



Subject Registration How to Add and Drop Online

(<http://online.unikl.edu.my>)

Electronic Campus Information Exchange (e-CITIE) was designed to support and improve education management by providing a comprehensive and integrated system for the entire community. With the ECITIE online service, students should be able to access information about themselves at any time and anywhere. Students can use the online services once he/she is registered on the first day of registration.

The full version on How to use ECITIE for Students can be downloaded from online services.

INSTRUCTION FOR NEW STUDENTS

The subjects to be taken this semester have been registered.

For Diploma students - the subjects are registered according to the study plan stated in the programme structure. You are not allowed/encouraged to add more credits on the first semester.

For Bachelor students - the subjects registered may differ from students to another students based on the approved credits exempted. You can register a minimum of 12 credits and maximum of 20 credits. If you intend to add more subjects due to the low number of credits (but within the allowable credits), you can add the subject through online, subject to the availability of places and no clashing in timetable. However, drop subject is not encouraged as it may be difficult to add due to the clashing of timetable.

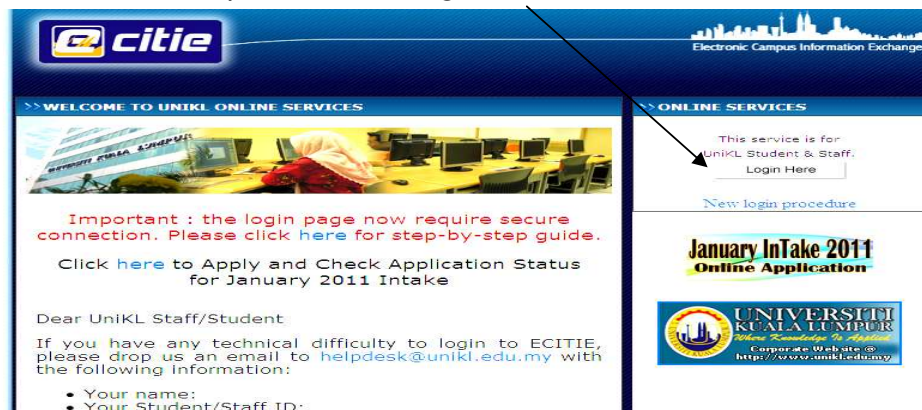
AAD/

1. LOGIN TO ECITIE

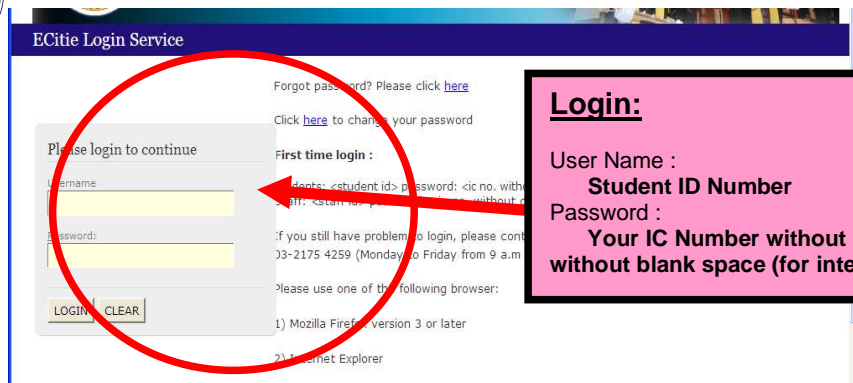
1.1 HOW TO LOG IN THE ONLINE SERVICES?

Type online.unikl.edu.my at web browser and refer to the login screen below.

To proceed, click **Login Here**



The screenshot shows the ECITIE login interface. At the top, there is a navigation bar with the 'e-citie' logo and 'Electronic Campus Information Exchange' text. Below this, there are two main sections: 'WELCOME TO UNIKL ONLINE SERVICES' and 'ONLINE SERVICES'. The 'ONLINE SERVICES' section contains a 'Login Here' button and a 'New login procedure' link. A red arrow points from the text 'To proceed, click Login Here' to the 'Login Here' button. The 'WELCOME TO UNIKL ONLINE SERVICES' section contains a large image of a computer lab, a red banner with the text 'Important : the login page now require secure connection. Please click here for step-by-step guide.', and a link to 'Apply and Check Application Status for January 2011 Intake'. Below this, there is a message to 'Dear UnikL Staff/Student' and a request for technical assistance via email to 'helpdesk@unikl.edu.my'. At the bottom, there are two bullet points: 'Your name:' and 'Your Student/Staff ID:'. On the right side of the page, there is a 'January Intake 2011 Online Application' banner and the 'UNIVERSITI KUALA LUMPUR' logo with the corporate website URL 'http://www.unikl.edu.my'.



Login:

User Name :
Student ID Number

Password :
Your IC Number without '-' or Passport Number without blank space (for international student)

1.2 WHAT IF I FORGOT MY PASSWORD?

There are two ways you can recover your password:

- i. You can contact Academic Affairs Department (AAD) to reset your password. Once reset, the password will go back to IC number.
- ii. At the Login screen, you can click
 Forgot password? Please click [here](#)
 If you would like the system to respond to you, your email address in the online must be updated and correct.

2.0 SUBJECT REGISTRATION

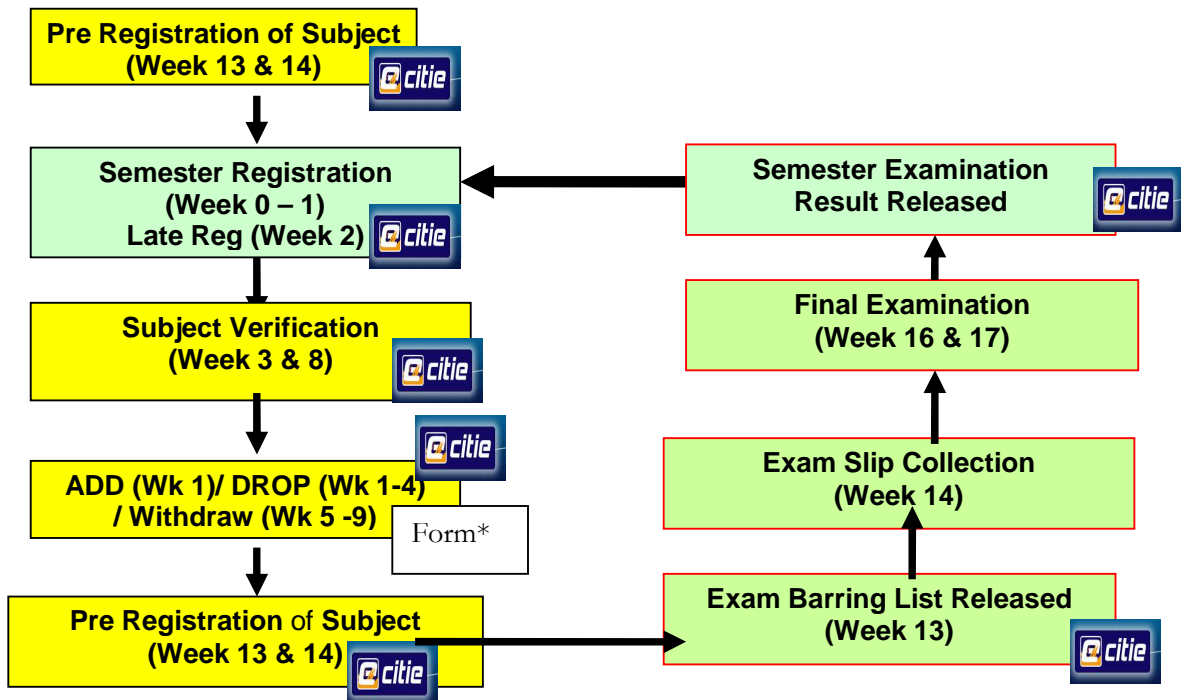


Figure 1 : Example Academic Activities Cycle in one semester.

Note* that ADD and DROP can be done via online, withdraw is not using online - need to fill up Withdrawal form and submit to AAD after obtaining approval.



2.1 How to ADD Subject online

Subjects added will be listed under ‘Registered Subject Waiting for Approval’ and requires approval from your academic advisor. Your name will not be listed under class lecturer if the subjects are under ‘waiting for approval’

Once approval is obtained, the subjects will be registered and shown under ‘Registered Subject’.

Refer to the screen below:

2.2 How to DROP/CANCEL a Subject in the Waiting for Approval

Refer to the screen below:



2.3 How to DROP Subjects after approval

Refer to the screen below:

Print Slip Search Timetable

Add Drop Subject Registration for January 2009

Subject : ...

Group : ...

Add

L = Lecture Group
T = Tutorial Group
B = Lab Group
W = Workshop Group

Subject Waiting for Approval
ing found to display.

Registered Subject
One item found.1

#	Code	Description	Credit Hours	L	T	B	W	Registered Date
1	WCD10101	CO-CURRICULUM 1	1	JPAM1				
Total :			1					

Drop

Print Slip Search Timetable

3.0 CLASS TIMETABLE

3.1 HOW AND WHEN CAN I GET MY CLASS TIMETABLE?

You can view your timetable via online after you have successfully registered semester and have done pre registration of subjects/ add subjects. Please check announcement from time to time.

3.2 CAN I CHANGE MY CLASS TIME TABLE?

The timetable can be changed by changing the subject registration records (through Drop and Add online within specified timeline). The change is subjected to availability of seat and no clashing of timetable.

=> The end · Thank You