

MANUAL COURSE REGISTRATION

1. Go to <https://emysis.upsi.edu.my/login.jsp>
2. Login

The screenshot shows the login page of the Online Student Services portal. At the top, there is a navigation bar with the university's name in English and Malay. Below this, a 'Login' form is displayed with two input fields: 'Username' and 'Password'. The 'Submit' button is highlighted with a red circle. To the right of the form, a callout box contains the following text: 'Key in: Username : Matric No. (M20XXXXXXXX) Password : IC No. / Passport No. (for international student) Click 'SUBMIT' button'. Below the login form, there are several menu items categorized under 'PROGRAM PENGAJIAN SISWAZAH / POSTGRADUATE' and 'IJAZAH SARJANA MUDA PENDIDIKAN / DEGREE'. The 'Submit' button and the 'Course Registration' link in the second screenshot are circled in red.

The screenshot shows the main menu of the Online Student Services portal. At the top, there is a navigation bar with the university's name in English and Malay. Below this, a navigation bar contains several links: 'Home | Course Registration | Practicum | ROS Application | ROS Status | Exam Schedule | Exam Results | Final Sem | Industrial Training | Logout'. The 'Course Registration' link is circled in red. Below the navigation bar, the 'Online Student Services' section lists: 'Course Registration', 'Practicum Registration', 'ROS Application', 'Exam Schedule', and 'Exam Results'. A callout box on the right contains the text: 'Click the 'COURSE REGISTRATION' button'. Below the list, there is a note in red: 'Nota : Borang ini hanya perlu diisi oleh pelajar semester akhir yang akan menamatkan pengajian' followed by a link to 'Final Semester'.

UNIVERSITI PENDIDIKAN SULTAN IDRIS
SULTAN IDRIS EDUCATION UNIVERSITY

Main | Course Registration | Practicum | ROS Application | ROS Status | Exam Schedule | Exam Results | Final Sem | Industrial Training Logout

Sila pastikan anda telah mengemaskini maklumat berikut sebelum mendaftar subjek.
Please ensure that you have updated your personal details below before registering for the subjects.

Alamat Semasa & Nombor Telefon
Current Address & Contact Number

Current Address : NO. 27, Lorong Kiamondor 07
City : JERANTUT
State : Pahang
Postcode : 27000
Phone : 0130000316
Home Phone :
Mobile Phone : 0130000316
Email Address : yusaidihs@upsi.edu.my

Maklumat Kawasan Pengundian
Voting Area Information

State : Pahang
Parliament : JERANTUT
DUN : JERANTUT - DAMAK

Saya dengan ini mengesahkan bahawa maklumat pada profil saya adalah tepat, betul dan terkini yang boleh digunakan oleh pihak UPSI.

➤ It is important for student to update their personal information every semester

➤ Tick the box & click the 'SAVE' button

Add/Drop for (Semester 2 Sesi 2016/2017)

List of Courses According to Programme Structure

Sekiranya kursus yang ditawarkan pada semester ini tiada di dalam senarai, ini bermakna:
If the offered course is not in the list, it's either:

- Kuota kelas penuh atau ;
The class is full or ;
- Kursus tiada dalam struktur program pelajar.
The course is not in students program structure.

Pelajar diminta untuk mengisi [Borang Tambah/Gugur Kursus](#) untuk memasuki kelas yang telah penuh. Sila dapatkan pengesahan/persetujuan daripada pensyarah terlebih dahulu sebelum menghantar borang tersebut kepada pihak IPS.
Student has to fill up [Add/Drop Course Form](#) and get the approval/consent from the lecturer before submitting the form to IGS's office.

Course : GRU6014 (Kaedah Penyelidikan Pendidikan / Educational Research Methods)
Group :
[Course Timetable](#)

Audit Courses

Ruangan ini adalah untuk pelajar yang ingin mendaftar kursus audit sahaja
Takrif **Kursus Audit** – Kursus yang diambil atas keperluan pengajian tetapi kredit kursus tidak dikira dalam pengiraan PNGK. Pelajar yang mengaudit kursus, wajib menghadiri semua kuliah/tutorial/amali dan menyalpkan semua tugas tetapi tidak perlu menduduki peperiksaan akhir (jika ada). Jika pelajar tidak memenuhi syarat kursus audit, nama pelajar akan **digugurkan** daripada senarai audit.

For audit course registration only
"Audit Course" means a course taken as a study requirement for which all audit courses must attend all lectures/tutorials/practicals and complete all assignments but do not have to sit for the final exam. If students' names will be dropped

Course : AME6054 (Choral Lanjutan Sekolah Menengah / Advanced Choral)
Group :
[Course Timetable](#)

Choose courses and click 'ADD'.

➤ Section B is for AUDIT courses (optional).

➤ Choose courses and click 'ADD'.

** Please fill in the add/drop form if the courses are not listed in the list according to programme structure.

How to drop paper?

Registered Courses

Course	Desc	Audit	Group	Credit Hours	Registered Date
1 KPT6044	Pembelajaran Berasaskan Elektronik dan Web		A	4	11 Sep 2012 09:59
2 PAF6044	Analisis Penyata Kewangan		A	4	11 Sep 2012 09:59
3 PFM6024	Kewangan Korporat		A	4	11 Sep 2012 10:00
Total				12	

Click on the box and click **DROP**.

Timetable | Print Registration Slip

How to view individual timetable?

Registered Courses

Course	Desc	Audit	Group	Credit Hours	Registered Date
1 KPT6044	Pembelajaran Berasaskan Elektronik dan Web		A	4	11 Sep 2012 09:59
2 PAF6044	Analisis Penyata Kewangan		A	4	11 Sep 2012 09:59
3 PFM6024	Kewangan Korporat		A	4	11 Sep 2012 10:00
Total				12	

Click on the 'TIMETABLE' to view individual timetable.

Drop

Timetable | Print Registration Slip

Semester

Timetable for Semester : Semester 2 Sepi 2016/2017

Lecture and Tutorial Session

Slot/Day	MON	TUE	WED	THU
08:00-09:00				
09:00-10:00				
10:00-11:00				
11:00-12:00				
12:00-13:00				
13:00-14:00				
14:00-15:00				
15:00-16:00				
16:00-17:00				
17:00-18:00				
18:00-19:00				
19:00-20:00				
20:00-21:00				
21:00-22:00				
22:00-23:00				
23:00-24:00				

Choose your registered current semester and click 'SUBMIT'.

L = Lecture, T = Tutorial

PPP6034 - PENGURUSAN SUMBER MANUSIA DALAM PENDIDIKAN
 SMQ6014 - OPERATIONAL RESEARCH
 SME6044 - CONTEMPORARY ISSUES IN MATHEMATICS EDUCATION

How to print registration slip?

The screenshot shows a web interface with a table titled "Registered Courses". The table has columns for Course, Desc, Audit, Group, Credit Hours, and Registered Date. There are three rows of course data and a total row. A callout box with the text "Click here to print 'REGISTRATION SLIP'" has an arrow pointing to a button labeled "Print Registration Slip" which is circled in red.

Course	Desc	Audit	Group	Credit Hours	Registered Date
1 PPP6034	Pengurusan Sumber Manusia dalam Pendidikan		B	4	25 Feb 2017 18:45
2 SME6044	Contemporary Issues in Mathematics Education		A	4	24 Feb 2017 12:09
3 SMQ6014	Operational Research		A	4	15 Feb 2017 13:53
Total				12	

Student must print out and check the **registration slip**. Please inform IGS if there any correction on the slip.

The screenshot shows a printed registration slip form. At the top is the logo of Universiti Pendidikan Sultan Idris. Below the logo is the text "Universiti Pendidikan Sultan Idris" and "Slip Pendaftaran Kursus Semester 2 Sesi 2016/2017". The student's details are listed: Matrik, Nama, No KP, Peringkat, Program, Mod, and Fakulti. At the bottom is a table titled "Senarai Kursus Yang Telah Didaftar" with columns for Kod, Kursus, Audit, Kumpulan, Jam Kredit, and Tarikh Daftar.

Universiti Pendidikan Sultan Idris
Slip Pendaftaran Kursus
Semester 2 Sesi 2016/2017

Matrik : ██████████
 Nama : ██████████
 No KP : ██████████
 Peringkat : Sarjana Pendidikan
 Program : Matematik
 Mod : C
 Fakulti : Sains dan Matematik

Senarai Kursus Yang Telah Didaftar					
Kod	Kursus	Audit	Kumpulan	Jam Kredit	Tarikh Daftar
1 PPP6034	Pengurusan Sumber Manusia dalam Pendidikan		B	4	25 Feb 2017 18:45
2 SME6044	Contemporary Issues in Mathematics Education		A	4	24 Feb 2017 12:09
3 SMQ6014	Operational Research		A	4	15 Feb 2017 13:53
Jumlah Kredit				12	