NEW STUDENT'S GUIDE
(JULY INTAKE 2024)
Preparing You for Success from Day One

There is U in MMU — MULTIMEDIA UNIVERSITY

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1. MMU WELCOMING DAY

Date : 03 AUGUST 2024
Time : 09.00 AM – 1.00 PM

Complete your *Digital Registration Checklist* page during the Welcoming Day. Please show the checklist using your mobile phone at the related counter to complete the activities. Attendance is compulsory for all new students, you may attend anytime within 9am-1pm.

Further Assistance: registration@mmu.edu.my

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2. HOSTEL REGISTRATION / KEY COLLECTION DAY

Check-in Date: 03 AUGUST 2024
Time : 09.00 AM – 1.00 PM

Further Assistance: studentsresidential@mmu.edu.my (*for any issues related to accommodation*)

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3. WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME

Date : 04 - 07 AUGUST 2024

The schedule will be updated nearer to the Welcoming Day Click here. Attendance is compulsory for all new students. Further Assistance: style@mmu.edu.my

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4. TEACHING AND LEARNING

Start Date : 12 AUGUST 2024
End Date : 03 NOVEMBER 2024

- Subject registration will be done during the WIN week. Click here to access MMU Academic Calendar.

  Further Assistance: (Kindly contact your respective faculties here for any issue related to academic matters).

TRIMESTER INFORMATION

Trimester July / August 2024

Dates	Activities	No. of Days / Weeks
12 August - 29 Sept 2024	Lecture/Tutorial/Lab	7 Weeks
30 Sept – 03 Oct 2024	Study Leave	4 Days
04 – 12 Oct 2024	Exam Week	8 Days
13 Oct – 03 Nov 2024	Trimester Break	3 Weeks

**NEW STUDENTS' GUIDE
TRIMESTER JULY / AUGUST 2024**

ITEMS	DATE/ DURATION	FORM/ LINK
MMU STUDENT PORTAL		

1. ACCESS TO MMU STUDENT PORTAL FOR NEW STUDENTS

How to access to MMU Student Portal:

STEP 1:
- Access to: MMU Student Portal
  ❑ Key in your Student ID and Login Password.
  (Your MMU Student ID and IDM activation email information will be sent to you within 7 working days after offer acceptance. Please check your mailbox for the email subject title "MMU Student ID and IDM activation" from nice.support@mmu.edu.my.)*

Note- Please ignore this step if you have done it previously. Please email to registration@mmu.edu.my if you have not received the email within the stipulated period.

*For International students, you are required to have received VAL letter beforehand.

STEP 2:
Complete the Registration Document. Click the tile titled "**Registration Document**".

Click button
"Proceed with Registration Document".

Note- Please ignore this step if you have done it previously.

MMU Student Portal
Click here

MMU Student Portal
Click here

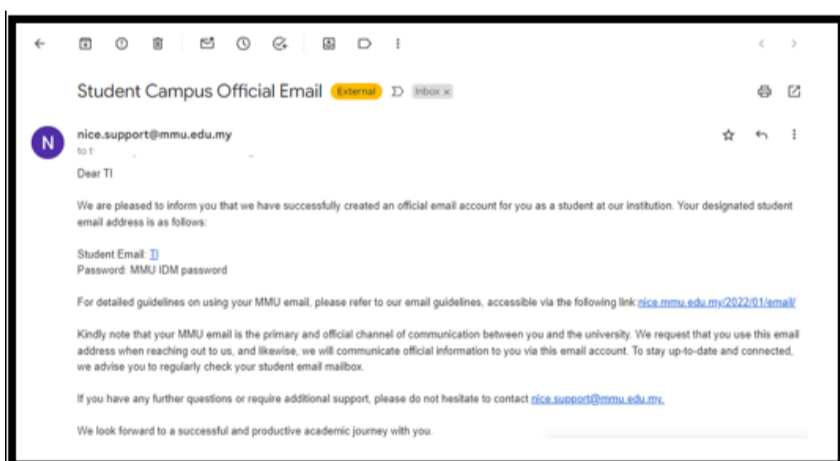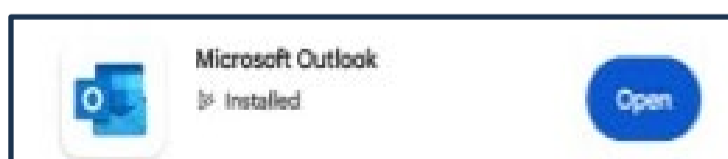| ITEMS	DURATION	FORM/ LINK
STEP 3: Upload photo. Click the tile titled **"Photo"**. Click on the "Upload Photo" button and upload a copy of your photo in jpg. The file size should be less than 50KB. Note- Please ignore this step if you have done it previously. • MMU Registration Unit will process all submitted documents. • Students will be contacted for any incomplete document; the activation status will not be done until we receive the complete documents*. • Upon satisfactory completion, the Registration Team will "Activate" your status starting **29 July 2024.** • You will receive an email titled 'Student Campus Official Email' once your status has been activated. • Kindly install **Microsoft Outlook** in your mobile phone before attending MMU Welcoming Day. • Please login to Outlook using your MMU Student Campus Official Email and IDM password. • **You will receive an OTP number in your MMU Outlook email to login into MMU Student Portal.** ***IMPORTANT REMINDER FOR INTERNATIONAL STUDENTS:** Please email to isr@mmu.edu.my of your flight ticket information before **29 July 2024.**		**MMU Student Portal** Click here **Check your personal email. Subject titled: "Student Campus Official Email"** **Install Microsoft Outlook in your mobile phone**
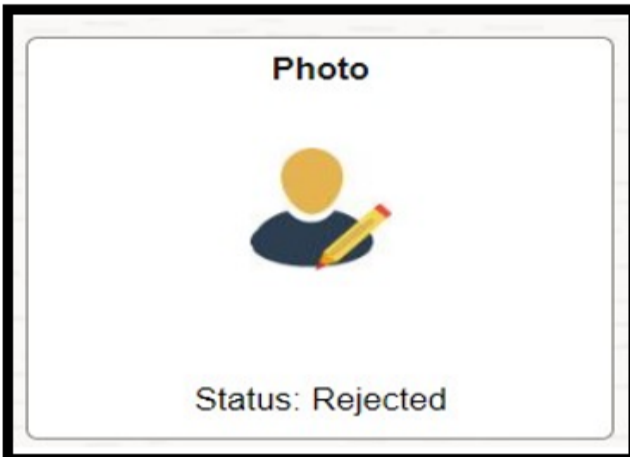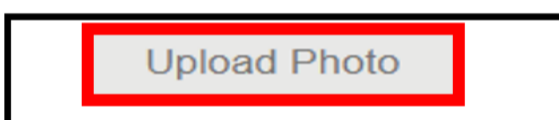
![MMU Multimedia University Logo]

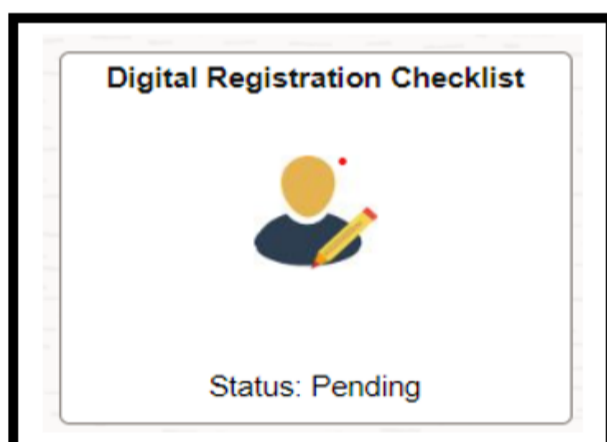| ITEMS	DATE/ DURATION	FORM/ LINK
MMU WELCOMING DAY		
❑ MMU Welcoming Day for new students is on **03 August 2024.** All new students are required to attend the event to complete your registration. MMU Alumni (Returning Students) and Online Distance Learning students are not required to attend. Kindly be informed, students are required to show your "**Digital Registration Checklist**" page to complete the registration on that day. **IMPORTANT REMINDER:** ▪ **Please click the tile "Digital Registration Checklist" from your Student Portal before entering the hall and show the page at each counter for the officer to complete it.**	**03 August 2024**	**9.00 AM - 1.00 PM** **MMU Student Portal** <u>Click here</u>

CAMPUS	VENUE	TIME
CYBERJAYA	Dewan Tun Canselor (DTC)	9:00 A.M. – 1.00 P.M.
MELAKA	Persada Permata Dunia (Main Hall)	

Digital Registration Checklist

Status: Pending

MULTIMEDIA UNIVERSITY

ITEMS	DATE/ DURATION	FORM/ LINK
MMU SCHOLARSHIP AND FINANCIAL AID		
MMU Excellence Scholarship • MMU President Scholarship • MMU Merit Scholarship • MMU Talent Scholarship	**09 August 2024**	**Online application** Click here Flyer
MMU Top Achiever's Financial Assitance • MMU International Student Entrance Scholarship • MMU Merit (International) Scholarship	**09 August 2024**	**Online application** Click here Flyer
MMU Loyalty Rebates • MMU Sibling's Discount • MMU Alumni Discount • Staff Discount • MMU International Student Rebates	**16 August 2024**	**Online application** Click here
PTPTN Loan Online Application	**01-31 August 2024** (1st batch) **01-30 September 2024** (2nd batch)	**Online application** https://www.ptptn.gov.my/myptptn/ **Guidelines:** Click here
MARA TESP Online Application **(Bachelor's Degree Programme)**	**Tentative October 2024**	**Online application** MARA - MyEduloan Portal
Other Scholarship from External Organisation		CLICK HERE

![MMU Multimedia University logo]

ITEMS	DATE/ DURATION	FORM/ LINK
MMU WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME & HOSTEL REGISTRATION		
WIN PROGRAMME FOR NEW STUDENTS Our WIN Programme for new students will commence from **04 August 2024 until 7 August 2024** (Cyberjaya & Melaka students) at the respective campus. For students who register late between **07 August 2024 to 16 August 2024**, they will go through a special immersion programme, the WIN-x Programme on **17 August 2024**. **1. What is WIN Programme?** WIN, a Week of Immersion and Networking, is an event to welcome, introduce and familiarise new MMU students to the complete university realm, from academics to social activities, and introducing the unfamiliar campus environment, faculty and infrastructure, over a period of three days. Particularly, it is a platform for students to socially integrated into the college culture, acclimating to new surroundings and also to provide an opportunity for the university to meet the newest members of the community. The event is coordinated by Student Lifestyle & Experience Division (STyLE) with the cooperation and resources from the entire campus community including faculty, bursary, examination and records unit, finance, insurance, facilities management, security and safety, network and campus ecosystems. It is **COMPULSORY** for all students to participate in all sessions that have been arranged during the WIN program. **2. How to Join the WIN Programme?** • Go to the link https://winprogramme.mmu.edu.my/ to visit the Win Website. • Click the schedule either Cyberjaya campus or Melaka campus to find out the exciting line up of programmes during the WIN. Note: Please visit the WIN website from time to time to get latest updates. All new students will receive a "WIN Kit" from the university during Welcoming Day or as per communication sent to you. **3. Is the attendance COMPULSORY for WIN Programme?** **YES, this programme is compulsory for all students to attend.** **MMU Photo ID (Cyberjaya & Melaka student):** **8/8/2024 (Thursday) to 9/9/2024 (Friday)** **8am to 4pm daily. Photo taking slot to register will be shared by Security Department during their WIN briefing.**	**04 – 07 AUGUST 2024** **WIN-x Programme 17 AUGUST 2024**	**WIN Website** Click here

MULTIMEDIA UNIVERSITY

ITEMS	DATE/ DURATION	FORM/ LINK
MMU WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME & HOSTEL REGISTRATION		
4. HOSTEL REGISTRATION Students who plan to stay at MMU Hostel can apply through the 'CLiC'. Once the application is approved, the hostel management will inform the students about the next steps that need to be taken. Students who are staying at the MMU hostel can collect their room key and check in **after completing the registration** at the hall. **Hostel Registration as per below details:** **Date & Day: 03 August 2024 (Saturday)** **Time: 9.00 am - 1.00 pm** All students will be notified via email for updates and details of the hostel registration soon.	**Hostel Check-In 03 August 2024 (9am - 1pm)**	**HOSTEL APPLICATION at Student Portal** (CLICK HERE)

ITEMS	DATE/ DURATION	FORM/ LINK
COMMENCEMENT OF TRIMESTER JULY / AUGUST 2024		
1. THE TRIMESTER JULY / AUGUST 2024 WILL COMMENCE ON 12th AUGUST 2024. MMU operates by three (3) Trimesters as stated below: ➢ Long Trimesters (Trimester March / April and Trimester October / November): consist of 14 weeks of Lecture, 2 weeks of Examination and 3 weeks of Trimester Break. ➢ Short Trimester (Trimester July / August): consists of 7 weeks of Lecture, 1 week of Examination and 3 weeks of Trimester Break	**12th AUGUST 2024** **-** **3rd NOVEMBER 2024**	**MMU Academic Calendar:** https://www.mmu.edu.my/academic-calendar/
2. MMU CAMPUS LIFE CYCLE MANAGEMENT SYSTEM (CLiC): • MMU Campus Life Cycle Management System as CLiC. • It is essential for all MMU students to be familiar with CLiC since most student applications are available via this platform: ➢ Click on CLiC Icon: Picture : Screenshot of Main Page of MMU Portal		**MMU Portal:** https://online.mmu.edu.my/
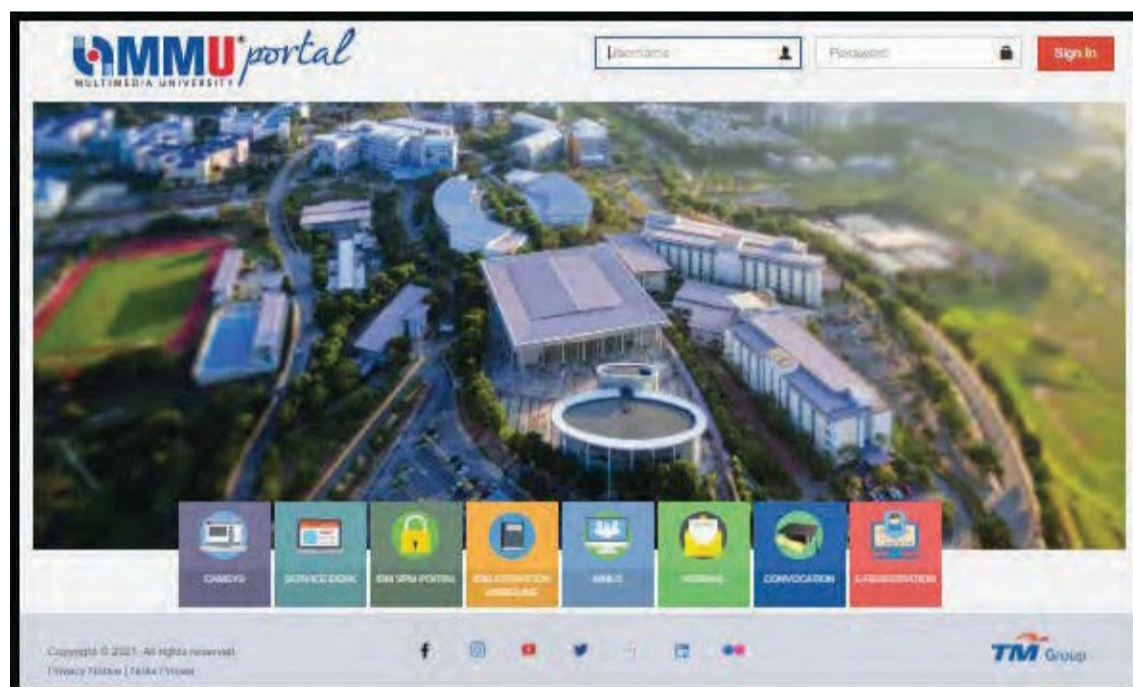
ITEMS	DATE/ DURATION	FORM/ LINK

➢ Log In: MMU CLiC
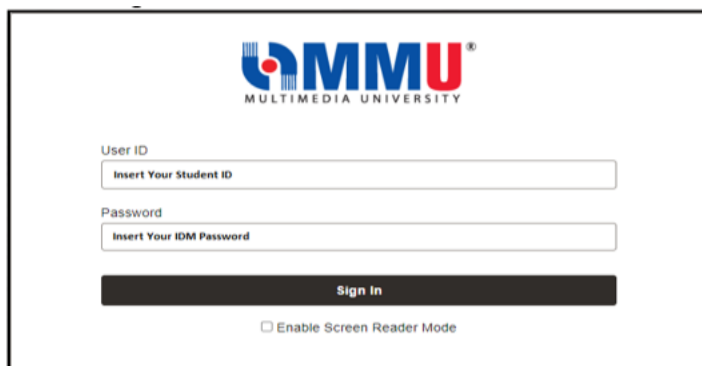
Picture : Screenshot of CLiC: "Login Page"

➢ CLiC Navigation Page:
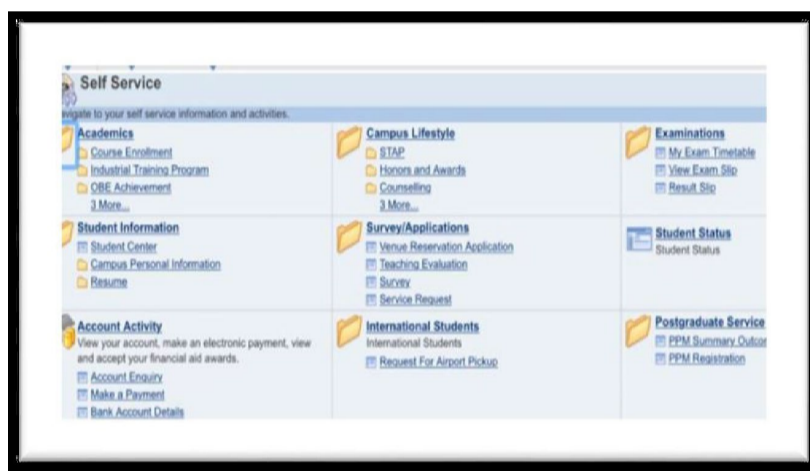
Picture : Screenshot of Main Menu of Self Service

3. PROGRAMME STRUCTURE

- Program Structure refers to courses and total credit hours that you must complete in order to graduate.

- It is important for all students to know the courses to be offered in each trimester.

- All students are tagged to cohort intake and are required to follow the Programme Structure.

- Programme Structure can be obtained from your faculty or can be viewed via CLiC:

CLiC Navigation:

Self Service > Academics > Academic Records > My Planner

ITEMS	DATE/ DURATION	FORM/ LINK
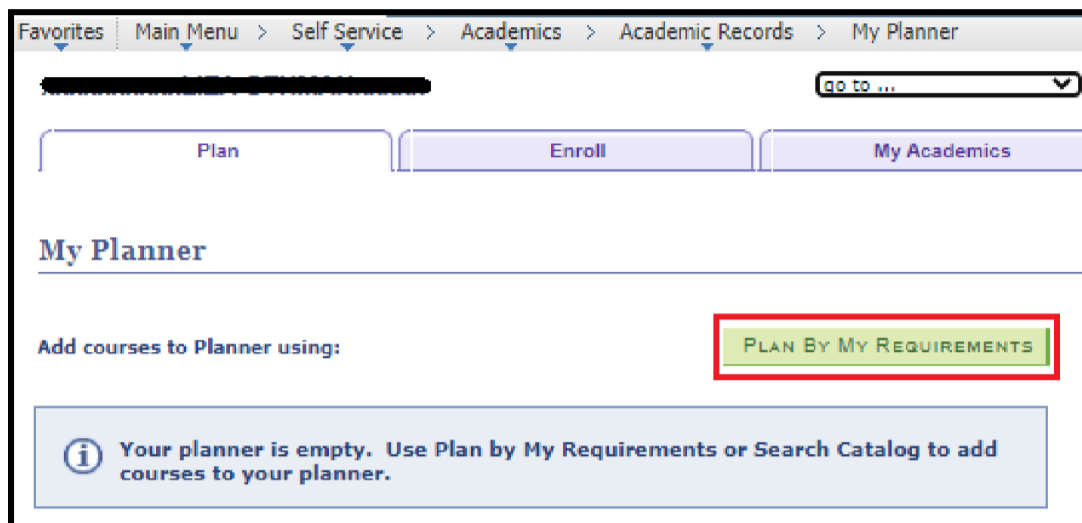
Picture : Screenshot of CLiC : "My Planner"

By clicking on the **"Plan by My Requirements"** button, you are able to view courses for each trimester.
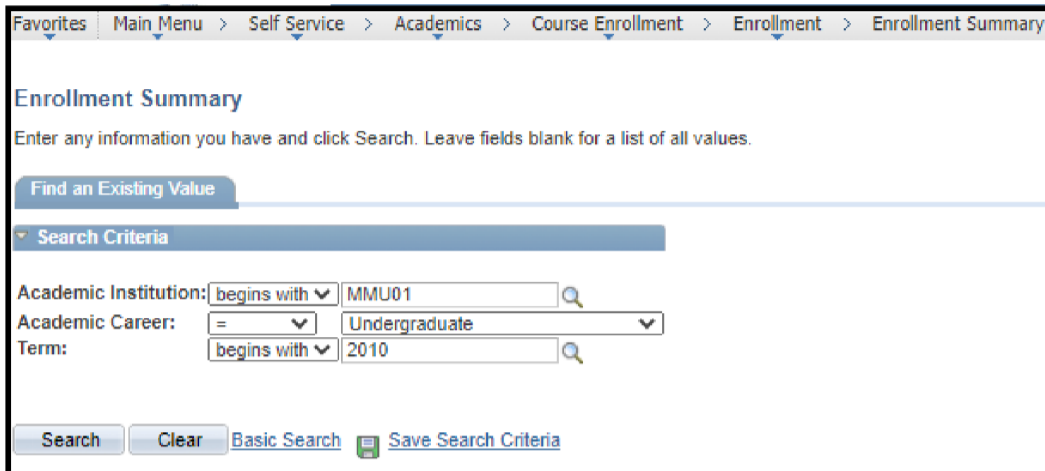
4. COURSE ENROLLMENT FOR TRIMESTER JULY / AUGUST 2024 (MARCH INTAKE 2024)

• Course Enrollment is the term used in CLiC for Subject Registration.
• As a student, you are required to proceed with 'Course Enrollment' according to your Programme Structure before the trimester begins.

➤ Foundation Students:

• All subjects that you are required to take in this Trimester will be Registered by your Faculty after you have attended the MMU Welcoming Day and WIN Programme

➤ Diploma & Bachelor Students:

• Only the Core Subjects that will be taken in this Trimester will be Registered by your faculty after you have attended the MMU Welcoming Day and WIN Programme. If you have to register for any MPU or Elective subject by this trimester, you are required to register them manually.

Kindly login into CLiC and click on the following to view the courses that you have enrolled:

CLiC Navigation:

Self Service > Academics > Course Enrollment > Enrollment > Enrollment Summary

ITEMS	DATE/ DURATION	FORM/ LINK

Picture : Screenshot of CLiC: "Course Enrollment"

To check on the courses, select the following:

➢ Academic Institution: MMU01

➢ Academic Career: (Please select your Career whether Diploma / Foundation / for Degree Programme, kindly select Undergraduate)

➢ Term: 2420

➢ After clicking on the "Search" button, the list of courses will appear.

➢ Explanation on Term:

a. First 2 digits: academic year: 24 = 2024 session

b. Last 2 digits:

10 = Trimester March /April

20 = Trimester July / August

30 = Trimester October / November

Example: Academic Year 2024:

Term 2410: Trimester March / April 2024

Term 2420: Trimester July / August 2024

Term 2430: Trimester October / November 2024

To view the timetable, students are required to go to:

ITEMS	DATE/ DURATION	FORM/ LINK
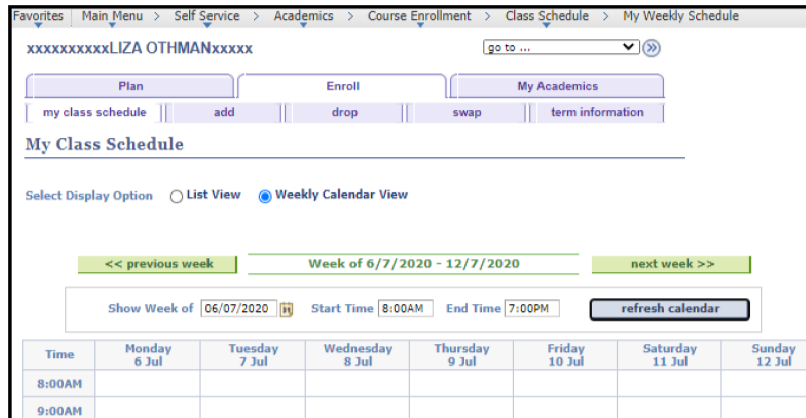
Picture: Screenshot of "My Weekly Schedule"

• You are ready to begin your class once you are able to view your timetable.
• If you encounter any problem regarding your course enrolment activities, kindly contact your Faculty Office.

IMPORTANT REMINDER:

Students are required to attend the "Faculty Meet" segment during the WIN Programme. This segment is essential as most of the important information regarding your programme will be presented in this segment.

5. TEACHING AND LEARNING

As for teaching and learning activities, the following mode will be implemented:

o All lecturers, tutorial, labs, and studios will be conducted physical face-to-face mode.

• Students are required to attend lecture/ tutorial according to timetable. Please ensure that you have formally registered for the course and have the correct class section.

6. MMU eBwise

• eBwise is an online platform that provides a wide range of educational resources and services to make learning easier and more accessible. From study materials to tutors, the website covers everything that a student needs to achieve academic success. With a user-friendly interface and constant updates, eBwise is a great choice for learners of all ages. To login, students will need to access the following url: https://ebwise.mmu.edu.my/ and login using their MMU IDM Credentials.

DATE/DURATION column:

12th AUGUST 2024
-
03rd NOVEMBER 2024

FORM/LINK column:

CLiC Navigation:

Self Service > Academics > Course Enrollment > Class Schedule > My Weekly Schedule
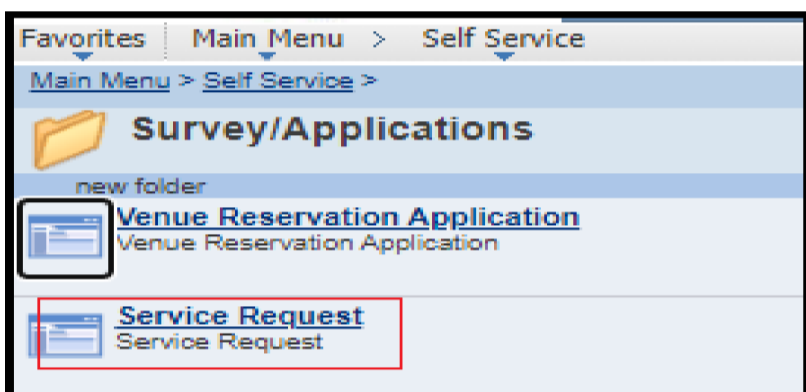
Faculty Contact Information: CLICK HERE

MMU eBwise: https://ebwise.mmu.edu.my/

ITEMS	DATE/ DURATION	FORM/ LINK
7. LEAVE OF ABSENCE (LOA) FOR TRIMESTER JULY / AUGUST 2024 • Leave of Absence (LOA) is defined as a student's request to be away from MMU for a minimum of a trimester period and a maximum of three trimesters. • Leave of absence may be requested only for national services, serious illnesses, financial problems, or compassionate reasons. • No tuition fee will be charged if the Leave of Absence is made within Week 1 or Week 2 of the Trimester. A student who is on Leave of Absence will still be charged with Resource Fees. • If you are required to take LOA, kindly make an application via CLiC:	The LOA Online Application is open from **12th JULY 2024** - **06th SEPT 2024**	CLiC Navigation: Self Service > Survey / Applications > Service Request > Leave of Absence

Picture: Screenshot of CLiC: Applying for "Leave of Absence"

• Later, there will be an instruction that you are required to submit the hardcopy for further action.

• Please contact your Faculty Manager for the outcome of your application.

**8. FINAL EXAMINATION FOR TRIMESTER JULY / AUGUST 2024**
• The Final Examination will be scheduled from 4th – 12th Oct. 2024

9. REQUEST FOR VERIFICATION LETTER
• Students may request for a "Verification Letter' as an MMU Student for any purpose on the following website:
https://ssc.mmu.edu.my/verification_letter

SSC Website
[CLICK HERE](#)

10. VERIFICATION OF PERSONAL INFORMATION
• Students are encouraged to check & verify their personal information given in CLiC is correct.

• Login into CLiC to arrive at the following screen:
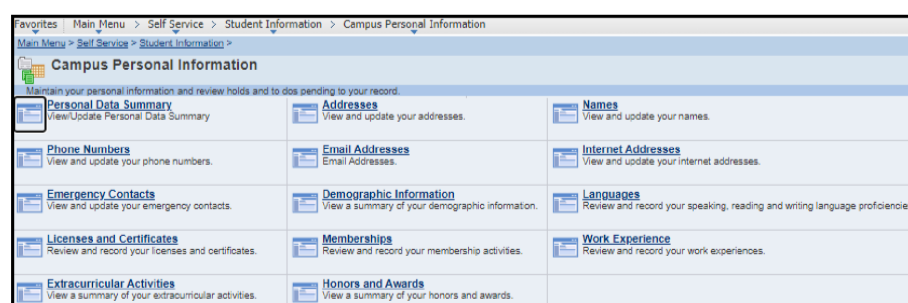
Picture: Screenshot of "Campus Personal Information"

CLiC Navigation:

Self Service > Student Information > Campus Personal Information

• Students may regularly update their "Personal Email Address" and "Contact Number" on CLiC. Other than that, students can only update the information through the Student Service Center (SSC). Certain documents are required for information verification before the update is completed.

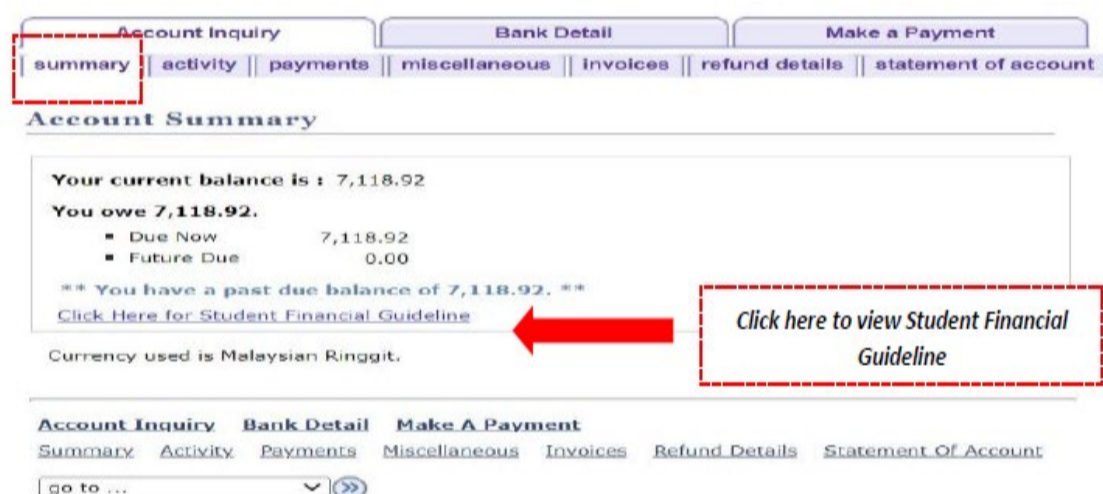| ITEMS	DATE/ DURATION	FORM/ LINK

11. WITHDRAWAL FROM MMU (QUIT STUDY)

Due to unforeseen circumstances, students may opt to withdraw their studies from MMU. Hence, students can obtain the form at Student Service Centre (SSC), fill up the form and email to ssc@mmu.edu.my for further process.

FINANCIAL INFORMATION

1. Financial Information in system

Login to CLiC using your user ID and Password. Go to Main Menu > Self Service > Account Activity > Account Enquiry.

I. Your latest outstanding Balance is showing under summary tab. The amount shows in the account summary is the net amount after adjustment (Credit Invoice, Advance Payment, and discount) If any.

II. To view and **download Student Financial Guideline**, you may click the link provided in the account summary. Sample as below. The guideline given was very helpful for your references.

https://clic.mmu.edu.my/psp/csprd/?cmd=login&languageCd=ENG&

2. Foundation Payment Option – You may get more information in MMU website.

3. Billing Information

Item	Description
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

https://www.mmu.edu.my/financial-info/

-Select "Foundation Payment Option"

W1 (12 – 18 August 2024)

W3 (26 – 31 August 2024)

NOTES:
Fee charge by trimester basis and based on the type of subjects/courses i.e (CORE/ELECTIVE/MPU/CB) registered for the current academic year.

ITEMS	DATE/ DURATION	FORM/ LINK

4. Other Rules of Fees

Rules	Condition	Charges
Drop Courses	Week 1-2	No charges
	Week 2 onwards	100% charge on Tuition/Prog. Fee
Repeat, Retake & Supplementary Exam Fee	Repeat Course	50 % charged of Tuition/Prog. Fee (Student with grade code U,R & W will be charged 100% of tuition/prog. fee)
	Retake Course	100 % charged of Tuition/Prog. Fees
	Supplementary Exam	RM50 per course
Leave of Absent (LOA)	LOA taken before or after week 2 without any subject registration	No charge for Trimester Fee
	LOA taken after week 2 with any subject registration	Fees will be imposed
Adjustment Fees Due to Change Program	Change Program within same faculty	Fee structure based on cohort intake
	a. Change Program with different faculty

b. Dismissed & Reactivated - Change Program within same faculty

c. Dismissed & Reactivated - Change Program with different faculty | Fee structure based on current trimester |

5. Payment Method
Students may make a payment for their fees via:
MMU E-Payment : https://bit.ly/3i7hRml
Flywire (payment from overseas): mmulanding.flywire.com

6. Refund
a. For **active** students, any excess will be offset with future invoice.
b. For **non-active** students, any excess/deposit will be refunded upon settlement of all outstanding fees.
c. For graduated students, any excess/deposit will be refunded upon settlement of all outstanding fees, subject to the approval of Senate

https://bit.ly/3i7hRml

-Select "Payment Fee Type Tuition/ Program Fee

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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	registration@mmu.edu.my 06-252 3236	registration@mmu.edu.my 03-8312 5092/5090

STUDENT LIFESTYLE AND EXPERIENCE (STyLE)		
ISSUES	**MELAKA CAMPUS**	**CYBERJAYA CAMPUS**
WIN Programme	Mr. Suaidi bin Rahim suaidi@mmu.edu.my 011-59349808	Mr. Saddam Hussein Bin Ahmad Solihin saddam.solihin@mmu.edu.my 013-4404942
Hostel	Ms. Suliza binti Ajohan suliza.ajohan@mmu.edu.my 013-4404942	Mr. Mohd. Nawi bin Mat Nun nawi.matnun@mmu.edu.my 03-83125443
WIN Kit	Mr. Mohd Luthfi Bakar luthfi.bakar@mmu.edu.my 017-6306568	Mr. Mustapha Shukri mustapha.shukri@mmu.edu.my 011-59309808
General Email Address: style@mmu.edu.my		

STUDENT SERVICE CENTRE (SSC)		
ISSUES	**MELAKA CAMPUS**	**CYBERJAYA CAMPUS**
Verification Letter for KWSP/Bank/Scholarship etc / CLiC Personal Information	Mr. Kamarulzaman Mat Sharip kamarulzaman.sharip@mmu.edu.my 06-2524066	Ms Noor Ayati Md Nasir ayati.nasir@mmu.edu.my 03-83125060
General Email Address: ssc@mmu.edu.my		

BURSARY UNIT		
ISSUES	**MELAKA CAMPUS**	**CYBERJAYA CAMPUS**
Scholarship / Financial Aids & PTPTN	Ms. Noralina Talib noralina@mmu.edu.my 062524155/3439	Ms. Yanty Mohammad Sham yanty.msham@mmu.edu.my 03-83125957/5619
General Email Address: bursary@mmu.edu.my		

FINANCE DIVISION		
ISSUES	**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	finance@mmu.edu.my 03 8312 5473/5135/5141

EXAMINATION & RECORDS UNIT (ERU)		
ISSUES	**MELAKA CAMPUS**	**CYBERJAYA CAMPUS**
Records	Mr. Shaiful Azman Abu Hassan shaiful.azman@mmu.edu.my 06-2523474	Mr. Ahmad Redzuan Abdul Rauf redzuan@mmu.edu.my 03-83125099
Examination	Ms Balqis Baharuddin balqis.baharuddin@mmu.edu.my 06-2523473	Mr Khairul Anwar khairulanwar.nordin@mmu.edu.my 03-83125109
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		

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

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

MMU
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FACULTIES:
Issues on Course Enrollment, Credit Transfer, Leave of Absence, Academic Advisor, Programme Structure and All Matters Related to Academic.

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
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