Click on menu Student Registration > Change Program > Verification.
- Select **Student ID**. List only contain approved applicant.
- Click button 'Query'. Student information displayed.

- In **Reset** tab, select **NEW INTAKE** (can only be current or future intake).
- Click button 'Reset'.

- vi. Upon completion, a **NEW STUDENT ID** will be given.

NEW STUDENT ID 4073016282

UPDATING COMPLETED

## 7.6. Reports

**Purpose:** View student registration reports.

**Steps:**

- i. Click on menu Student Registration > Reports.

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

Student Registration - Reports (sr4000)

### Student Registration - Reports

ICEM\_USER

HANT

sr4000

Exit

**List of Student by Status**

Intake  ...

Status  ...

Programme  ...

**View Report**

**List of Registered Student**

Semester  ...

Branch  ...

Programme  ...

Date From  dd/mm/yyyy

Date To  dd/mm/yyyy

**View Report**

*Note: You may leave the date field blank.*

**List of Unregistered Student**

Semester  ...

Branch  ...

Programme  ...

**View Report**

**Registration Frontdesk Summary**

Semester  ...

Status  ...

Intake  ...

**View Report**

- 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'.

**List of Student by Status**

<b>Intake</b>	3/07/08	...	SEMESTER 3/2007/2008 (MEI 2008)
<b>Status</b>	DEFER	...	
<b>Programme</b>	ALL	...	ALL

View Report

- iii. A new window with the report will be displayed. Print from the new window.

http://10.1.0.169:7778/reports/rwservlet/getjobid405783 - Microsoft Internet Explorer

Address http://10.1.0.169:7778/reports/rwservlet/getjobid405783

### List of Student by Status

24 March 2009

**Status: DEFER**

**Programme : AD301 DIPLOMA SENI REKA GRAFIK DIGITAL**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	890320025117	3073012781	Mohd Hafez Bin Mohd Said	3/07/08	DEFER
2	900722016893	3073005111	Shafiq Izwan Bin Md Elias	3/07/08	DEFER
<b>Total :</b>					<b>2</b>

**Programme : ED301 DIPLOMA PENDIDIKAN (PENGAJIAN PRA SEKOLAH)**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	900823105502	3073009611	Noor Nazira Binti Arifin	3/07/08	DEFER
<b>Total :</b>					<b>1</b>

**Programme : EN303 DIPLOMA KEJURUTERAAN MEKANIKAL**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	A0947530	3073015652	Khalid Ahmed Mohamed	3/07/08	DEFER
<b>Total :</b>					<b>1</b>

**Programme : EN401 IJAZAH SARJANA MUDA KEJURUTERAAN (KEPUJIAN) ELEKTRIK**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	B 0369187	4073003391	Mustafa Mohamed Mustafa Mohamed	3/07/08	DEFER
<b>Total :</b>					<b>1</b>

**Programme : EN402 IJAZAH SARJANA MUDA KEJURUTERAAN (KEPUJIAN) ELEKTRONIK**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	860111295199	4073007431	Syed Ali Bin Syed Omar	3/07/08	DEFER
<b>Total :</b>					<b>1</b>

**Programme : EN403 IJAZAH SARJANA MUDA KEJURUTERAAN (KEPUJIAN) MEKANIKAL**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	860321356105	4073015631	Mohamad Shukri B. Mohamed Sahar	3/07/08	DEFER
<b>Total :</b>					<b>1</b>

**Programme : FS201 PENGAJIAN TAHUN ASAS (TEKNOLOGI MAKLUMAT)**

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	860926105069	2073003191	Asrar Bin Abdullah	3/07/08	DEFER
<b>Total :</b>					<b>1</b>

1 of 2



**List of Registered Student**

- Select **Semester**, **Branch**, **Programme**, **Date From** and **Date To**. (You may leave the date field blank to query by all date available).
- Click button 'View Report'.

**List of Registered Student**

<b>Semester</b>	20809	...	Semester Disember 2008
<b>Branch</b>	01	...	Kampus UNISEL Shah Alam
<b>Programme</b>	AD301	...	DIPLOMA SENI REKA GRAFIK DIGITAL
<b>Date From</b>			dd/mm/yyyy
<b>Date To</b>			dd/mm/yyyy

**View Report**

**NOTE: You may leave the date field blank.**

- A new window with the report will be displayed. Print from the new window.

http://10.1.0.169:7778/reports/rwservlet/getjobid405792 - Microsoft Internet Explorer

Address http://10.1.0.169:7778/reports/rwservlet/getjobid405792

**List of Registered Student for Semester 20809**

24 March 2009

<b>Date Registered</b>	03/01/2009
<b>Branch</b>	Kampus UNISEL Shah Alam
<b>Programme</b>	DIPLOMA SENI REKA GRAFIK DIGITAL

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	870321236145	3072001481	Abdul Mannan Bin Mokhtar	2/07/08	ACTIVE
2	901118026213	3073009121	Adam Faiyumi Bin Alias	3/07/08	ACTIVE
3	901130145303	3081029121	Ahmad Faiz Bin Fauzi	1/08/09	ACTIVE
4	890120105059	890120105059	Ahmad Fazril Bin Abd Jalil	3/06/07	ACTIVE
5	890212025443	890212025443	Ahmad Junaidi Bin Ahmad Tajuddin	3/06/07	ACTIVE
6	830918145469	3073012671	Ahmad Mohammad Syakirin	3/07/08	ACTIVE
7	891113016001	891113016001	Ahmad Saufi Bin Mohammed	3/06/07	ACTIVE
8	860328145183	3072003641	Ahmad Zufar Bin Mohamad Latif	2/07/08	ACTIVE
9	880617095125	3071000201	Ahmad 'Affif Bin Hamid	1/07/08	ACTIVE
10	891204085942	891204085942	Aina Nurjihan Binti Hairi	3/06/07	ACTIVE
11	890922105536	890922105536	Ainil Azwa Binti Rashid	3/06/07	ACTIVE
12	870225145438	3072002251	Amirah Binti Abdul Jamal	2/07/08	ACTIVE
13	861012436165	861012436165	Amirul Mokhzani Bin Abd Malek	3/06/07	ACTIVE
14	901208115658	3081029501	Ana Vanesa Bte Mohd Badrul Hisyam	1/08/09	ACTIVE
15	901015146992	3073006781	Arina Izyan Binti Ramli	3/07/08	ACTIVE
16	830311086183	830311086183	Armi Roaznuar Bin Muhammad Aris	3/06/07	ACTIVE
17	891103146849	3071017691	Asyraf Bin Adnan	1/07/08	ACTIVE
18	890726146111	890726146111	At Samsul Aswad Bin Chekpa	3/06/07	ACTIVE
19	890716086522	890716086522	Azidah Binti Zamli	3/06/07	ACTIVE
20	890913125869	3081028351	Azmal Bin Norhidullah	1/08/09	ACTIVE
21	871214105101	3072000891	Azman Bin Abu Hassan	2/07/08	ACTIVE
22	901120105543	3081022971	Azmi Bin Rohani	1/08/09	ACTIVE
23	870703145943	3071019891	Dinish A/L M. Salevarajan	1/07/08	ACTIVE
24	860915145014	3073010121	Edora Binti Zulkeflee	3/07/08	ACTIVE
25	900305146144	3081023561	Ella Uniza Binti Johan	1/08/09	ACTIVE
26	890701075468	3071004921	Ezreen Bt Khirudin	1/07/08	ACTIVE
27	890903145962	3071016381	Farah Alia Bte Zakaria	1/07/08	ACTIVE
28	891127146544	3071020251	Farah Raffhanah Bt Mohd Isa	1/07/08	ACTIVE
29	900528105526	3081015191	Farah Wahida Bt Abu	1/08/09	ACTIVE
30	820607146318	820607146318	Fathen Aina Binti Mustapa	2/06/07	ACTIVE
31	890528085258	3072007841	Fatin Hazwani Binti Faizul	2/07/08	ACTIVE
32	900717105664	3081027771	Fatin Najihah Bt Mohd Tahir	1/08/09	ACTIVE
33	880104105316	880104105316	Fatin Najla Binti Mohamad Nordin	3/06/07	ACTIVE
34	900316145905	3081025421	Fuad Zamir Bin Mohamad Amirullah	1/08/09	ACTIVE

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**List of Unregistered Student**

- Select **Semester**, **Branch** and **Programme**.
- Click button 'View Report'.

**List of Unregistered Student**

<b>Semester</b>	20809	...	Semester Disember 2008
<b>Branch</b>	01	...	Kampus UNISEL Shah Alam
<b>Programme</b>	AD301	...	DIPLOMA SENI REKA GRAFIK DIGITAL

**View Report**

- A new window with the report will be displayed. Print from the new window.

http://10.1.0.169:7778/reports/rwservlet/getjobid405803 - Microsoft Internet Explorer

Address: http://10.1.0.169:7778/reports/rwservlet/getjobid405803

**List of Unregistered Student for Semester 20809**

24 March 2009

**Branch** Kampus UNISEL Shah Alam

**Programme** DIPLOMA SENI REKA GRAFIK DIGITAL

No.	NRIC / Passport No.	Matrik No.	Name	Intake	Status
1	900925146516	3081033621	Alfa Maradina Bt Sadrudin	1/08/09	ABSENT
2	851117106024	851117106024	Anul Mozhi Radhai A/P Manickam	2/06/07	ABSENT
3	900815435026	3073006771	Effa Shafina Binti Harun	3/07/08	ABSENT
4	860721236620	860721236620	Fairuz Hafizah Binti Sulaiman	2/06/07	ABSENT
5	900207035168	3073004651	Fathin Liyana Bt Hamdan	3/07/08	ABSENT
6	871019105034	871019105034	Fatma Syairah Binti Mahfol	2/06/07	ABSENT
7	890916145267	890916145267	Ferhat Izzat Bin Norhashimshah	3/06/07	ABSENT
8	880520435111	3081027461	Fitri Azrin Bin Ghazali	1/08/09	ABSENT
9	800322105848	800322105848	Kanmani Radha A/P Manickam	2/06/07	ABSENT
10	890929086534	3071014981	Lailatul Badariah Bt Samikin	1/07/08	ABSENT
11	860615565447	3072011881	Lee Woon Long	2/07/08	ABSENT
12	891208065279	891208065279	Lukmanulhakim Bin Mohamed Azmaili	3/06/07	ABSENT
13	890128025352	890128025352	Massuziela Binti Mustaza	3/06/07	ABSENT
14	891231085737	891231085737	Mohamad Fazril Izzuan Bin Zainal Abidin	3/06/07	ABSENT
15	891009115579	891009115579	Mohammad Haiqal Bin Mohd Kamal	3/06/07	ABSENT
16	880808025701	880808025701	Mohd Radzi Bin Mohd Yassin	2/06/07	ABSENT
17	890503146245	890503146245	Mohd Syawal Bin Basri	3/06/07	ABSENT
18	880308035241	880308035241	Muhamad Saufi Bin Abdullah	3/06/07	ABSENT
19	880502565051	3073007241	Muhammad 'Izzat Amin B Izman Khairi	3/07/08	ABSENT
20	890716025439	890716025439	Muhammad Adam Afiq Bin Abdul Razak	3/06/07	ABSENT
21	840215075651	840215075651	Muhammad Arif Bin Mohzan	2/06/07	ABSENT
22	880915565025	880915565025	Muhammad Nurazrin Bin Misron	2/06/07	ABSENT
23	901007086387	3073010951	Muhammad Qaiyum Bin Alias	3/07/08	ABSENT
24	870313295153	870313295153	Muhammad Rafiuddin Bin Razali	2/06/07	ABSENT
25	891019146483	3071020161	Muhammad Shahrul Amar Bin Azilan	1/07/08	ABSENT
26	890930135217	890930135217	Muhammad Syazani Bin Ismail	3/06/07	ABSENT
27	880814105329	3072010371	Nizamuddin Bin Mohd Toha	2/07/08	ABSENT
28	891015065846	3071020151	Nor Mimi Azian Bin Che Mazelan	1/07/08	ABSENT

1 of 2

Unknown Zone



**Registration Frontdesk Summary**

- i. Select **Semester**, **Status**, **Intake** and **Programme**.
- ii. Click button 'View Report'.

**Registration Frontdesk Summary**

\* **Semester** 20809 ... Semester Disember 2008

**Status** ACTIVE ... ACTIVE

**Intake** 1/08/09 ... SEMESTER 1/2008/2009 (JULAI 2008)

**Programme** AD301 ... DIPLOMA SENI REKA GRAFIK DIGITAL

**View Report**

\* **Mandatory field**  
**NOTE: Leave field blank to query ALL**

- iii. A new window with the report will be displayed. Print from the new window.

http://10.1.0.169:7778/reports/rwservlet/getjobid405923 - Microsoft Internet Explorer

Address: http://10.1.0.169:7778/reports/rwservlet/getjobid405923

**Registration Frontdesk Summary**

Session : 20809  
 Status : ACTIVE  
 Intake : 1/08/09

Programme : Diploma Seni Reka Grafik Digital

No.	Matric No.	Name	Intake	Status
1	3081029461	Affir Adree Bin Ahmad Radzi	1/08/09	ACTIVE
2	3081029121	Ahmad Faiz Bin Fauzi	1/08/09	ACTIVE
3	3081030631	Ahmad Syukri Bin Ismail	1/08/09	ACTIVE
4	3081029281	Aiman Syafiq Bin Zailan	1/08/09	ACTIVE
5	3081029501	Ana Vanesa Bte Mohd Badrul Hisyam	1/08/09	ACTIVE
6	3081032681	Ariff Hafeezy Bin Borhan	1/08/09	ACTIVE
7	3081028351	Azmal Bin Norhidullah	1/08/09	ACTIVE
8	3081022971	Azmi Bin Rohani	1/08/09	ACTIVE
9	3081023561	Ella Uniza Binti Johan	1/08/09	ACTIVE
10	3081015191	Farah Wahida Bt Abu	1/08/09	ACTIVE
11	3081027771	Fatin Najihah Bt Mohd Tahir	1/08/09	ACTIVE
12	3081025421	Fuad Zamir Bin Mohamad Amiroillah	1/08/09	ACTIVE
13	3081023191	Gomathi A/P Ramachandran	1/08/09	ACTIVE
14	3081020221	Hambrozainy Bin Hamrus	1/08/09	ACTIVE
15	3081029691	Hashimah Binti Che Hassan	1/08/09	ACTIVE
16	3081028501	Hurul Naimah Binti Ismail	1/08/09	ACTIVE
17	3081017311	Iqbal Syafiq Bin Abu	1/08/09	ACTIVE
18	3081032181	Izyan Izzaty Binti Abd Karim	1/08/09	ACTIVE
19	3081030591	Khairul Anuar Bin Berahim	1/08/09	ACTIVE
20	3081020311	Mohamad Amirul Syafiq Bin Alias	1/08/09	ACTIVE
21	3081026011	Mohamad Farid Bin Isnin	1/08/09	ACTIVE
22	3081033701	Mohamad Hafidz Bin Idris	1/08/09	ACTIVE
23	3081017371	Mohd Adlail Bin Noorazam	1/08/09	ACTIVE
24	3081021492	Mohd Azwa Yushalani Bin Mat Najid	1/08/09	ACTIVE
25	3081028911	Mohd Effandy B. Mohd Ismail	1/08/09	ACTIVE
26	3081025411	Mohd Khaizil Bin Mohd Noh	1/08/09	ACTIVE
27	3081017291	Mohd Syahrul Izwan Bin Mohd Razi	1/08/09	ACTIVE
28	3081033351	Mohd Zaid Zairuli Bin Mohd Zapri	1/08/09	ACTIVE
29	3081032991	Mohd Zulazee Bin Kamanul Zaman	1/08/09	ACTIVE

1 of 2

## 8. Course Registration

### 8.1. Create Update Course/Prerequisite/Equivalent

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

**Steps:**

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

**Insert new data**

- Fill up all related fields. (Do not insert the Prerequisites/Equivalency course and Special Grade Update yet).
- Click button 'Save'.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

**Course Information**

**Course ID** AGD1113 Please enter ID without any space. E.g: AGD1113

**Description (Malay)** Drawing 1

**Description (English)** Drawing 1

**Description (Display)**

**Faculty** AD FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI

**Credit Hours** 3

**Course Hours** 60

**Status** ACTIVE

**Year**

**Exam Hours** 3

**Lab Hours** 2

**Comments**

**ICEM\_USER**

**HANI**

**cr4001**

< >

Query

Clear

Save

Exit

University Subject ☐ No Supplementary ☐ Pass/Fail Subject ☐

Satisfactory/Unsatisfactory Subject ☐ Special Grade ☐

Prerequisites/Equivalency/Previous Course

Special Grade Update

**Query Data**

- Click button 'Query' once.
- Enter **Course ID**.
- Click button 'Query' again.

**Update Data**

- Query course.
- Update/edit fields.
- 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'.

**Prerequisites/Equivalency**

- Query course.
- Click button 'Prerequisites/Equivalency'. Prerequisites/equivalency screen displayed.
- 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.
- For equivalency; use *Equivalent Course* frame; enter equivalent course ID in **Course ID**.
- Click button 'Save Record'.
- 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:**

- Click on menu Course Registration > Offer Course for Semester.



## 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.

**Information**

Sem ID	20809	Current	20809/2008
Stud ID	4071041101	...	INEZA HAFZAN BT NAZIER AHAMAD
Branch	Kampus UNISEL Bestari Jaya		
Faculty	FAKULTI PENGURUSAN INDUSTRI		
Major	BACHELOR OF MARKETING WITH HONS		
Status	Good Standing	Stud Status	ACTIVE

**Add Course**

Course ID	Branch	Group	Drop Date
...	...	...	based on apply date

ID	Course Name	Branch	Status	Group	Credit Hours	Cost	Confirm	Drop?	Drop Status	(dd/mm/yyyy)
PBS2313	MANDARIN 1	02-1			3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
PMS2333	BUSINESS COMMUNICATIONS	02-1			3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
PMS2433	SALES AND SALES MANAGEMENT	02-1			3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
PMS3113	MARKETING MANAGEMENT	02-1			3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
PQS3143	BUSINESS RESEARCH	02-1			3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

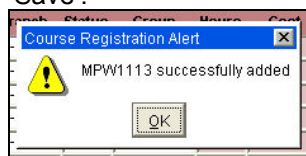
  

Total	15	
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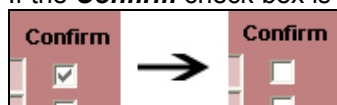
NOTE: Drop Date is date of the day student sent their drop form.  
(R) - Repeat course.  
(S) - Resit final exam only.

- 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.



- 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.

											Drop Date	
											based on apply date	
ID	Course Name	Branch	Status	Group	Credit Hours	Cost	Confirm	Drop?	Drop Status	(dd/mm/yyyy)		
MPW1113	BAHASA KEBANGSAAN A	02-1			3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drop Course	17/03/2009		
PPS2343	MANDARIN 1	02-1			2		<input type="checkbox"/>	<input type="checkbox"/>				

- 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'.



- iii. A new window with the report will be displayed. Print from the new window.

http://10.1.0.168:7778/reports/rwservlet/getjobid68137 - Microsoft Internet Explorer

Address http://10.1.0.168:7778/reports/rwservlet/getjobid68137

Save a Copy

100%

Search Web

Pages

Attachments

Comments

Done

Unknown Zone

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26/03/2009

List of Student by Faculty and Program

No.	ID	Ic	Name
1	3073010251	870530525787	Abang Abdul Qayyum Bin Abdul Rahman
2	3081026601	900304075225	Abdul Halim Bin Salleh
3	891120875007	891120875007	Abdul Haziq Bin Abd Karim
4	3072001481	870321236145	Abdul Mannan Bin Mokhtar
5	3082008161	861106385119	Abdul Rahman Bin Mat Admara
6	3071019961	890326105361	Abdul Razzaq Bin Hamdi
7	3082003151	890401146017	Abu Aizat B. Abu Samah
8	3073009121	901118026213	Adam Faiyumi Bin Alias
9	3073005431	901104125034	Afieza Binti Amroz
10	3081029461	901102145517	Afif Adree Bin Ahmad Radzi
11	3073015442	891021065367	Afiq Izzat Bin Nawawi
12	3073003501	900314035497	Ahmad Amirul Bin Zainudin
13	3073006901	900810075041	Ahmad Daniel Bin Azhar
14	3081029121	901130145303	Ahmad Faiz Bin Fauzi
15	3073004591	900123055049	Ahmad Fazli Bin Abdul Rahman
16	3082005951	900820105443	Ahmad Fazli Bin Abdullah Sani
17	890120105059	890120105059	Ahmad Fazril Bin Abd Jalil
18	870106045231	870106045231	Ahmad Haniffa Bin Mohd Jalis
19	890212025443	890212025443	Ahmad Junaidi Bin Ahmad Tajuddin
20	860218566243	860218566243	Ahmad Luqman Bin Ismail
21	3073012671	830918145469	Ahmad Mohammad Syakirin
22	891113016001	891113016001	Ahmad Saufi Bin Mohammed
23	3081030631	880502055377	Ahmad Syukri Bin Ismail
24	3072003641	860328145183	Ahmad Zufar Bin Mohamad Latif
25	3071000201	880617095125	Ahmad `Afif Bin Hamid
26	3081029281	900706146487	Aiman Syafiq Bin Zailan
27	880329565196	880329565196	Aimi Najwa Binti Jul Baharin
28	3082006151	891209095058	Aimi Shahida Bt Ahmad Sukeri
29	870331145562	870331145562	Aimi Shairah Binti Ismail
30	891204085942	891204085942	Aina Nurjihan Binti Hairi
31	890922105536	890922105536	Ainil Azwa Binti Rashid
32	3081033621	900925146516	Alfa Maradina Bt Sadrudin
33	3073001661	900905065137	Alzuhairi Bin Alzahri
34	881124495758	881124495758	Amienah Binti Nandar
35	3081027861	900531105201	Amir Wahid Bin Abdul Latiff

### Course Registration by Faculty and Program

- 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).
- Click button 'View Report'.

Course Registration by Faculty and Program

Semester	20809	...	
Faculty	AD	...	FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI
Program	AD301	...	DIPLOMA IN DIGITAL GRAPHIC DESIGN
Student ID		...	

View Report

- iii. A new window with the report will be displayed. Print from the new window.

Course Registration by Faculty and Program For Semester 20809 26/03/2009			
FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI			
DIPLOMA SENI REKA GRAFIK DIGITAL			
1	891101086897	Saiful Azhar Bin Khozizan	3071000041
	AGD2312	Copywriting ( Advertising )	
	AGD2333	Photography 2	
	AGD2433	Illustration 2 - Digital	
	AGD3513	Reproduction - Graphic Design	
	AGD3523	Electronic Publication	
	ZKU1112	Ko-Kurikulum	
2	890908435037	Muhammad Firdause Bin Mohd Ariffin	3071000111
	AGD2312	Copywriting ( Advertising )	
	AGD2433	Illustration 2 - Digital	
	AGD3513	Reproduction - Graphic Design	
	AGD3523	Electronic Publication	
	ZKU1112	Ko-Kurikulum	
3	890901146734	Puteri Pairuzsafiah Binti Zolkefli	3071000121
	AGD2312	Copywriting ( Advertising )	
	AGD2433	Illustration 2 - Digital	
	AGD3513	Reproduction - Graphic Design	
	AGD3523	Electronic Publication	
	ZKU1112	Ko-Kurikulum	
4	880617095125	Ahmad `Afif Bin Hamid	3071000201
	AGD2312	Copywriting ( Advertising )	
	AGD2333	Photography 2	
	AGD2433	Illustration 2 - Digital	
	AGD3513	Reproduction - Graphic Design	
	AGD3523	Electronic Publication	
	ZKU1112	Ko-Kurikulum	
5	891010146081	Muhammad Fikri Bin Awang	3071000541
	AGD2312	Copywriting ( Advertising )	
	AGD2333	Photography 2	
	AGD2433	Illustration 2 - Digital	
	AGD3513	Reproduction - Graphic Design	

### List of Student by Course

- Select **Semester** and **Course**.
- Click button 'View Report'.

List of Student by Course

Semester
20809

Course
AGD1113
Drawing 1

View Report



- iii. A new window with the report will be displayed. Print from the new window.

http://10.1.0.168:7778/reports/rwservlet/getjobid68146 - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://10.1.0.168:7778/reports/rwservlet/getjobid68146

Save a Copy Print Mail Select 100% Search Web

### List of Student by Course For Semester 20809 26/03/2009

**AGD1113 Drawing 1**

**BACHELOR OF INDUSTRIAL MANAGEMENT (HONS)**

No.	NRIC No.	Name	Status	Intake	Matric No.
1	880427105505	Saravanan A/L Sarwisuaran	ACTIVE	2/08/09	4082008871

Total by Program : 1

**DIPLOMA IN DIGITAL GRAPHIC DESIGN**

No.	NRIC No.	Name	Status	Intake	Matric No.
1	861106385119	Abdul Rahman Bin Mat Admara	ACTIVE	2/08/09	3082008161
2	890401146017	Abu Aizat B. Abu Samah	ACTIVE	2/08/09	3082003151
3	900820105443	Ahmad Fazli Bin Abdullah Sani	ACTIVE	2/08/09	3082005951
4	891209095058	Aimi Shahida Bt Ahmad Sukeni	ACTIVE	2/08/09	3082006151
5	891012045348	Ammara Fatiha Bte Yazid	ACTIVE	2/08/09	3082009471
6	900924146944	Anis Adibah Bt Zamzuri	ACTIVE	3/07/08	3073005271
7	870301025957	Arif Fadli Bin Latif	ACTIVE	2/08/09	3082005171
8	900725025509	Asyraf Bin Iskandar Miza	ACTIVE	2/08/09	3082008901
9	890630055127	Dzulkhaini Bin Mohd Samat	ACTIVE	2/08/09	3082005691
10	900919145234	Farina Shazleen Binti Mohamad Jaafar	ACTIVE	2/08/09	3082004261
11	890912065788	Faten Syazana Binti Rohim	ACTIVE	2/08/09	3082005861
12	900829146479	Harith Az - Zuhdi Bin Anuar	ACTIVE	2/08/09	3082003461
13	901023036144	Hashimah Binti Che Hassan	ACTIVE	1/08/09	3081029691
14	880912435969	Joey Lim Chiwei	ACTIVE	2/08/09	3082005671
15	901127105036	Khaizarul Aqmar Binti Muin	ACTIVE	2/08/09	3082004371
16	900504126517	Liyadi Bin Alias	ACTIVE	2/08/09	3082003141
17	830217125465	Mark Ronald Malajim	ACTIVE	2/08/09	3082006301
18	870924055271	Mohamad Azan Shah Bin Mohd Noor	ACTIVE	2/08/09	3082003031
19	901025115057	Mohamad Idham Bin Ismail	ACTIVE	2/08/09	3082004481
20	881224016005	Mohamed Amer Fikri Bin Hashim	ACTIVE	2/08/09	3082009232
21	900716015691	Mohammad Haizan B Abdul Rahman	ACTIVE	2/08/09	3082009461
22	900102435253	Mohd Hairul Bin Hashim	ACTIVE	2/08/09	3082003821
23	900503105001	Mohd Rashdan Bin Rusdi	ACTIVE	2/08/09	3082003521
24	901225055167	Muhamad Mustafid Bin Mustamam	ACTIVE	2/08/09	3082005901
25	900119149255	Muhamad Nor Rahimi Bin Serat	ACTIVE	2/08/09	3082004211
26	900105055301	Muhammad Azzarul Bin Zukeple	ACTIVE	2/08/09	3082004821
27	900528085131	Muhammad Azzuan Bin Wahi Anuar	ACTIVE	2/08/09	3082003181
28	900705105667	Muhammad Fikri Bin Azhari	ACTIVE	2/08/09	3082006871
29	900820136485	Muhammad Firdaus Bin Mahadzir	ACTIVE	3/07/08	3073014691
30	900914065307	Nik Muhammad Ihsan Bin Nik Salleh	ACTIVE	3/07/08	3073007531

1 of 2

Unknown Zone

## 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.

[illegible]

**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

- 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!**)
- 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.

[illegible]

- 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*.

[illegible]

- 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:**

- Click on menu Credit Transfer > Query.
- Click button 'Query' once.
- Select **Student ID**.
- Click button 'Query' again.

**Query Credit Transfer**

Student Id: 4071041101  
 Student Name: JINEZA HAFZAN BT NAZIER AHAMAD  
 Student Degree: MG404 BACHELOR OF MARKETING WITH HONS

Course Id	Course Description	Credit	Semester	Approved by	Date Approved	Inq.	Drop
MPW1143	PENGAJIAN ISLAM	3	20809	HANI	26-MAR-2009	<input type="checkbox"/>	<input type="checkbox"/>
CMA1113	MATEMATIK 1	3	20809	HANI	26-MAR-2009	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

Total credit hour : 6

**Drop transferred / exempted course(s)**

- After queried, check the transfer/exemption course **Drop** check box.
- 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:**

- i. Click on menu Credit Transfer > Reports.
- ii. Select **Student**.
- iii. Click button 'View Report'.

BESTARI - Universiti Industri Selangor

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help

Credit Transfer - Reports (ct4000)

**Credit Transfer - Reports**

ICEM\_USER

HANI

ct4000

Exit

Student 4071041101 INEZA HAFZAN BT NAZIER AHAMAD

View Report

- iv. 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:**

- Click on menu Examination > Assessment.
- Select **Student ID** and **Semester**.

**BESTARI - Student Management System**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

View Student Result

### Student Assessment

**Student Information**

Student ID: 4071041101 INEZA HAFZAN BT NAZIER AHAMAD

Semester: [Empty]

Programme: [Empty]

Faculty: [Empty]

**Student Assessment**

Find %

Semester	Description	GPA	CGPA	Total Credit Earned	Status
10708	Semester Julai 2007	3.18	3.18	17	Good Standing
20708	Semester Disember 2007	3.63	3.39	33	Good Standing
30708	Semester Mei 2008	3.09	3.35	39	Good Standing
10809	Semester Julai 2008	3.34	3.34	57	Good Standing

Find OK Cancel

- Student assessment detail for selected semester displayed.

### Student Assessment

**Student Information**

Student ID: 4071041101 INEZA HAFZAN BT NAZIER AHAMAD

Semester: 10809 Semester Julai 2008

Programme: Bachelor Of Marketing With Hons

Faculty: Faculty of Industrial Management

**Student Assessment**

Status: Good Standing

Student GPA: 3.34 Student CGPA: 3.34

Course ID	Course Desc	Grade
FMS1343	Business Statistics	B+
PAS1373	Managerial Accounting	B
PLS2313	Business Law	B-
PMS2123	Organizational Behaviour	A-
PMS3173	Business Ethic	A-
PMS3233	Consumer Behavior	B+

## 10.2. Check Outstanding Balance

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

**Steps:**

- i. Click on menu Examination > Check Outstanding Balance.
- ii. Select **Semester** and **Student ID**. Student outstanding balance displayed.

**BESTARI - Student Management System**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Win

Check Outstanding Balance for Result Release

### Check Outstanding Balance

Exam Result for Semester	10809	Semester Julai 2008
Student ID	4071041101	INEZA HAFZAN BT NAZIER AHAMAD
Programme	BACHELOR OF MARKETING WITH HONS	
Status	ACTIVE	
Outstanding Balance (RM)	-1,050.00	

ICEM\_USER  
26-03-2009  
HANI  
ex4003

Exit



### 10.3. Slip Printing

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

**Steps:**

- i. Click on menu Examination > Slip Printing.

**Examination sitting slip**

- i. In *Exam Sitting* tab, select **Semester**, **Programme** and **Student ID**.
- ii. Click button 'Print Exam Slip'.

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

No.	Code	Subject	Credit Hours	Repeated Subject	Group	Date	Time	Examination Venue
1	AGD1213	Drawing 2	3.00					
2	AGD1233	Graphic Communication 1	3.00					
3	AGD1243	Photography 1	3.00					
4	AGS1222	History of Graphic Design	2.00					
5	ZEU1113	Proficiency English I	3.00					
Total Credit Hours			14.00					

**IMPORTANT**

- Please make sure all the information on this slip is correct.
- Please refer to the faculty administration if there is any error within two weeks from the date of issue.
- Please present this slip, matric card, and identity card to enter the examination hall.
- Subjects registered are subjects for examination only.
- Students will be charged for any replacement slip.



**Examination result slip**

- i. In *Exam Result* tab, select **Program**, **Semester** and **Student ID**.
- ii. Click button 'Print Result Slip'.

### Examination Slip Printing

Exam Sitting
Exam Result

<b>Program</b>	AD301	...	DIPLOMA IN DIGITAL GRAPHIC DESIGN
<b>Semester</b>	10809	...	Semester Julai 2008
<b>Student ID</b>	3081032901	...	NORFAHANIM BT AZMI

Print Result Slip

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

http://10.1.0.168:7778/reports/rwervlet/getjobid68448 - Microsoft Internet Explorer

Address: http://10.1.0.168:7778/reports/rwervlet/getjobid68448

### EXAMINATION UNIT UNIVERSITI INDUSTRI SELANGOR

**EXAMINATION RESULT SLIP**  
(subject to Senate approval)

**Name** : Norfahanim Bt Azmi

**Address** : Block D-2-18, Apartment Permata, Bandar Perdana, Jln Perda Utama .  
14000 Bukit Mertajam  
Pulau Pinang

**Nationality** : Malaysian

**Faculty** : Faculty of Industrial Art & Design Technology

**Programme** : Diploma in Digital Graphic Art & Design

**Matric card no.** : 3081032901

**NRIC** : 900506075434

**Campus** : Shah Alam

**Semester** : 1

**Intake** : 1/2008/2009

**Examination session** : 1/2008/2009

**Date of issue** : March 26, 2009

Code	Subject	Grade Point	Grade	Status	STANDING STATUS
AGD1113	Drawing 1	3.00	B	Good	VL - Vice Chancellor's List
AGD1133	Basic Computer Technology	2.67	B-	Good	DL - Dean's List
AGD1142	History Of Asian Art	2.50	C+	Satisfactory	GS - Good Standing
MPW1133	Pengajian Malaysia	2.50	C+	Satisfactory	CS - Conditional Standing
AGD1123	Visual Communication	2.00	D	Weak	FS - Fail
ZKU1112	Ko-Kurikulum	2.00	E	Fail	
<b>GRADING STATUS</b>					
		Total Grade Point	Total Credits	Grade Point Average	AC - Attend Course
			Taken Earned Counted		AF - Attend Course & Fail
Grade Point Average (GPA)		34.84	16.00 14.00 16.00	2.18	AP - Attend Course & Pass
Cumulative Grade Point Average (CGPA)		34.84	16.00 14.00 16.00	2.18	CE - Credit Exemption
Current Semester Result		Good			
Academic Standing		GS Continue studies			

IC - Incomplete

IP - In progress

W - Subject withdrawn

(R) - Repeated Subject

(S) - Resit (Final Exam)

X - Suspended

Y - Barred (Fail)

Z - Absent (Fail)

[illegible]

**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

Program

1

...

Full Time

Semester ID

10809

...

(Please enter semester id before generate marks distribution)

General Setup

Populate Students

Generate Marks Distribution for Students

Course ID

ALL

...

All Courses

Populate

## 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:**

- Click on menu Examination > Update Special Grade.
- Select **Semester**, **Course** and **Student ID**.
- Enter **Grade** and **Carry Marks** if any. (Please enter carry marks for grade IC and X for records).
- Click button 'Update'.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

**Special Grade**

### ASSIGN SPECIAL GRADE

<b>ICEM_USER</b> 26-03-2009 HANI ex4032 Update Clear Exit	<b>Semester</b> 20809 ... Semester Disember 2008 <b>Course</b> AGD1113 ... Drawing 1
	<b>Student ID</b> 3082003131 ... <b>Name</b> NUR RUSLINA BINTI RUSLAN <b>Group</b> ... <b>Grade</b> IC <b>Carry Marks</b> 57
	<b>Legend</b> Note: Only grade in this legend are allowed. W - Subject withdrawn X - Suspended IP - In Progress IC - Incomplete AU - Audit subject AC - Attend course AP - Attend course & Pass AF - Attend course & Fail

## 10.6. Manual Entry Marks

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

**Steps:**

- Click on menu Examination > Manual Entry Marks.
- Select **Student ID**, **Semester** and **Course**.
- Insert/edit **Marks** in *Continue Assessment Mark Entry* frame.
- Click button 'Save'.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help

**MANUAL ENTRY MARKS**

### Manual Entry Marks

ICEM\_USER  
26-MAR-09

HANI

ex4024

Save

Clear

Exit

**Student Information**

Student ID	4071041101	INEZA HAFZAN BT NAZIER AHAMAD
Semester	10809	Semester Julai 2008
Course	FMS1343	Business Statistics

**Continue Assesment Mark Entry**

**IMPORTANT: Please enter -1 for Y.**  
**Please enter -2 for Z.**

Item	Marks
COURSEWORK	70

**Overall Mark**

Item	Mark	Grade
COURSEWORK	70	

Mid Grade

Final Grade

Grade

Previous marks  For grade IC / X only

**Finalexam Mark Entry**

Item	Marks

## 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'.

**BESTARI - UNIVERSITI INDUSTRI SELANGOR**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer

**GENERATE MARKS**

**GENERATE STUDENT'S MARKS**

Please select program and semester to generate marks :

Program **AD301** DIPLOMA IN DIGITAL GRAPHIC DESIGN

Semester **10809** Semester Julai 2008

ICEM\_USER

HANI

EX4013

Semester	Course Id	Course Name	
10809	AGD1113	Drawing 1	<input type="checkbox"/>
10809	AGD1123	Visual Communication	<input type="checkbox"/>
10809	AGD1133	Basic Computer Technology	<input type="checkbox"/>
10809	AGD1142	History of Asian Art	<input type="checkbox"/>
10809	AGD1213	Drawing 2	<input type="checkbox"/>
10809	AGD1222	History of Graphic Design	<input type="checkbox"/>
10809	AGD1233	Graphic Communication 1	<input type="checkbox"/>
10809	AGD1243	Photography 1	<input type="checkbox"/>
10809	AGD2323	Typography 1	<input type="checkbox"/>
10809	AGD2333	Photography 2	<input type="checkbox"/>
10809	AGD2343	Graphic Communication 2	<input type="checkbox"/>
10809	AGD2353	Illustration 1	<input type="checkbox"/>
10809	AGD2413	Digital Imaging and 2D Animation	<input type="checkbox"/>
10809	AGD2423	Typography 2	<input type="checkbox"/>
10809	AGD2433	Illustration 2 - Digital	<input type="checkbox"/>

< >

Gen.All

Clear

Exit

**Generate course by course**

- i. Select **Program** and **Semester**.
- ii. Click the button next to course description.

Semester	Course Id	
10809	AGD1113	Drawing 1
10809	AGD1123	Visual Communication
10809	AGD1133	Basic Computer Technology

- iii. A new screen displayed student's name under selected courses and program will pop ups.
- iv. Click button 'Gen. Grade'.

**BESTARI - UNIVERSITI INDUSTRI SELANGOR**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

**GENERATE MARKS**

Query

Gen. Grade

< Back

Exit

**Course Info**

Semester : 10809

Course Code Course Description

AGD1113 Drawing 1

**Student List**

Student Id	Group	Name	Point	Coursework		Final Exam		Final Marks	
				Marks	Grade	Marks	Grade	Marks	Grade
3072002861	DG02 rpt	SYED MUHAMMAD ATIF BIN SAID	.00	6				6	F
3072003451	DG02 rpt	MOHD JAFRI BIN HASANUDIN	1.33	42				42	D
3072003641	DG02 rpt	AHMAD ZUFAR BIN MOHAMAD L	2.50	55				55	C+
3072004521	DG02 rpt	MUHAMMAD AFIQ FARAH BIN MO	1.67	45				45	C-
3072005091	DG02 rpt	NUR JULAIDAA IDAYU BINTI MOH	2.50	56				56	C+
3072005861	DG02 rpt	MOHD HAZMAN BIN BAHDOT	1.67	45				45	C-
3072007561	DG02 rpt	ZURUL HAZRIQ BIN ZULKUFLEY	.00	23				23	F
3072008851	DG02 rpt	SHAI DATUL NADIAH BINTI HAMD	2.00	50				50	C
3072011641	DG02 rpt	SHEIKH MOHD SYAJAD HAKIM BI	.00	22				22	F
3072013512	DG02 rpt	NOOR ATIKAH BT DOROHIM	2.00	50				50	C
3072013582	PAK MAT	NUR SHUHADA BT MOHAMED JO	2.50	55				55	C+
3072013952	DG02 rpt	SARAZATUL EZIATY BT LATIFF	1.67	45				45	C-
3073000661	DG05 D	HAIRUL NIZAM BIN OSMAN @ AE	1.33	40				40	D
3073000951	DG05 B	SYARINA ADHA BINTI RUSLI	2.50	55				55	C+
3073000961	DG05 B	ZARIFAH MUNIRAH BINTI ZABI	2.50	55				55	C+

Total Student 155

- v. Click button '< Back' to go to the main generate grade screen.

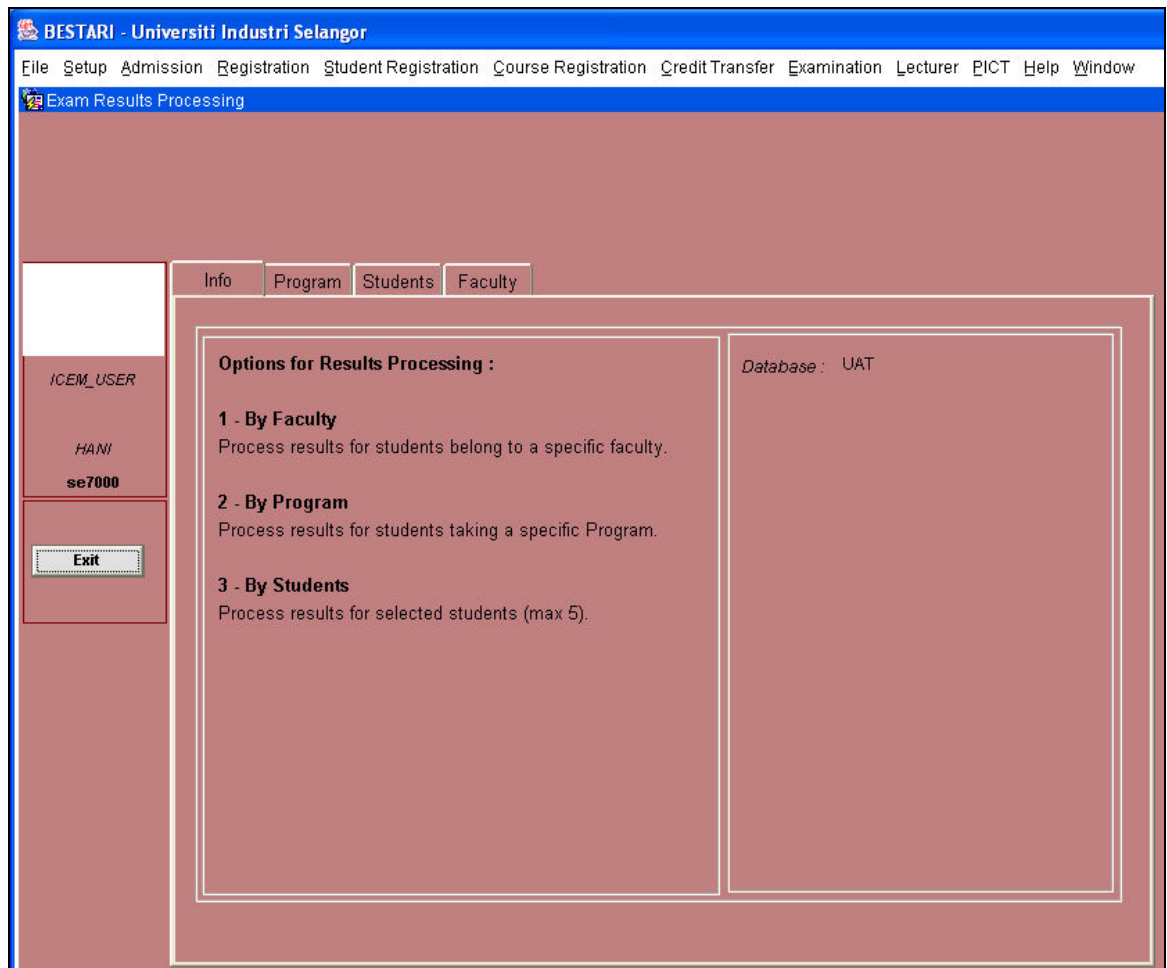


## 10.8. Calculate GPA / CGPA

**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'.

The screenshot shows the 'Faculty' tab selected in the top navigation bar. The main content area contains two input fields: 'Faculty ID' with the value 'AD' and a dropdown menu showing 'FAKULTI TEKNOLOGI SENILUKIS & SENIREKA INDUSTRI', and 'Semester ID' with the value '10809' and a dropdown menu showing 'Semester Julai 2008'. At the bottom, there is a status bar with labels 'Processed/Total:', 'Student ID:', and 'Process Stage:', and three buttons: 'Exit', 'Reset', and 'Calculate GPA'.

**By Program**

- i. In *Program* tab, select **Semester ID** and **Program**.
- ii. Click button 'Process'.

The screenshot shows the 'Program' tab selected in the top navigation bar. The main content area contains a section titled 'Information on Group Of Student' with two input fields: 'Semester ID' with the value '10809' and a dropdown menu showing 'Semester Julai 2008', and 'Program' with the value 'FS201' and a dropdown menu showing 'PENGAJIAN TAHUN ASAS (TEKNOLOGI MAKLUMAT)'. At the bottom, there is a status bar with labels 'Processed/Total:', 'Student ID:', and 'Process Stage:', and three buttons: 'Exit', 'Reset', and 'Process'.

**By Students**

- i. In *Students* tab, select **Semester ID** and **Student ID(s)**.
- ii. Click button 'Process'.

Info	Program	Students	Faculty															
<div><b>Semester ID :</b> <input type="text" value="10809"/> ... <input type="text" value="Semester Julai 2008"/></div> <div><b>Student ID(s) :</b> <table border="1"><tbody><tr><td><input type="text" value="4071041101"/></td><td>...</td><td>INEZA HAFZAN BT NAZIER AHAMAD</td></tr><tr><td><input type="text" value="880121435202"/></td><td>...</td><td>NURHANI HIDAYAH BINTI ADNAN</td></tr><tr><td><input type="text" value=""/></td><td>...</td><td></td></tr><tr><td><input type="text" value=""/></td><td>...</td><td></td></tr><tr><td><input type="text" value=""/></td><td>...</td><td></td></tr></tbody></table></div> <div><div><i>Student ID :</i> <i>Process Stage :</i></div><div><input type="button" value="Exit"/> <input type="button" value="Reset"/> <input type="button" value="Process"/></div></div>				<input type="text" value="4071041101"/>	...	INEZA HAFZAN BT NAZIER AHAMAD	<input type="text" value="880121435202"/>	...	NURHANI HIDAYAH BINTI ADNAN	<input type="text" value=""/>	...		<input type="text" value=""/>	...		<input type="text" value=""/>	...	
<input type="text" value="4071041101"/>	...	INEZA HAFZAN BT NAZIER AHAMAD																
<input type="text" value="880121435202"/>	...	NURHANI HIDAYAH BINTI ADNAN																
<input type="text" value=""/>	...																	
<input type="text" value=""/>	...																	
<input type="text" value=""/>	...																	

## 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'.

The screenshot shows a software window titled "BESTARI - Universiti Industri Selangor". The menu bar includes: File, Setup, Admission, Registration, Student Registration, Course Registration, Credit Transfer, Examination, Lecturer, PICT, Help, Window. Below the menu bar is a blue header bar with the text "Transcript Printing". The main area has a light red background with the title "Transcript Printing" centered. On the left side, there is a vertical panel with a white box containing a redacted image, the text "ICEM\_USER", "HANI", and "ex4040". Below this panel is a button labeled "Exit". To the right of the panel, there is a "Transcript" section with a "Student ID" label, a text box containing "800605015519", a small redacted box, and a text box containing "IRWAN SHAH BIN A. RAHMAN". Below this information is a button labeled "Print Transcript".

- iv. A new window with the transcript will be displayed. Print from the new window.

http://10.1.0.168:7778/reports/rwservlet/getjobid68583 - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://10.1.0.168:7778/reports/rwservlet/getjobid68583

Save a Copy Select 100% Search Web

**NAME** : IRWAN SHAH BIN A. RAHMAN  
**IC/PASSPORT NO** : 800605015519  
**MATRIC NO** : 800605015519  
**GENDER** : MALE  
**NATIONALITY** : MALAYSIAN

**FACULTY** : FACULTY OF INDUSTRIAL INFORMATION TECHNOLOGY  
**PROGRAMME** : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (HONS)  
**FINAL CGPA** : 3.26  
**CLASS** : 2nd Class (Upper)  
**PAGE** : 1 of 1

CODE	SUBJECT	GRADE	POINT
<b>SEM 1 (Session 2/2005/2006)</b>			
CMS1113	Matematik	B-	2.67
ITS1313	Algoritma dan Pemrograman Berorientasi Objek	B	3.00
LAN1004	Pengajian Islam	B+	3.50
ZES1133	Technical English I	A-	3.67
ZKU1112	Ko-Kurikulum	A	4.00
ITS2114	Revolusi Teknologi Maklumat	CE	-
ITS2134	Sistem Maklumat	CE	-
ITS2334	Eksplotasi Dunia Maklumat	CE	-
LAN1003	Pengajian Malaysia	CE	-
PMS1113	Principles And Practices Of Management	CE	-
<b>RESULT</b>	<b>GPA : 3.32 CGPA : 3.32</b>	<b>TOTAL</b>	<b>32(94)</b>
<b>SEM 2 (Session 3/2005/2006)</b>			
CMS1323	Statistik	A	4.00
CMS1333	Kalkulus Teknologi Maklumat	A	4.00
<b>RESULT</b>	<b>GPA : 4.00 CGPA : 3.53</b>	<b>TOTAL</b>	<b>6(38)</b>
<b>SEM 3 (Session 1/2006/2007)</b>			
CMS2314	Statistik Teknologi Maklumat	A-	3.67
ITS2144	Organisasi Komputer	A	4.00
ITS2234	Kejuruteraan Perisian	A	4.00
ITS3214	Antaramuka Manusia dan Komputer	A	4.00
<b>RESULT</b>	<b>GPA : 3.92 CGPA : 3.70</b>	<b>TOTAL</b>	<b>16(54)</b>
<b>SEM 4 (Session 2/2006/2007)</b>			
ITS3114	Daya Kreatif Manusia dan Ejen Buatan	B-	2.67
ITS3134	Sistem Pangkalan Data	C	2.00
ITS4114	Rekabentuk Komputer, Rangkaian dan Sistem Operasi	B+	3.50
ZES1243	Technical English II	A	4.00
<b>RESULT</b>	<b>GPA : 2.98 CGPA : 3.49</b>	<b>TOTAL</b>	<b>15(69)</b>
<b>SEM 5 (Session 3/2006/2007)</b>			
ITS3124	Pengurusan Sumber Teknologi Maklumat	A-	3.67
PQS2133	Management Science	A	4.00
<b>RESULT</b>	<b>GPA : 3.81 CGPA : 3.53</b>	<b>TOTAL</b>	<b>7(76)</b>
<b>SEM 7 (Session 2/2007/2008)</b>			
IPS4334	Gudang Data dan Perilombongan Data	B-	2.67
IPS4344	Sistem Pengurusan Pengetahuan	C	2.00
IPS4354	Integrasi Sistem Enterprise	C-	1.67
ITS4124	Ekonomi Kejuruteraan Sistem dan Pengurusan Projek	B+	3.50
<b>RESULT</b>	<b>GPA : 2.46 CGPA : 3.20</b>	<b>TOTAL</b>	<b>16(108)</b>
<b>SEM 8 (Session 3/2007/2008)</b>			
IPS3314	Politik dan Ekonomi Teknologi Maklumat	B+	3.50
<b>RESULT</b>	<b>GPA : 3.50 CGPA : 3.21</b>	<b>TOTAL</b>	<b>4(112)</b>
<b>SEM 9 (Session 1/2008/2009)</b>			
ITS3316	Latihan Perindustrian	A	4.00
<b>RESULT</b>	<b>GPA : 4.00 CGPA : 3.26</b>	<b>TOTAL</b>	<b>6(118)</b>

1 of 1

Done Unknown Zone

## 10.10. Reports

**Purpose:** View examination reports.

**Steps:**

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

The screenshot displays the 'Exam - Reports' application window. The title bar reads 'Exam - Reports'. The menu bar includes: File, Setup, Admission, Registration, Student Registration, Course Registration, Credit Transfer, Examination, Lecturer, PICT, Help, Window. The main menu is 'REPORTS'. The central area is titled 'List of Reports' and contains a horizontal tab bar with the following tabs: Marks Distribution, OMES, Timetable, Exam Centre, Tutor, Dean List, Subject Performance (selected), Senate, Transcript, and Letter. On the left side, there is a sidebar with a login box containing the text 'ICEM\_USER', 'HANI', and 'EX4000', and an 'Exit' button. The main content area is divided into eight report selection boxes, each with a 'Run Report' button:

- 1. Mean Marks by Subject:** Fields for Semester and Course.
- 2. Standard Dev. Marks by Subject:** Fields for Semester and Course.
- 3. Performance with Graph:** Fields for Semester, Programme, and Course.
- 4. Performance with Graph by Faculty:** Fields for Semester and Faculty.
- 5. List Of CGPA by Student:** Fields for Semester and Faculty.
- 6. List Of CGPA by Student:** Fields for Semester, Faculty, and Student ID.
- 7. List of Student (Cum. Credit Hour) by CGPA:** Fields for Semester, Programme, Intake, CGPA 1, and CGPA 2.
- 8. List of Student Grade by Course:** Fields for Semester, Course, and Programme.

At the bottom of the main content area, a red note states: '\* You may leave blank.'

## 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.

**BESTARI - Universiti Industri Selangor**

File Setup Admission Registration Student Registration Course Registration Credit Transfer Examination Lecturer PICT Help Window

**Lecturer Profile**

**Lecturer Profile**

ICEM\_USER  
HANI  
Im4001

Staff Username: abdrani  
Name: ABD RANI ABDULLAH  
NRIC No.: 440526105587  
D.O.B.: 26/05/1944  
Staff Status: ACTIVE  
Job Status: ...  
Branch: 02  
Faculty: ED  
Join Date: ...  
Address: ...  
Postcode: ...  
City: KUALA SELANGOR  
State: B00  
Home Tel. No.: 037777777  
Office Tel. No.: ...  
Bank Name: ...  
Bank Acc. No.: ...  
Email: abdrani@yahoo.com  
Mobile No.: 0123254125  
Acc. Type: ...

Query  
Save  
Clear  
Exit

Academic Background Working Experience Employment History

No.	Level	Year Grad	Major	Institution

**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.

[illegible]

## Tag course with lecturer

- Query lecturer. Click on button 'Query' once.
- Select **Tutor ID**.
- Click button 'Query' again.
- In *Teaching Info* frame, select **Sem**, **Branch** and **Subject** that lecturer teach.
- 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 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

**Semester**  ... Semester Disember 2008

**Course**  ... Drawing 1

**Lecturer**  ... NURHANI RAHMAT

**Branch**  ... SHAH ALAM

**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.**

**Group**  **NOTE: Please enter group after query.**

**Tag Student to Lecturer**

Student ID	NRIC No.	Name	Group	Select
3082003031	870924055271	MOHAMAD AZAN SHAH BIN MOHD NOOR		<input type="checkbox"/>
3082009212	901120036015	MOHAMAD HASRUL BIN HASHIM		<input type="checkbox"/>
3082004481	901025115057	MOHAMAD IDHAM BIN ISMAIL		<input type="checkbox"/>
3082009232	881224016005	MOHAMED AMER FIKRI BIN HASHIM		<input type="checkbox"/>
3082009461	900716015691	MOHAMMAD HAIZAN B ABDUL RAHMAN		<input type="checkbox"/>
3082003821	900102435253	MOHD HAIRUL BIN HASHIM		<input type="checkbox"/>
3082003521	900503105001	MOHD RASHDAN BIN RUSDI		<input type="checkbox"/>
				<input type="checkbox"/>

- v. Enter value in **Group**.

**Group**  **NOTE: Please enter group after query.**

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

**Tag Student to Lecturer**

Student ID	NRIC No.	Name	Group	Select
3082003031	870924055271	MOHAMAD AZAN SHAH BIN MOHD NOOR		<input type="checkbox"/>
3082009212	901120036015	MOHAMAD HASRUL BIN HASHIM		<input type="checkbox"/>
3082004481	901025115057	MOHAMAD IDHAM BIN ISMAIL		<input checked="" type="checkbox"/>
3082009232	881224016005	MOHAMED AMER FIKRI BIN HASHIM		<input checked="" type="checkbox"/>
3082009461	900716015691	MOHAMMAD HAIZAN B ABDUL RAHMAN		<input type="checkbox"/>
3082003821	900102435253	MOHD HAIRUL BIN HASHIM		<input type="checkbox"/>
3082003521	900503105001	MOHD RASHDAN BIN RUSDI		<input checked="" type="checkbox"/>
				<input type="checkbox"/>

- vii. Click button 'Save'. (E.g.: If group is A, lecturer and student will be tagged to group A).

viii. Query to see results.

<b>Semester</b>	20809	...	Semester Disember 2008
<b>Course</b>	AGD1113	...	Drawing 1
<b>Lecturer</b>	inahrn	...	NURHANI RAHMAT
<b>Branch</b>	01		SHAH ALAM

**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.

**Group**            NOTE: Please enter group after query.

**Tag Student to Lecturer**

Student ID	NRIC No.	Name	Group	Select
3082003031	870924055271	MOHAMAD AZAN SHAH BIN MOHD NOOR		<input type="checkbox"/>
3082009212	901120036015	MOHAMAD HASRUL BIN HASHIM		<input type="checkbox"/>
3082004481	901025115057	MOHAMAD IDHAM BIN ISMAIL	A	<input type="checkbox"/>
3082009232	881224016005	MOHAMED AMER FIKRI BIN HASHIM	A	<input type="checkbox"/>
3082009461	900716015691	MOHAMMAD HAIZAN B ABDUL RAHMAN		<input type="checkbox"/>
3082003821	900102435253	MOHD HAIRUL BIN HASHIM		<input type="checkbox"/>
3082003521	900503105001	MOHD RASHDAN BIN RUSDI	A	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

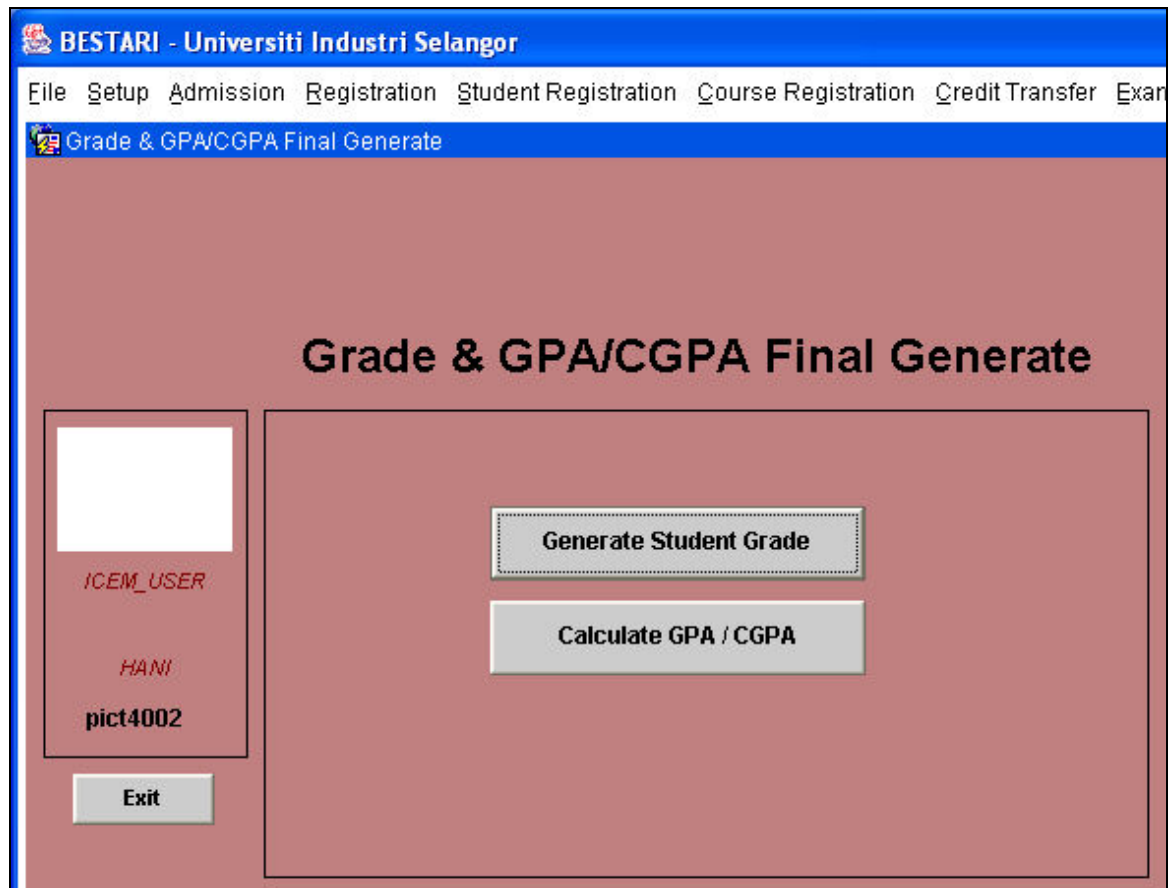
## 12. PICT

### 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



**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.

**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.