IMPORTANT INFORMATION

STUDENT REGISTRATION FOR
INTERSESSION 2017/2018

1) All students are required to go through Semester Registration for Intersession 2017/2018.

2) Below are the relevant information and procedures for your attention:

- You are reminded to update your details at ePelajar, https://smpweb.unimas.my/eStudent;

- Kindly inform us if you have been offered a scholarship by sending a verified copy of the offer letter. We shall then provide you with your reference number for you to activate your registration status;

- For self-sponsored student, your reference number will be provided to you once semester fees are paid in full.

- Semester/Student registration will be from 13 June 2018 – 14 June 2018 via online: https://smpweb.unimas.my/eStudent;

- Penalty of RM200.00 will be imposed for student registration from 18 June 2018 – 26 June 2018. Payment to be made as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Methods of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework students</td>
<td>UNIMAS Holdings Sdn.Bhd (RHB A/C: 21112800001803)</td>
</tr>
</tbody>
</table>

- Please submit proof of payment to UNIMAS Edu & Centre for Graduate Studies for further action.

Centre for Graduate Studies’ Office will be CLOSED during WEEKEND and PUBLIC HOLIDAY.
Below are the steps on how to **activate your single ID, login to single ID & login to email.**

**User Name:** matric no.  
**Email Address:** matric no.@siswa.unimas.my

**NOTE :-**

- If you haven't activated your single ID, please follow step 1.  
- If you have forgotten your password, please follow step 1.  
- If the problem persists, please contact our Help Desk at +6082583848.

1. **Activate Single ID?**
   - Login to [https://iforgot.unimas.my/v2/](https://iforgot.unimas.my/v2/)  
   - Enter your student email User Name (e.g. 12345) & IC/Passport Number  
   - Click Send  
   - Check your personal email & complete the instruction given

2. **Login to Single ID**  
   Once you successfully activated your single ID you can login to your single ID.

   - Login to [https://theuniversity.unimas.my/login](https://theuniversity.unimas.my/login)  
   - Enter your siswa mail user name (e.g. 12345) & Password  
   - Log In

3. **Login to Email**

   - Login to office365.unimas.my  
   - Enter your siswa email (e.g. 12345@siswa.unimas.my) & your single ID password  
   - Log In
(a) Please be reminded to register for your courses after you have completed your semester registration via online: 
https://cgsweb.unimas.my/PGeCourseRegistration

(b) Students are allowed to add and/or to drop courses from 13 June 2018 – 19 June 2018 without penalty;

(c) Penalty of RM200.00 for each course will be imposed for adding and/or dropping of courses with the approval of the Dean of CGS from 20 June 2018 – 26 June 2018.

(d) Penalty of payment to be made as follows:

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(e) Please submit your proof of payment to the Centre for Graduate Studies for further action.

(f) Adding and/or dropping of courses after 26 June 2018 is not permitted.

If you have any problem to access the above web-link, kindly email: hotline_cicts@unimas.my

If you need to contact CGS staffs, kindly refer the officers in charge of each Faculty/Institute:

- Julianne Ak Jeli (jjulianne@unimas.my) 581106  FEB, InDI & IHCM
- Edward Egat ak Bilong (beegat@unimas.my) 581015  FMHS, FRST & IBS
- Noryanti Baizura bt Badhi (bnbaizura@unimas.my) 581017  FCSHD, FACA, ISITI & IBEC
- Piana Binti Tapa (tpiana@unimas.my) 581017  FE, FCSIT, FLSCS & FSS

** Adding and/or dropping of courses during the penalty period can only be done by student after submitting the receipt of penalty payment to Centre for Graduate Studies for further action.