

MY TO-DO LIST
FOR TERM 2410 MMU FINAL SEMESTER FOUNDATION & DIPLOMA STUDENTS
(ENTERING JULY INTAKE 2024, TRIMESTER JULY 2024, TERM 2420)

NO	ACTIVITIES	TIMELINE	CHECKLIST (FOR YOUR REFERENCE ONLY)
1	RELEASE OF FINAL EXAMINATION RESULT		
	<ul style="list-style-type: none"> ▪ Pass all the subjects ▪ Fail any of the subjects 	8 August 2024, after 4 pm	<input type="radio"/> Graduated/Completed Status <input type="radio"/> Repeat the Subject <input type="radio"/> Supplementary Exam Further Assistance: exam@mmu.edu.my
2	ISSUANCE OF THE ACTUAL OFFER LETTER		
	<ul style="list-style-type: none"> ▪ The actual offer letter is emailed to you. 	Starting 9 August 2024	<input type="radio"/> Received <input type="radio"/> Not Received Further Assistance: admission@mmu.edu.my
3	NEW STUDENT ID & IDM ACTIVATION		
	<ul style="list-style-type: none"> ▪ The new student ID and guide for IDM activation is emailed to you. 	9 August 2024	<input type="radio"/> Received <input type="radio"/> Not Received Further Assistance: nice.support@mmu.edu.my
4	COURSE ENROLMENT		
	<ul style="list-style-type: none"> ▪ Course Enrolment via CLiC ▪ Program Commencement <p>The University will keep you updated with the latest information from time to time.</p>	9 August 2024 (5.30pm) Week 1: 12 August 2024	<input type="radio"/> Done <input type="radio"/> Pending <input type="radio"/> LOA Further Assistance (All Academic Related Matters): Click Here



**IMPORTANT INFORMATION ON ACADEMIC MATTERS
(TRIMESTER JULY 2024)
FOR EGT 2410**

ITEMS	DATE	FORM
MATTERS RELATED TO EXAMINATIONS AND ACTIVATION		
RELEASE OF RESULTS <ul style="list-style-type: none"> ▪ The tentative date for the release of results is on 8 AUGUST 2024. 	8 AUGUST 2024 after 4 pm	
COMPLETION STATUS FOR FOUNDATION AND DIPLOMA STUDENTS, BACHELOR STATUS ACTIVATION, TERM ACTIVATION & SUBJECT REGISTRATION, AND AUTO CREDIT TRANSFER. <ul style="list-style-type: none"> ▪ Completion Status: Examination and Records Unit (ERU) will update student's status to 'Completed' starting 8 AUGUST 2024. The process will be completed by 9 AUGUST 12.00 pm. ▪ Actual Offer Letter: Admission unit will email the actual degree offer letter to eligible students starting from 9 AUGUST 2024. ▪ Student Activation to Bachelor Level: Registration Unit will activate status to Bachelor level for Foundation and Diploma students who completed their studies and have accepted the offer, starting on 9 AUGUST 2024. ▪ International students: Students will need to have valid visa to be activated into the July 2024 intake/ October 2024 intake. Please submit your visa application document to MMU International Student Centre (ISC) after receiving the actual offer. ▪ NEW STUDENT ID: Activated students will receive an email stating their new student ID number and guide for IDM activation starting on 9 AUGUST 2024. Please complete the IDM activation to access MMU Portal. 	8-9 AUGUST 2024 9 AUGUST 2024 9 AUGUST 2024 9 AUGUST 2024 9 AUGUST 2024 9 AUGUST 2024	ISC email: visacyber@mmu.edu.my or visamelaka@mmu.edu.my



<ul style="list-style-type: none"> Term Activation: ERU will activate term to enable students to proceed with subject registration. Students can start registering for subject tentatively on 9 AUGUST 2024 by 5.30pm. 	9 AUGUST 2024	
APPEAL FOR REINSTATEMENT - 'DISMISSED' STATUS	16 August 2024	Online form via CLiC
<ul style="list-style-type: none"> The last date for students to submit an appeal is 16 August 2024 and the result is expected to be released on 22 August 2024. The application has to be done ONLINE via CLiC. The student is required to get verification / recommendation from Finance, Counselor, VISA Office before meeting with Academic Advisor. Later, students can proceed to register for the subject. Please be reminded that any application submitted after the deadline will be processed in Trimester July 2024. 		
APPEAL FOR REMARKING	16 August 2024	
<ul style="list-style-type: none"> Deadline for student appeal for remarking is on 16 August 2024. Students who want to appeal for remarking must fill up the remarking form and make online payment. Submit the completed form together with the proof of payment to ERU's office. The decision of appeal is expected to be released between 26 Aug – 1 Sept 2024 depending on the cases. If the decision does not reach you after 1 Sept 2024, please contact ERU. 	26 Aug – 1 Sept 2024	
SUPPLEMENTARY EXAMINATION (For those students not eligible proceed to Bachelor Programme)		
<ul style="list-style-type: none"> Supplementary Examination of Trimester March 2024 will be conducted in the first week of Trimester July 2024. The first day of supplementary exam will be on 12 August 2024. The schedule will be published on 9 August 2024. 	12 August 2024 9 August 2024	
MATTERS PERTAINING TO TRIMESTER JULY 2024 (TERM 2420)		
THE BEGINNING OF TRIMESTER JULY 2024 IS ON 12 August 2024.	12 August – 3 Nov 2024	



<ul style="list-style-type: none"> All classes for Trimester July 2024 will resume on 12 August 2024 (for students who proceed to Bachelor Programme). Students are required to be present on campus. Please ensure you have formally registered the subject and have the correct class section. Lecturers will make announcement for any change or new arrangement of classes. 		
SUBJECT REGISTRATION FOR TRIMESTER JULY 2024 <ul style="list-style-type: none"> Students who are unable to register subject via online, are required to fill up add/drop form. Email the form to your Faculty Manager for next action. Students are required to check the status of the subject (added / dropped/ withdrawn) in CLiC within 3 working days from the email date. Please email to your faculty for checking purposes. Deadline to withdraw the subject is on 8 Sept 2024. 	Add/Drop week: 12 August – 25 August 2024 <u>Due Date:</u> Manual Registration: 23 August 2024 Online Registration: 25 August 2024 10 May 2024	* Form also can be downloaded from MMU Portal - ERU Bulletin Board
LEAVE OF ABSENCE (LOA) FOR TRIMESTER JULY 2024 <ul style="list-style-type: none"> Online application is available from 12 August until 8 Sept 2024. Students are required to complete the LOA online application via CLiC. The hardcopy is not required for submission as no verification is required from Finance, Counselor, SSC and IO. The Faculty Office will process the application based on online submission. The Faculty Office will email the LOA Approval Letter to students and the students are required to email the signed agreement form for the faculty's record. Please contact your Faculty Manager for the outcome of your application if you didn't receive any feedback. Note: <ul style="list-style-type: none"> Please apply for the LOA if you're not planning to register any subjects for the current trimester. Fail to do so; your status will be listed for Dismissed-Non Enrolment 	12 August until 8 Sept 2024	Online Application via CLiC You may refer to this navigation link: > Login to CLiC > Main Menu > Self Service > Survey/Application > Service Request > Leave of Absence
REQUEST CHANGE OF FACULTY / MAJOR FOR TRIMESTER JULY 2024 <ul style="list-style-type: none"> Online application is available starting 12 August 2024. Students are required to complete an online application via CLiC, submit the online application, and download the form. 	12 August 2024	Online Application via CLiC You may refer to this navigation link:



<p>Please complete Part A of form and email it to the Faculty Manager/Assistant Manager.</p> <ul style="list-style-type: none"> ▪ The current Faculty Office will process the application and hand over to the new Faculty Office for further approval. ▪ The decision will be released within two weeks from the date of submission. <p>Note: The student may seek advice from the new Faculty Office on the subject registration/timetable arrangements. The student may manually attend the new faculty classes while waiting for the decision/status to be updated.</p>		<ul style="list-style-type: none"> > Login to CLiC > Main Menu > Self Service > Survey/Application > Service Request > Change Career/Program/ Faculty
<p>FINAL EXAMINATION FOR TRIMESTER JULY 2024</p> <ul style="list-style-type: none"> ▪ The final examination will start on 4 October 2024. ▪ The schedule of the examination will be released in Week 5. 	4 October 2024 13 Sept 2024	
MATTERS PERTAINING TO STUDENT'S ID CARD		
<ul style="list-style-type: none"> • ID Card Issuance at Security Office (Block T, Melaka & IPS Building, Cyberjaya) • Operation Hours Mon – Friday: 9.00am to 4.30pm Break: 12.30pm to 2.30pm • Dress code: Smart casual. (Men: Collar shirt light colour) (Women: Avoid light colour of hijab) 	Within one month after enrollment	
FINANCIAL INFORMATION		
<p><u>NEW FEE STRUCTURE</u></p> <ul style="list-style-type: none"> ▪ All FTD & DTD Students will be followed to the New Fees Structure which is Programme & Trimester fee introduced to the students effective Trim. Mar 2023 intake. <p>a) Programme fee will be charged based on type of courses i.e MPU, Core, Elective, ITP, Character Building, and others. Hence, the fee per credit hour is also based on the type of courses.</p>		The latest fee program fees you may refer to MMU Website www.mmu.edu.my



Course fee classification & rate as specified in table below :

Level of study	*Group A (Core/ Compulsory University/ Others)	Group B (Elective)	Group C (ITP/Legal Attachment)	Group D (MPU)	Group E (Character Building)
Local:					
1. Foundation	RM130 - RM375	-	-	-	-
2. Diploma	RM258.70 - RM296	RM250/CH	RM800/ Course	RM250/CH	RM250/CH
3. Bachelor	RM462.50 - RM657.20	RM280/CH		RM250/CH	RM250/CH
4. ODL	RM259	RM230/CH	-	RM230/CH	-
International:					
1. Foundation	RM375 - RM465	-	-	-	-
2. Diploma	RM291.50 - RM368	RM290/CH	RM 1,000/ Course	RM290/CH	RM290/CH
3. Bachelor	RM575.90 - RM819.70	RM350/CH		RM290/CH	RM290/CH
4. ODL	RM315.50 /CH	RM290/CH	-	RM290/CH	

* Any changes in program fee and credit hours will impact this group only. The fee charged is based on program.

- b) Trimester fee are the fee imposed to student for activities and welfare.**

Rate for All program (except ODL) is RM 160 for long trimester and RM 80 for short trimester. For Online Distance Education Program (ODL), this fee is mainly for welfare and the rate is RM 20 for long trimester and RM 10 for short trimester.

- c) Smart Card Fee. The fee for new card with new student ID number. RM50 will be charged to Foundation to Degree (FTD) and Diploma to Degree (DTD) students.**

To check bill and outstanding balance, you may refer to CLiC:

Login to CLiC >
Main Menu > Self Service > Account Activity > Account Enquiry

BILLING INFORMATION

Billing Generation	Week 1 (W1)
Sponsors' invoice generation	Week 3 (W3)
Financial Assistance/Discount	Existing Student: Week 1 New Student: Week 3
Billing Due Date	14 days from invoice date
Billing Notification	Notifications regarding billing will be sent via the student's campus email and cc-ed to relative registered email. Please frequently check your campus email



VIEW OUTSTANDING BALANCE

- To view your outstanding balance, please log in to <https://clic.mmu.edu.my> by using your Student ID and registered password.
- Go to Account Activity > Account Enquiry and in the summary tab under Account Summary, there is information on "You Owe".
- Kindly note that this amount may be different from the invoice amount since the outstanding amount is a net balance after the deduction of discount/waiver and excess (if any).

MMU PREFERRED PAYMENT METHOD

I. MMU E-PAYMENT



Support varieties of payment channels and real time updates in student account

GET START

Scan the QR code below to begin or go to <https://bit.ly/3i7hRml> direct to the E- Payment page.



SELECT THE PAYMENT FEE TYPE

Please select "Tuition fee/Program Fee" and insert the amount that you wish to pay.



<p><u>ENTER YOUR DETAIL</u></p> <p>Enter 10 digits of your student's ID and other fill.</p> <p><u>MAKE YOUR PAYMENT</u></p> <p>Submit payment and choose the available payment method.</p> <p><u>TRACK AND CONFIRM</u></p> <p>Track your payment by logging into your CliC account at any time. You will receive updates on your payment confirmation via text and email.</p> <p>II. FLYWIRE (PAYMENT FROM OVERSEAS)</p> <p>To get started, go to mmulanding.flywire.com to begin the payment process.</p> <p><u>OTHER MATTERS (FINANCE)</u></p> <ul style="list-style-type: none">• Student Deposit. Student Deposit from your previous programme will be carry forward to your new programme.• FOR ADDING/DROPPING SUBJECTS: Activity in week 1 & 2 not charged. However, during week 3 and beyond the fee is 100% charged.• Refund are not allowed to active students. If there is any excess will be offset with future invoice.		
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If you need any assistance, our officers are always ready to help you. You may reach them via the contacts below:

REGISTRATION UNIT		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Registration Issues	registration@mmu.edu.my 06-2523236	registration@mmu.edu.my 03-83125092/5090

ADMISSION UNIT		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Offer Letter	admission@mmu.edu.my 06-2523443/4401	admission@mmu.edu.my 03-83125803/5143

STUDENT LIFESTYLE AND EXPERIENCE (STYLE)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Hostel	Ms. Suliza binti Ajohan suliza.ajohan@mmu.edu.my 06-2523042	Mr. Mohd. Nawi bin Mat Nun nawi.matnun@mmu.edu.my 03-83125443
General Email Address: stad@mmu.edu.my		

STUDENT SERVICE CENTRE (SSC)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Verification Letter for KWSP/Bank/Scholarship etc / CLiC Personal Information Updating	Mr. Kamarulzaman Mat Sharip kamarulzaman.sharip@mmu.edu.my 06-2524066	Ms. Noor Ayati Md Nasir Ayati.nasir@mmu.edu.my 03-83215060
General Email Address: ssc@mmu.edu.my		

EXAMINATION & RECORDS UNIT (ERU)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Records / Leave of Absence Application	Mr. Shaiful Azman Abu Hassan shaiful.azman@mmu.edu.my 06-2523474	Mr. Ahmad Redzuan Abdul Rauf redzuan@mmu.edu.my 03-83125099
Examination / Appeal for reinstatement	Ms. Balqis Baharuddin	Mr. Khairul Anwar Nordin



	balqis.baharuddin@mmu.edu.my 06-2523473	khairulanwar.nordin@mmu.edu.my 03-83125109
Subject Registration / MUET	Ms. Farazetty Hartini Zakaria farazetty.zakaria@mmu.edu.my 06-2523016	Ms. Haslina Abd Manan Haslina.manan@mmu.edu.my 03-83125086
General Email Address: exam@mmu.edu.my		

**FACULTIES:**

FACULTIES
Subject Registration, Credit Transfer,
Leave of Absence, Withdrawal of Subject, Change of Faculty/Major

FACULTY	DEAN	FACULTY MANAGER
Faculty of Cinematic Arts (FCA)	Mr. Shahfeeq Jibin shahfeeq.jibin@mmu.edu.my	Ms. Musfizah Mustapa musfizah.mustapa@mmu.edu.my
Faculty of Business (FOB)	Dr Siti Zakiah Melatu Samsi zakiah.melatu@mmu.edu.my	Mr. Mazni Mohamed mazni@mmu.edu.my
Faculty of Engineering and Technology (FET)	Assoc. Prof. Ir. Dr. Ng Poh Kiat pkng@mmu.edu.my	Ms. Junaidah Abu junaidah@mmu.edu.my
Faculty of Information Science and Technology (FIST)	Prof Dr Lau Siong Hoe lau.siong.hoe@mmu.edu.my	Ms. Mazidah Dewah mazidah.Dewah@mmu.edu.my
Faculty of Law (FOL)	Prof. Dr. Abdul Mohaimin Noordin Ayus mohaimin.ayus@mmu.edu.my	Ms. Umayal R Sivasamy Naidu umayal@mmu.edu.my
Faculty of Engineering (FOE)	Dr Ooi Chee Pun cpooi@mmu.edu.my	Ms. Ruziah Ismail ruziah.ismail@mmu.edu.my
Faculty of Computing and Informatics (FCI)	Ts. Dr. Junaidi Abdullah junaidi.abdullah@mmu.edu.my	Mr. Mohd Azhar Bin Mat Zim azhar.matzim@mmu.edu.my
Faculty of Creative Multimedia (FCM)	Ms. Nadia Mahmud Nadia.mahmud@mmu.edu.my	Ms. Noralizah Ali noralizah@mmu.edu.my
Faculty of Applied Communication (FAC)	Dr. Mokhtarrudin Ahmad mokhtarrudin@mmu.edu.my	Ms. Raja Nurul Atikah Raja Othman raja.nurulatikah@mmu.edu.my
Faculty of Management (FOM)	Ts. Dr. Low Jing Hong jhlow@mmu.edu.my	Ms. Azniyati Akmar Ab Khalid azniyati.akmar@mmu.edu.my

Further Assistance (All Academic Related Matters):

[Click Here](#)



BURSARY UNIT		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Scholarship / Financial Aids & PTPTN	Ms. Noralina Talib noralina@mmu.edu.my 06-2524155/3439	Ms. Yanty Mohammad Sham yanty.msham@mmu.edu.my 03-83125957/5619
General Email Address: bursary@mmu.edu.my		

FINANCE DIVISION		
SECTION	MELAKA CAMPUS	CYBERJAYA CAMPUS
Billing and Payment	billing@mmu.edu.my 06-2523355/3477/3479	billing@mmu.edu.my 03-83125098/5503
Financial Consultation	finance@mmu.edu.my 06-2523452/3471	Ms. Siti Rohayah Mohd Janis rohayah.janis@mmu.edu.my 03-83125035
General Email Address: finance@mmu.edu.my		

INTERNATIONAL STUDENT RECRUITMENT (ISR)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
International student recruitment		isr@mmu.edu.my 03-83125308/5507/5063/5136 +60196834188 (WhatsApp)

INTERNATIONAL STUDENT CENTRE (ISC):		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Student pass and visa matters	visamelaka@mmu.edu.my 06-2523738/4015 +601128031218(WhatsApp)	visacyber@mmu.edu.my 03-83215960/5933/5599 +601128031218(WhatsApp)

NETWORK AND INTELLIGENT CAMPUS ECOSYSTEM (NICE)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Password, wifi, MMLS, IT issues	nice.support@mmu.edu.my 06-2524777	nice.support@mmu.edu.my 03-83125777