

IMPORTANT INFORMATION

SEMESTER REGISTRATION FOR COURSEWORK GRADUATE STUDENTS INTERSESSION, 2016/2017 SESSION (NEW & RETURNING STUDENTS)

- 1) Please be informed that the current semester (Semester 2, 2016/2017) will end on 25 June 2017.
- 2) Every Coursework student is required to go through Semester Registration for Intercession, 2016/2017.
- 3) Below are the relevant information and procedures for your attention:
 - You are reminded to update your details at eStudent, <https://smpweb.unimas.my/eStudent>
 - Kindly inform us if you have been offered a scholarship by sending a verified copy of the offer letter. We shall then provide you with your **reference number** for you to activate your registration status;
 - For self-sponsored student, your **reference number** will be provided to you once semester fees are paid.
 - Semester registration will be from **3 July 2017 - 5 July 2017** via online: <https://cgsweb.unimas.my/PGeSemesterRegistration>;
 - Penalty of **RM200.00** will be imposed for late registration from **6 July 2017 – 14 July 2017**
 - Please be reminded to **register for your courses** after you have completed your semester registration via online: <https://cgsweb.unimas.my/PGeCourseRegistration>

Centre for Graduate Studies' Office will be CLOSED during WEEKENDS and PUBLIC HOLIDAYS

Upon registration, please use:

- i. Student Matric number for username
- ii. Student single ID for password

How to setup your single ID?

Please visit <https://theuniversity.unimas.my/login>

- 1) Click **Forgot your password;**
- 2) Key in student Matric Number/IC Number/Passport Number. Click button **SEND**. Notification will be sent to your personal email (i.e yahoo @ gmail @ outlook @ live). If you received error page, such as “white label error”, please contact our hotline ICT Service Desk at 082-583848 or email to hotline_citds@unimas.my. If not, please proceed to step 3;
- 3) Login to your personal email. Please check your inbox/spam/junk folder to get the **temporary password;**
- 4) Please activate your temporary password via <http://theuniversity.unimas.my/login>. You must complete the account activation process before you can login to any application for student services.
- 5) Key in student Matric Number/Temporary Password/Current Password. Click **Login;** and
- 6) Reset your password.

COURSE REGISTRATION FOR NEW & RETURNING COURSEWORK STUDENTS:

IMPORTANT REGISTRATION INFO

Coursework Programme (New and Returning Students):

- a) Students are allowed to add and/or to drop courses from **3 July 2017** until **9 July 2017** **without penalty**;
- b) Penalty of **RM200.00 for every course** will be imposed for the adding and/or dropping of courses with the approval of the Dean from **10 July 2017 - 14 July 2017****; **and**

If you have any problem to access the above web-link, kindly email: hotline_cicts@unimas.my

If you need to contact CGS staffs, kindly refer the officers in charge of each Faculty/Institute:

Julianne Ak Jeli (jjulianne@unimas.my)	581106	<i>FEB, InDI & IHCM</i>
Edward Egat ak Bilong (beegat@unimas.my)	581015	<i>FMHS, FRST & IBS</i>
Noryanti Baizura bt Badhi (bnbaizura@unimas.my)	581017	<i>FCSHD, FACA, ISITI & IBEC</i>
Piana Bt Tapa (tpiana@unimas.my)	581017	<i>FE, FCSIT, FLSCS & FSS</i>

**** Adding and/or dropping of courses can only be done by the Centre for Graduate Studies' office. Please submit your receipt of penalty payment for further action.**