

Malaysia

ONLINE ENROLMENT GUIDE

Enrolment Office

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How do I log in to my student webmail?

✤ Go to gmail.com

Your student email address is your Curtin Malaysia campus student ID followed by @student.curtin.edu.my

(eg.700012345@student.curtin.edu.my)

- Your first log in password is your date of birth in 6 digit format followed by the first 2 letters of your first name with the first letter being upper case and the second being lower case. (Name: John, password = DDMMYYJo)
- After your first log in, you will be prompted to create a new password
- Please ensure that you use or communicate with Curtin University (Malaysia) using your student email (700012345@student.curtin.edu.my) to avoid any confidential email sent to wrong recipients



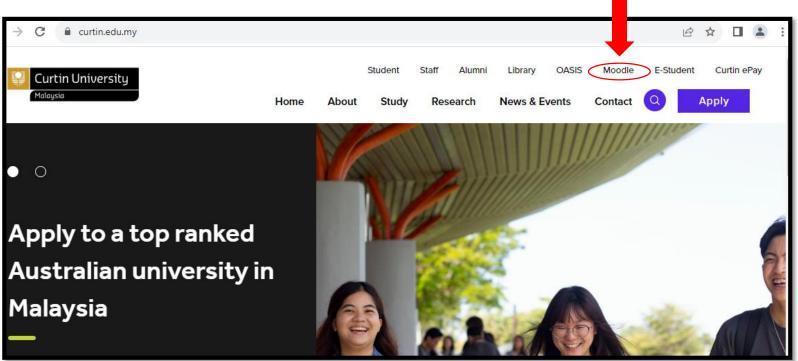






a) How to activate Moodle account?

- Steps to activate Moodle account and retrieve course structure before enrolling your units in Curtin Malaysia
 <u>E-Student [CLICK HERE]</u>.
 - Open <u>www.curtin.edu.my</u> with a web browser
 - Click MOODLE





a) How to activate Moodle account?

- How do I log in to my Moodle?
 - > Log in to the Moodle by using your windows log in details
 - \succ Fill in the username and password
 - Click "Log in"
- Login for first time:
 - Username: Curtin Malaysia ID
 - > Password: date of birth (DDMMYY)

Login 🗖 🕢	ן
Username	
7000XXXXX	
Password	

Remember username	
Log in	
Lost password?	



b) How to get a course structure?

- Click on the "Course Structure"
- Click on the link provided to open the resources

Welcome to MOODLE, an online Learning System provided for students & lecturers in Curtin University Malaysia. This is a place where Students & Lecturers can interact with each others, interchange suggestions and ideas, and also getting learning materials from Lecturers.

Enrolment

- Access to units in Moodle can not be used as confirmation of enrolment in these units. It is your
 responsibility to ensure that your enrolment is correct via the Enrolment Office.
- If you failed to see the unit in Moodle, check out Student Services Enrollment Checking, or contact



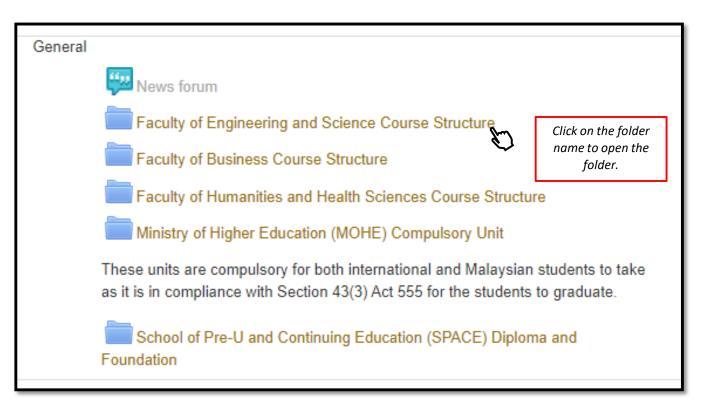


Click /course/view.php?id=785 link to open resource.



b) How to get a course structure?

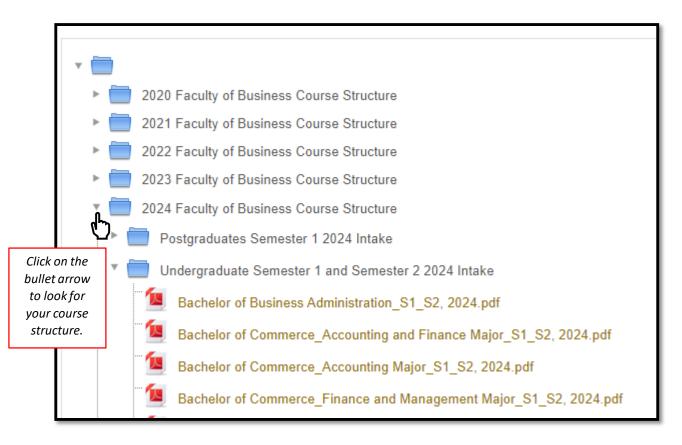
- Select your Faculty to open folder files
- Select the course structure based on your Course and Major
- You may refer to your Letter of Offer for confirmation (new student)





b) How to get a course structure?

- Please choose the latest course structure by clicks on drop-down arrow list
- Ensure you enroll for the unit(s) according to the course structure with the correct year and study period







Applicable for Diploma Programs and Undergraduate ONLY



Mata Pelajaran Umum (MPU)

- The Private Higher Education Institution Act 1996 (Act 555) stipulates that every private higher education institution teaches the following compulsory subjects. These units, in compliance with Section 43(3) Act 555, are compulsory for both international and Malaysian students in order to graduate.
- For more information: https://humanities.curtin.edu.my/departments/mpu/mohe/

DIPLOMA PROGRAMS

MPU units (Compulsory Subjects)	Credit Hours	Year/Trimester	Unit Code	Malaysian Student*	International Student*	Medium of Delivery			
Program U1									
Bahasa Melayu Komunikasi 1	2	1/March	MPU2142	-	V	Malay			
Philosophy and Current Issues	2	1/March	MPU2192	V	-	English			
	Program U2								
Introduction to Digital Entrepreneurship OR	2	1/August	MPU2232	V	V	English			
Bahasa Kebangsaan A (COMPULSORY for those who did not achieve credit for Bahasa Melayu at SPM level)	2	1/August	MPU2212	V	-	Malay			
			Program U3						
Constitution and Society	2	2/March	MPU2352	V	V	English			
			Program U4						
Introduction to Community Service	2	2/August	MPU2422	V	V	English			



Mata Pelajaran Umum (MPU)

• Refer MPU unit offered on Curtin Malaysia Current Student webpage> Latest Updates, https://curtin.edu.my/student/

DEGREE PROGRAMS

MPU units (Compulsory Subjects)	Credit Hours	Semester	Unit Code	Malaysian Student*	International Student*	Medium of Delivery			
Program U1									
Bahasa Melayu Komunikasi 2	3	2	MPU 3143	-	√ (not compulsory to pass but 80% attendance is required)	Malay			
Philosophy and Current Issues	Philosophy and Current Issues 2 1 MPU 3192 V				٧	English			
Penghayatan Etika dan Peradaban	2	2	MPU 3182	V	-	Malay			
			Program U2						
Leadership & Digital Entrepreneurship OR	2	3	MPU3232	V	V	English			
National Language A (COMPULSORY for those who did not get credit for Bahasa Melayu at SPM level)	2	3	MPU 3212 (MPW 2133)	V	-	Malay			
			Program U3						
Human Rights	2	4	MPU 3352	V	V	English			
			Program U4						
Team Leadership and Community Service	2	5	MPU 3412	V	V	English			



Mata Pelajaran Umum (MPU)

For more information, please contact MPU Program Coordinator, Madam Valerie Velina Nagreg.

Tel: +60 85 630100 Ext:2611 Fax: +60 85 630088 Email: <u>valerie.velina@curtin.edu.my</u>









a) Which unit(s) should I enrol for each semester?

Foundation Studies and Post-Graduates

• Total unit enrolment: Core units (refer to the Course Structure in Moodle)

Diploma Programs

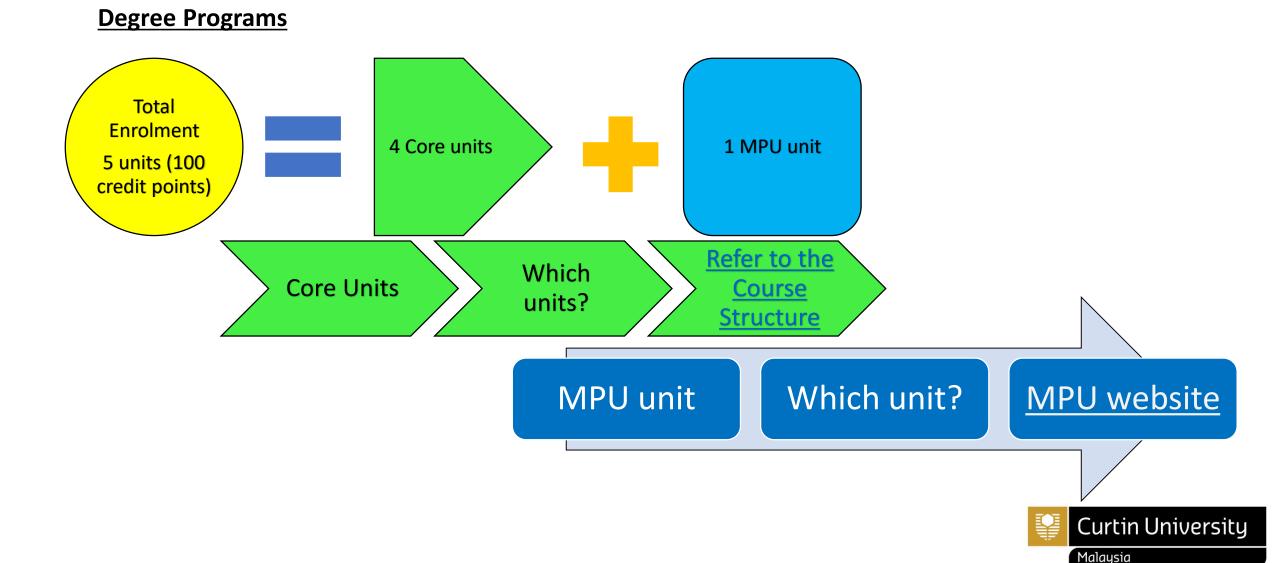
• Total unit enrolment: Core units (refer to the Course Structure in Moodle) & 1 MPU



- \checkmark Always refer to the course structure for units to be enrolled.
- ✓ <u>How to retrieve the Course Structure in Moodle</u> refer page 5
- ✓ MPU Unit (MOHE Compulsory Subjects) (Undergraduate and Diploma only) refer page 11
- Refer unit availability/offered by faculty each semester on Curtin Malaysia Current Student webpage> Latest Updates, <u>https://curtin.edu.my/student/</u>



a) Which unit(s) should I enrol for each semester?

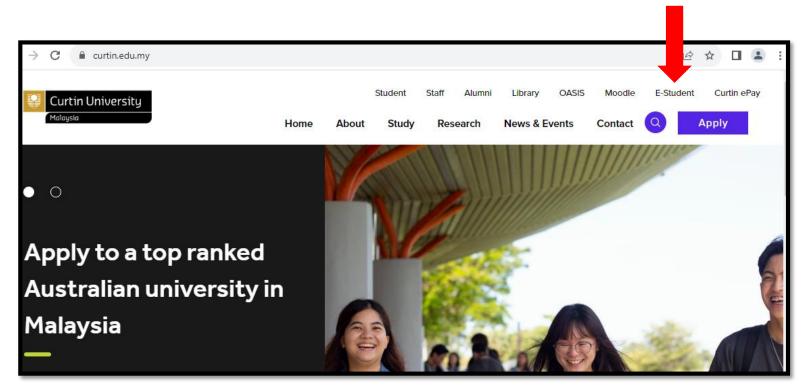


How to enroll for unit(s)?

Refer page 18 - 29



- Please follow these steps to log in:
 - Open <u>www.curtin.edu.my</u> with a web browser
 - Click E-Student.





- Log in to Curtin Malaysia E-Student
 - User Name: 7000XXXXX (Miri Student ID)

- Password

	Curtin University Malaysia
Log In	
Enter your log in All fields are requ	information below, then select Log In. uired.
User Name*	7000XXXXX
Password*	****
Log In Cano	el
Forgot your passwo	ord?
(Internet Explorer	est viewed in an updated browser software r 11.x or higher, Mozilla Firefox® 38.x or higher, : or higher, or equivalent browser software)



• For **first time user**, you are required to change your password in the New Password field.

- ✓ Type a new password in the New Password field.
- ✓ Re-type it in the Confirm New Password field.
 ✓ Then, click the "Save Changes" button.

	Curtin University Malaysia
Change	Password
Enter your old par then select Save All fields are requ	
Old Password	* * * * * * * *
New Password	* * * * * * * *
Confirm New Password	****
Save Changes	Cancel Changes



- Select 'My Enrolment' from the menu on the top.
- Click **'Enrol in Units'** from the menu on the left.

Curtin Univers	ity					
My Details My eApplication	ons My Offers	My Enrolment	My Finances	My Results	My Documents	My Scholarships
View Current Enrolment Enrol in Units Withdraw from Units Requisite Waiver	Cur		nrolmei	nts > (Choose	a Study



• Click 'Enrol in Units' from the menu on the left then select Study Plan with "Admitted" status

	Parent Study Package	Title	Stage	Status	Credit Points
Select	B-COMM	Bachelor of Commerce	Admitted	Admitted	600.000
Select	307808	Bachelor of Engineering	Withdrawn	Withdrawn	800.000



- You may be required to agree to the terms and conditions before continuing.
- Click "View" to view the Institution Terms & Conditions.

My Details My eApplications	y Offers My Enrolment My Finances My Results My Documents My Scholarships
View Current Enrolment Enrol in Units Withdraw from Units	B-COMM Bachelor of Commerce - Study Plan Details
Requisite Waiver	Before enrolling vou need to View the Institution Terms and Conditions
	Reselect Withdraw



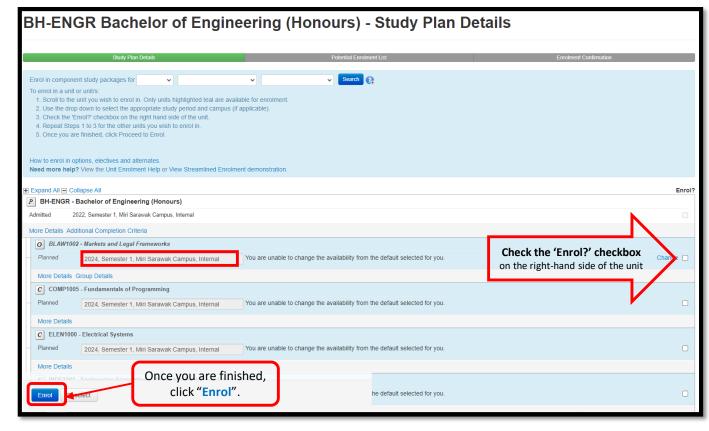
- Read and understand the Student Declaration.
- If you agree to the terms and conditions,

Information	
Please read and indicate your agreement to the I	stitution Terms and Conditions for the following parent study package: B-COMM - Bachelor of Commerce
Student Declaration	
 I consent to receiving information electronically f I agree to access eStudent at least once a week I am aware of the conditions under which I am p I acknowledge that I have read and understood t I acknowledge that I have read and understood t I acknowledge that any expense, costs or disbur 	n relation to my enrolment olicies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment. om the University. to receive official communications from the University. ermitted to use University IT (computer) facilities (refer to the ICT Policy). ne information regarding Guild Membership.
✓ I accept these terms and conditions Save Print Close	



To enrol in a unit(s);

- Scroll to the unit you wish to enroll in.
- Select planned units that are available for enrolment.
- Only units highlighted teal are available for enrolment.
- Use the drop down to select the appropriate study period.
- Please make sure that you enroll in the units follow the course structure + 1 MPU unit per semester. (e.g. 4 Core units + 1 MPU unit)
- Optional or Elective Unit Guide
- <u>Choose Specialisation Guide</u>



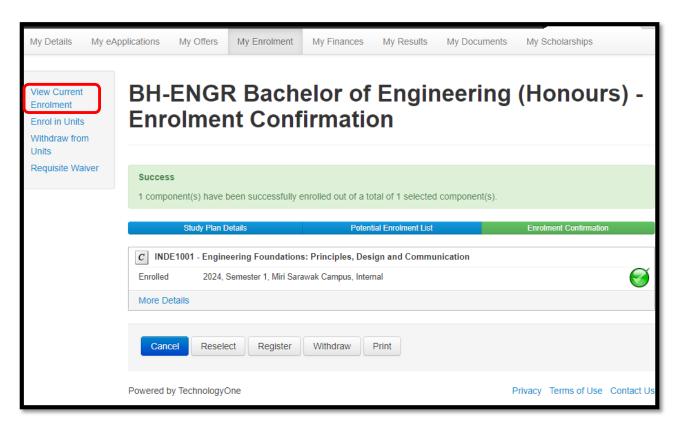


• If all enrolment details are correct, click "Confirm Enrolment" button.

Study	/ Plan Details	Potential Enrolment List		Enrolment Confirmation						
					Enrol?					
C INDE1001 -	C INDE1001 - Engineering Foundations: Principles, Design and Communication									
Planned Period: 2024 2024, Semester 1, Miri Sarawak Campus, Internal										
More Details										
Enrolment	Quote									
Parent Study Package	Title	Fee Name	Amount	Tax Amount	Fee Amount Per Study Measure					
INDE1001	Engineering Foundations: Principles, Design and Communication	Miri_B.Eng_Local	RM3,712.00	RM0.00	RM148.48/Credit Point					
			RM3,712.00	RM0.00						
Confirm Enr	olment Go Back/Change									



- If you have enrolled successfully, you will see a green bar message confirming that you have successfully enrolled.
- Select "View Current Enrolment" from the menu on the left to view your current enrolment.





- It is recommended that you save a copy of your enrolment advice slip once you have finished enrolling as proof of your successful enrolment.
- The Enrolment Advice will be sent to your student webmail.

My Details My e	Applications	Му С	Offers My	r Enrolment My	/ Finances My Results	My Documents My Scholarships			
View Current Enroln Enrol in Units Withdraw from Units Requisite Waiver		nforr	mation			rolment Details			
		Year	Study Period	Location	Component Study Package	Short Title	Credit Points	Census Date	Partial Req
		2024	Semester 1	Miri Sarawak Campus	INDE1001	Engineering Foundations: Principles, Design and Communication	25.000	22-Mar-2024	
Withdraw Email my Enrolment Advice View Completion Criteria									
		Powered	d by Technolo	ogyOne				Privacy Terms of	Use Contact Us



SS	D Student Services Department		Curtin University			
Miri	Enrolment Advice Slip				(CRISCO Provider Code 00301J
Please of	heck the information provided below	v carefully				
				Asa	at:	25/01/22 11:41:29AM
Stude	nt Name				dent ID th ID	7000XXXXX 12345678
Course: B-	This is how your name will appear it is not correct, please contac COMRCE Bachelor of Com	on all officia t Student Se		rvices@curtin.edu	1.my to ha	
Enrolment S	tatus					
Study Package	.1	Credit	Location	Attendance Typ	ie	Liability Category
ACCT1002	Financial Decision Making	25.00	Miri Sarawak Campus	Internal		Domestic Fee Paying
BLAW1002	Markets and Legal Frameworks	25.00	Miri Sarawak Campus	Internal		Domestic Fee Paying
MGMT1002	Comm. Cult and Ind Pers in Bus	25.00	Miri Sarawak Campus	Internal		Domestic Fee Paying
MGMT1003	Strategic Career Design	25.00	Miri Sarawak Campus	Internal		Domestic Fee Paying
MPU3232	Leadership & Digital Entrep	0.00	Miri Sarawak Campus	Internal		Domestic Fee Paying
Total Credits		100.00				
	consibility to ensure that your entrin.edu.my/academic-calendar/ for a					

You are required to do your subsequent semester enrolment online during the re-enrolment period

• Here is the example of your Enrolment Advice Slip



IMPORTANT

b) How can I enrol for each semester?

- Make sure your enrolment is according to your Course Structure, otherwise you will not be able to complete your course within the standard course duration.
- Course Structure are available on Moodle for your reference.
- Please take note on any enrolment deadlines that need to be adhered. Always refer to Academic Calendar for each semester important dates.
- Students with sanction (e.g. outstanding fees) will not be able to do online enrolment until the sanction is lifted.
- Online enrolment can only accept a maximum of 100 credits per semester. If you wish to enroll in more than 100 credits (overload), please submit <u>Overload Enrolment Request</u>. Please make sure that you have received appropriate advice and/or counseling in regards to the impact of the study load on your academic and personal circumstances.
- You are advised to keep your enrolment advice slip from Curtin Malaysia e-Student after you have completed your enrolment.

Your Enrolment is YOUR responsibility!



• Use the drop down on the top-right corner and select "Log Out" once you are finished with the reenrolment process.

Curtin University		Welcome						
My Details My eApplications	My Offers My Enrolment My Finances My Results My Documents My Scholarships	Change Password						
View Current Enrolment Enrol in Units Withdraw from Units Requisite Waiver	Current Enrolments > Enrolment Details							
	Information Listed below are the component study packages that you are currently enrolled in for your Study Plan.							
	Sorry, but you are not currently enrolled in any component study packages for your Study Plan.							
	View Completion Criteria							



How to withdraw from a unit(s)?

Refer page 33 - 38

IMPORTANT NOTE!!

This guideline only applicable if you wish to change your enrolment for any reason. Before you amend your enrolment, we recommend you to consider your choice carefully.

Please take note on any enrolment deadlines that need to be adhered. You may refer to the Academic Calendar.

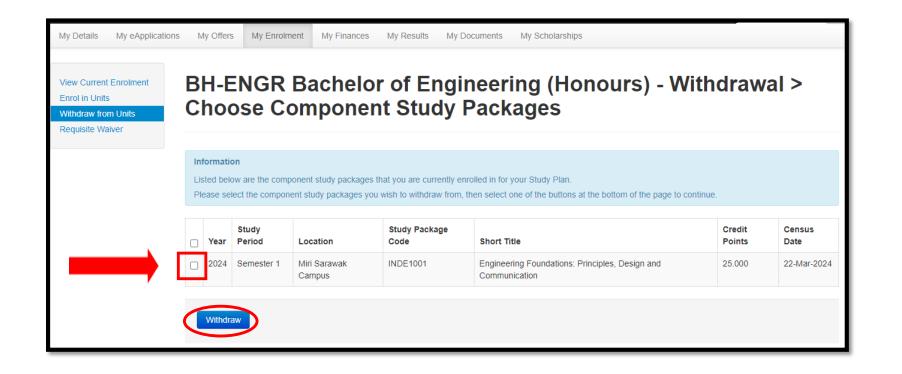


• If you decided to withdraw from any unit or you need to do changes in your enrolment, please click "Withdraw form Units".

My Details My eApp	lications My	Offers My E	inrolment My Fin	ances My Results M	My Documents My Scholarships						
View Current Enrolment Enrol in Units Withdraw from Units Requisite Waiver	Withdraw from Units										
		Information Listed below are the component study packages that you are currently enrolled in for your Study Plan.									
	Year	Study Period	Location	Component Study Package	Short Title	Credit Points	Census Date	Partial Req			
	2024	Semester 1	Miri Sarawak Campus	INDE1001	Engineering Foundations: Principles, Design and Communication	25.000	22-Mar-2024				
Withdraw Email my Enrolment Advice View Completion Criteria											
Powered by TechnologyOne Privacy Terms of Use Co											

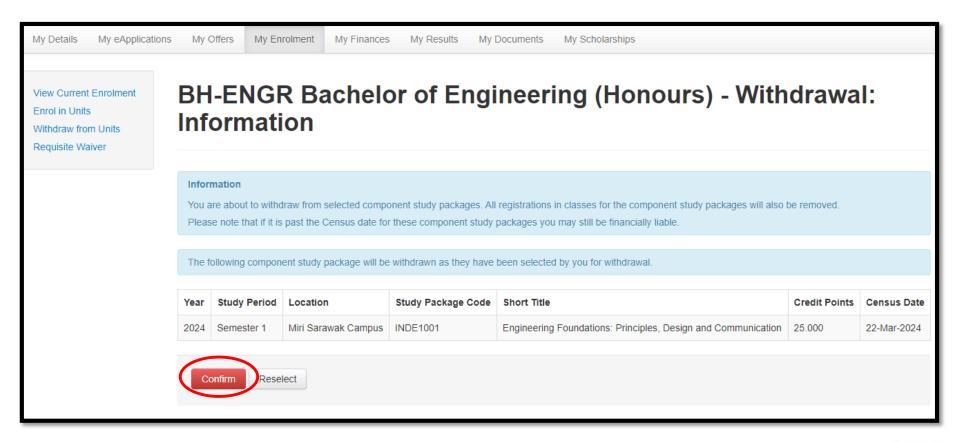


• Click the checkbox next to the unit you want to withdraw from and then click "Withdraw"



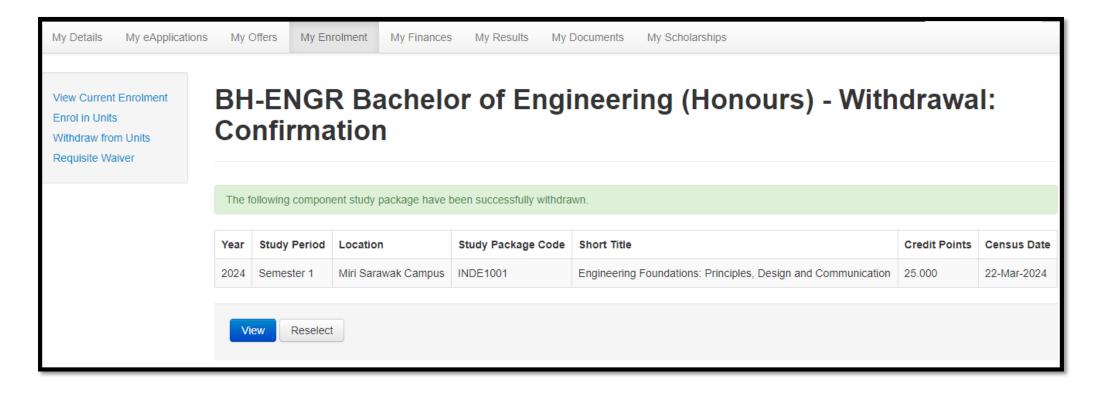


• If the withdrawal information is correct, click "Confirm"





• If your withdrawal is successful a green tick will be displayed.





c) How can I withdraw from a unit?

• Click "View Current Enrolment" to return to your current enrolment details

View Current Enrolment		Cont E.	avalmanta	Envolment C) ataila	
Enrol in Units		ent El	roiments	> Enrolment D	Jetans	
/ithdraw from Units						
	LISICO	below are the com	pononi suury paokagos tilat y	you are currently enrolled in for your S	uuy i idii.	
	Year	Study Period	Location	Component Study Package	Short Title	Credit Points
	Year 2022	Study Period	Location Miri Sarawak Campus	Component Study Package BLAW1002	Short Title Markets and Legal Frameworks	Credit Points 25.000



c) How can I withdraw from a unit?

• Use the drop down on the top-right corner and select "Log Out" once you are finished with the reenrolment process.

Curtin Universit		Welcome •				
My Details My eApplication	s My Offers My Enrolment My Finances My Results My Documents My Scholarships	Change Password Log Out				
View Current Enrolment Enrol in Units Withdraw from Units	Current Enrolments > Enrolment Details					
Requisite Waiver	Information Listed below are the component study packages that you are currently enrolled in for your Study Plan.					
	Sorry, but you are not currently enrolled in any component study packages for your Study Plan.					
	View Completion Criteria					



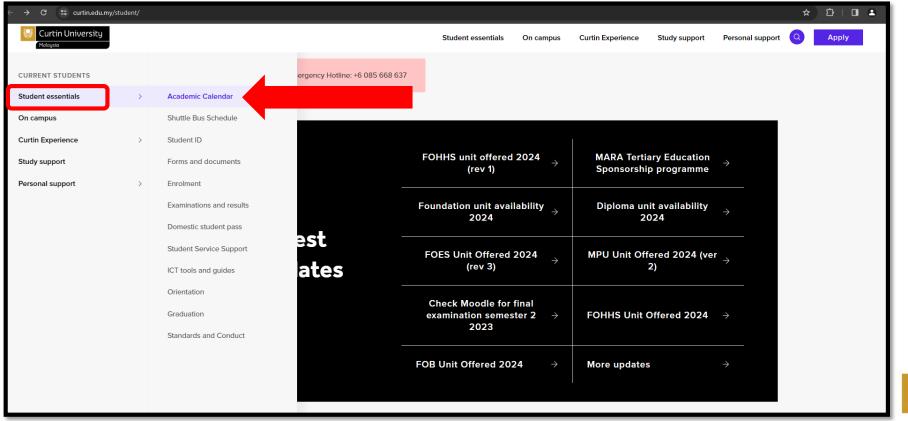


Please take note on any **enrolment deadlines** that need to be adhered. Always refer to Academic Calendar for each semester important dates.



Where to find Academic Calendar?

- Steps to find Academic Calendar:
 - Open <u>www.curtin.edu.my</u> with a web browser
 - Click Student > Student essentials > Academic Calendar









How to reset Curtin Malaysia e-Student Password?

- Go to Curtin Malaysia e-Student page
- Click on '<u>Forgot your password</u>?'

Curtin University Malaysia			
Log In			
Enter your log in information below, then select Log In. All fields are required.			
User Name*			
Password*			
Log In Cancel			
Forgot your password?			
This site is best viewed in an updated browser software (Internet Explorer 11.x or higher, Mozilla Firefox® 38.x or higher, Chrome 45.x or higher, or equivalent browser software)			
Student Management 4.12.04.011 July 2013			
Copyright © 2013, TechnologyOne Limited.			



How to reset Curtin Malaysia e-Student Password?

- Type the requires details in the field.
- Then, click the "Request Password Reset" button.

HOME	BACK TO ESTUDENT	
Curti	n University ·	- Reset your eStudent Password
lf you have	e an eStudent account and v	vish to reset your password, please fill in the form below:
Studen	t ID:	700012345
First Na	ame (Given Name):	****
Last Na	ame (Surname):	****
Date of	f Birth: (DD/MM/YYYY)	01012000
Studen	t Email Address:	700012345@student.curtin.edu.my
Requ	est Password Reset	Start Again

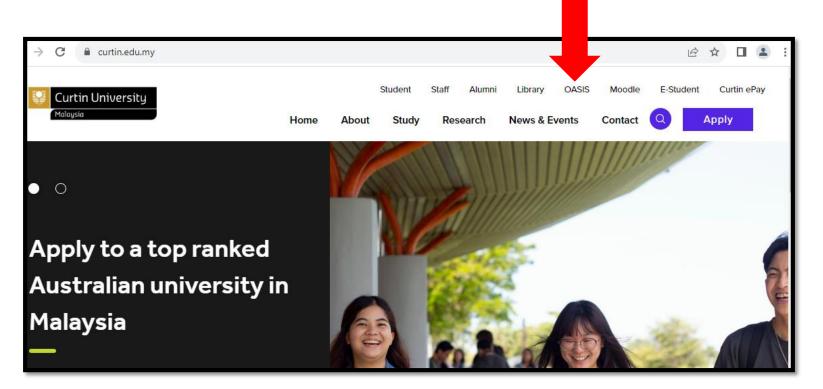




Note: Foundation and Diploma students do not have **OASIS** account.



- Please follow these steps to activate your OASIS:
 - Open <u>www.curtin.edu.my</u> with a web browser
 - Click "OASIS"





• Click " Activate your account"

Login to	OASIS
Your gateway to only	ine student services
Curtin ID	
Password	
Login to	OASIS
orgot your password?	Activate your account

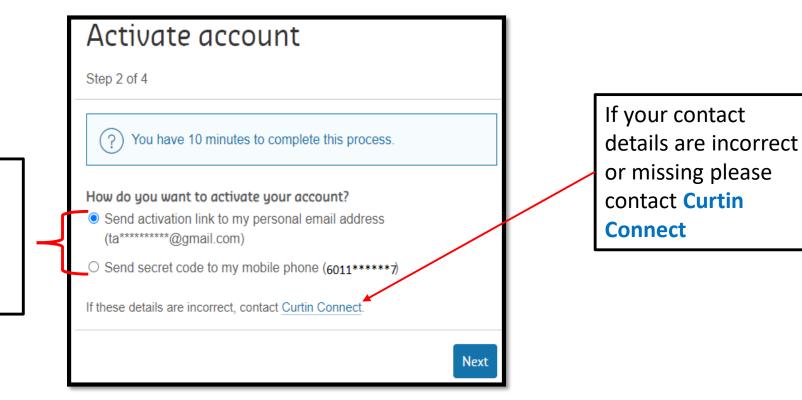


SSD Student Services Department	Curtin University	Activate account
Miri Enrolment Advice Slip	CRISCO Provider Code 00301J	Step 1 of 4
Please check the information provided below carefully	As at: 25/01/22 11:41:29AM	
Student Name	Student ID 7000XXXXX Perth ID 12345678	12345678
		I'm not a robot
		Next

- Please enter your **Perth ID** number.
- Perth ID is stated on the Enrolment Advice Slip (EAS). This EAS can be retrieved from Curtin Malaysia eStudent. (refer pg. 25)
- Tick the box next to I'm not a robot
- Complete the verification activity to prove that you are not a robot
- After a green tick appears next to I'm not a robot, click "Next"



Select whether you would like a password reset code sent to your mobile number or a link to be sent to your email, then click "**Next**".





OASIS – Online Access to Student Information Services

oasis

- OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.
- It is a condition of enrolment at Curtin that students activate their OASIS account and access
 OASIS at least once a week to receive official communications from the University via the OCC.
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check <u>www.oasis.curtin.edu.au</u> for more information.

Note: For Undergraduate & Postgraduate students, official result will only available in **OASIS**. As for Mata Pelajaran Umum (MPU) result release will be at the Curtin Malaysia e-Student.





Should you need further clarification and assistance, please feel free to contact **Enrolment Office** at;



enrolment@curtin.edu.my

+6 085 630 100 Ext: 2688/2691/2572

