

## MASTER LIST OF MMU STUDENT SERVICES AND SERVICE REQUEST METHOD

Ref.	Service Category and Name	Service Request Method	Remarks
<b>A</b>	<b>Academic Auxiliary (for undergraduate student)</b>		
<b>A.1</b>	<b>Post Enrollment</b>		
1	Change of Program	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Survey/ Applications > Service Request
2	Change of Faculty		
3	Change of Major/ Programme		
4	Leave of Absence		
5	Withdrawal of Studies	Manual Form	Please download the form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Post Enrollment and submit completed form to <a href="mailto:ssc@mmu.edu.my">ssc@mmu.edu.my</a> or Student Services Centre
6	Appeal for Reinstatement	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Academic Records > Appeal for Reinstatement
7	Second Appeal for Reinstatement or Disciplinary	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Post Enrollment and submit completed form with an appeal letter with strong justification to <a href="mailto:po@mmu.edu.my">po@mmu.edu.my</a> or submit to the President Office
8	View Transferable Courses	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Academics > Transfer Credit > View Transfer Credit Report
<b>A.2</b>	<b>Course Registration</b>		
1	View Date to Enrol Course	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment Date
2	Course Registration after registration period ends	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Subject Registration and submit completed form to <a href="mailto:exam@mmu.edu.my">exam@mmu.edu.my</a> or ERU office

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3	Add Course(s)	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Add Classes
4	Appeal to Register Course for Over the Credit Hours Limit	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Subject Registration and submit completed form to <a href="mailto:exam@mmu.edu.my">exam@mmu.edu.my</a> or ERU office
5	Drop Course(s)	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Drop Classes
6	Swap Courses Class Section	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Swap Classes
7	View Course Enrolment Status	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Degree Progress/ Graduation > My Academic Requirements
8	View Summary of Course Enrolment	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Event Calendar (Subject)
9	View Schedule by Course	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Class Schedule > Enrollment Summary
10	View Class Scheduled by Course	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Class Schedule > Class Schedule by Subject
11	View Class Timetable	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Class Schedule > My Weekly Schedule

Ref.	Service Category and Name	Service Request Method	Remarks
<b>A.3 Faculty Lab and Equipment</b>			
1	Official Equipment Loan	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Faculty Lab and Equipment and submit completed form to the Faculty's Administration e-mail or office
2	FCM Item or Equipment for Loan or Handover	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Faculty Lab and Equipment and submit completed form to <a href="mailto:fcmadmin@mmu.edu.my">fcmadmin@mmu.edu.my</a> or FCM Admin's office
3	FCA Equipment Reservation Form	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Faculty Lab and Equipment and submit completed form to <a href="mailto:fca_acad@mmu.edu.my">fca_acad@mmu.edu.my</a> or FCA's Admin office
4	Lab Booking	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Faculty Lab and Equipment and submit completed form to respective Faculty Admin's email or office
5	FET Application to Use FET Lab	Manual Form	Please download form at Form and Guidelines > Academic Auxiliary (for undergraduate student) > Faculty Lab and Equipment and submit completed form to <a href="mailto:fetinfo@mmu.edu.my">fetinfo@mmu.edu.my</a> or FET's Admin office
<b>A.4 Class Attendance</b>			
1	Attendance Class Roster	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Academics > Course Enrollment > Attendance Report
2	Attendance barring	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Academics > Course Enrollment > Attendance Report
<b>A.5 Request for Letter/ Transcript/ Certificate</b>			
1	Award of Degree or Diploma Letter for local student in Cyberjaya campus	Online Form	Click <a href="#">here</a> and submit the form once completed

Ref.	Service Category and Name	Service Request Method	Remarks
2	Award of Degree Letter for local student in Melaka campus	Online Form	Click <a href="#">here</a> and submit the form once completed
3	Award of Degree Letter for international student in Cyberjaya campus	Walk-in/ e-mail	Please go to ISC Office or e-mail request to <a href="mailto:visacyber@mmu.edu.my">visacyber@mmu.edu.my</a>
4	Award of Degree Letter for international student in Melaka campus	Walk-in/ e-mail	Please go to ISC Office or e-mail request to <a href="mailto:visamelaka@mmu.edu.my">visamelaka@mmu.edu.my</a>
5	Completion of Study Letter	Online Form	Click <a href="#">here</a> and submit the form once completed
6	Dismissal Notification	CaMSys	Please click <a href="#">here</a> to go to CaMSys <b>Navigation:</b> Login into CaMSys > Self Service > Academics > Academic Records > Dismissal Notification
7	Dismissal Letter	CaMSys	Please click <a href="#">here</a> to go to CaMSys <b>Navigation:</b> Login into CaMSys > Self Service > Academics > Academic Records > Dismissal (Terminated) Letter
8	Copy of Offer Letter	Online Form	Click <a href="#">here</a> and submit the form once completed
9	Verification Letter	Online Form	Click <a href="#">here</a> and submit the form once completed
10	Academic Transcript (printed)	Online Form	Click <a href="#">here</a> and submit the form once completed
11	Foundation Certificate (printed)	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>A.6</b>	<b>Student Records</b>		
1	View Personal Information	CaMSys	Please click <a href="#">here</a> to go to CaMSys <b>Navigation:</b> Login into CaMSys > Self Service > Student Information > Campus Personal Information
2	View Summary Information (Academic, Finance, Personal, Academic Advisor)	CaMSys	Please click <a href="#">here</a> to go to CaMSys <b>Navigation:</b> Login into CaMSys > Self Service > Student Information > Student Centre
3	View Academic Status and MUET Record	CaMSys	Please click <a href="#">here</a> to go to CaMSys <b>Navigation:</b> Login into CaMSys > Student Status > Student Information > Student Status

Ref.	Service Category and Name	Service Request Method	Remarks
4	List of Courses Taken with Grade	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Academic Records > My Course History
5	View Courses by Trimester	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Academic Records > My Planner
6	View Academic Advisor	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Academic Records > My Advisor
7	View or Print Full Result	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Academic Records > Academic Achievement
8	View OBE achievement	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > OBE Achievement
9	Update Student Profile <ul style="list-style-type: none"> <li>• Personal contact number</li> <li>• Personal email</li> <li>• Correspondence address</li> <li>• Emergency contact info</li> </ul>	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Student Information > Resume
10	Update Personal Data <ul style="list-style-type: none"> <li>• Name</li> <li>• Identity card or passport number</li> <li>• Permanent address</li> </ul>	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>A.7</b>	<b>Let's Excel Programme</b>		
1	Let's Excel Feedback	Manual Form	Please download at Form and Guidelines > Academic Auxiliary > Let's Excel Programme and submit completed form to Faculty Administration's email or office
2	FET Let's Excel Feedback	Manual Form	Please download at Form and Guidelines > Academic Auxiliary > Let's Excel Programme and submit completed form to FET Administration's email or office

Ref.	Service Category and Name	Service Request Method	Remarks
3	FOE Let's Excel Feedback	Manual Form	Please download at Form and Guidelines > Academic Auxiliary > Let's Excel Programme and submit completed form to FOE Administration's email or office
4	FIST Let's Excel Feedback	Manual Form	Please download at Form and Guidelines > Academic Auxiliary > Let's Excel Programme and submit completed form to FIST Administration's email or office
<b>A.8</b>	<b>Others</b>		
1	Undertaking for self-arrangement insurance	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>B</b>	<b>Academic Auxiliary (for postgraduate student)</b>		
<b>B.1</b>	<b>Post Enrollment</b>		
1	Application for Change of Field of Research	Manual Form	Please download at Form and Guidelines > Academic Auxiliary (for postgraduate student) > Post Enrollment and submit completed form to respective faculty admin's e-mail or office
2	Application for Change of Mode of Study		
3	Application for Change of Supervision Arrangement		
4	Application for the Choosing of Specialization for MBA student		
5	Application for Programme Conversion		
6	Application for Leave of Absence		
7	Application for Extension of Candidature		
8	Application for Withdrawal		
9	Appeal of Reinstatement	Manual Form	Please download at Form and Guidelines > Academic Auxiliary (for postgraduate student) > Post Enrollment and submit completed form to <a href="mailto:ips@mmu.edu.my">ips@mmu.edu.my</a> or IPS office
<b>B.2</b>	<b>Accreditation of Prior Experiential Learning (APEL)</b>		
1	APEL (C) Application	Manual Form	Please download at Form and Guidelines and submit completed form to <a href="mailto:lle@mmu.edu.my">lle@mmu.edu.my</a> or LEARN office
2	APEL (C) Self-assessment		
<b>B.3</b>	<b>Course Registration</b>		
1	Course registration	Manual Form	Please download at Form and Guidelines > Academic Auxiliary (for postgraduate student) > Course Registration and submit completed form to respective faculty admin's e-mail or office

Ref.	Service Category and Name	Service Request Method	Remarks
<b>B.4 Request for Letter</b>			
1	Verification Letter	Manual Form	Submit completed form to <a href="mailto:ips@mmu.edu.my">ips@mmu.edu.my</a> or IPS office
<b>B.5 Research Project/ Thesis</b>			
1	Research Proposal Defence	Manual Form	Please download at Form and Guidelines and submit completed form to respective faculty admin's e-mail or office
2	Application for Work Completion Defence		
3	Similarity Index	Manual Form	Please download at Form and Guidelines > Academic Auxiliary (for postgraduate student) > Research Project/ Thesis and e-mail completed form to <a href="mailto:ips@mmu.edu.my">ips@mmu.edu.my</a> or IPS office
4	Thesis Submission		
5	Appeal for Extension of Final Submission Deadline		
<b>B.6 Others</b>			
1	Undertaking for Self-Arrangement Insurance	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>C Industrial Training Programme</b>			
<b>C.1 Faculty of Applied Communication</b>			
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Internship Verification Letter template	Template	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Applied Communication and submit completed form to course coordinator
3	Internship Reply by company	Manual Form	
4	Internship Letter of Undertaking template	Template	
5	ITP Report Duty	Manual Form	
6	Company Supervisor Evaluation	Manual Form	
7	ITP Weekly Log	Manual Form	
8	Faculty Supervisor Evaluation (Site Visit)	Manual Form	
9	Report and Presentation Evaluation	Manual Form	
<b>C.2 Faculty of Business</b>			
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement

Ref.	Service Category and Name	Service Request Method	Remarks
2	Application for a Student Trainee Position letter (for Diploma programme)	Template	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Business and submit completed form to course coordinator
3	Letter of Undertaking and Indemnity (for Diploma programme)	Template	
4	Letter of Declining Training Offer by company (for Diploma programme)	Template	
5	Confirmation of Student Status and Industrial Training Programme letter (for Diploma programme)	Template	
6	Industrial Training Reply by student (for Diploma programme)	Manual Form	
7	Industrial Training Evaluation (for Diploma programme)	Manual Form	
8	Company Supervisor Evaluation (for Diploma programme)	Manual Form	
9	Confirmation of Student's Status Letter and ITP programme template (for Bachelor in Accounting programme)	Template	
10	Application for a Student Trainee Position Letter (for Bachelor in Accounting programme)	Template	
11	Resume (for Bachelor in Accounting programme)	Template	
12	Letter of Confirmation template (for Bachelor in Accounting programme)	Template	
13	Letter of Undertaking and Indemnity template (for Bachelor in Accounting programme)	Template	
14	Details Description of Activity Report (Section 3 of Log Book) (for Bachelor in Accounting programme)	Manual Form	
15	Weekly Summary of Activity Reports (Section 4 of Log Book) (for Bachelor in Accounting programme)	Manual Form	
16	Employer Evaluation (for Bachelor in Accounting programme)	Manual Form	

Ref.	Service Category and Name	Service Request Method	Remarks
17	Application for a Student Trainee Position Letter template (for Bachelor in Business & Knowledge Management programme)	Template	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Business and submit completed form to course coordinator
18	Confirmation of Student Status Letter template (for Bachelor in Business & Knowledge Management programme)	Template	
19	Letter of Confirmation Letter by company template (for Bachelor in Business & Knowledge Management programme)	Template	
20	Resume template (for Bachelor in Business & Knowledge Management programme)	Template	
21	Weekly Report template (for Bachelor in Business & Knowledge Management programme)	Template	
22	Employer Evaluation (for Bachelor in Business & Knowledge Management programme)	Manual Form	
23	Field Visit Evaluation (for Bachelor in Business & Knowledge Management programme)	Manual Form	
24	Progressive Report Evaluation (for Bachelor in Business & Knowledge Management programme)	Manual Form	
25	Final Reports Evaluation (for Bachelor in Business & Knowledge Management programme)	Manual Form	
<b>C.3</b>	<b>Faculty of Cinematic Arts</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Internship Reply Letter template	Template	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Cinematic Art and submit completed template/ report to course coordinator
3	Self-Reflection Report (Week 1 to Week 4)	Manual Form	
4	Self-Reflection Report (Week 5 to Week 8)	Manual Form	

Ref.	Service Category and Name	Service Request Method	Remarks
5	Self-Reflection Report (Week 9 to Week 12)	Manual Form	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Cinematic Art and submit completed template/ report to course coordinator
6	Weekly Report (Week 1 to Week 4)	Manual Form	
7	Weekly Report (Week 5 to Week 8)	Manual Form	
8	Weekly Report (Week 9 to Week 12)	Manual Form	
9	Company Evaluation Form	Manual Form	
<b>C.4</b>	<b>Faculty of Computing and Informatics</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Reporting of Industrial Training	Manual Form	Please download form at Form and Guidelines > Industrial Training Programme > Faculty of Computing and Informatics and submit completed form to supervisor
3	Assessment by Company Supervisor	Manual Form	
4	Presentation Assessment	Manual Form	
5	Overall Assessment	Manual Form	
<b>C.5</b>	<b>Faculty of Creative Multimedia</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Placement Confirmation Letter template	Template	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Creative Multimedia and submit completed form to course coordinator/ supervisor
3	Log Book	Manual Form	
4	Company Evaluation	Manual Form	
5	Internship Visit/ Call/ Interaction with Industry	Manual Form	
6	Internship Presentation Assessment	Manual Form	
<b>C.6</b>	<b>Faculty of Engineering and Technology</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Industrial Training Programme	Website	Go to <a href="http://fet.mmu.edu.my/itp/">http://fet.mmu.edu.my/itp/</a>

Ref.	Service Category and Name	Service Request Method	Remarks
<b>C.7</b>	<b>Faculty of Engineering</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Industrial Training Programme	Website	Go to <a href="http://fet.mmu.edu.my/itp/">http://fet.mmu.edu.my/itp/</a>
<b>C.8</b>	<b>Faculty of Information Science and Technology</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Industrial Training Reply (for Diploma programme)	CaMSys	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Information System and Technology and upload into CaMSys <u>Navigation:</u> Login into CaMSys > Self-service > Industrial Training Program > View/ Update ITP Placement
<b>C.9</b>	<b>Faculty of Law</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Legal Attachment Application	Manual Form	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Law and submit completed form to course coordinator
3	Confirmation of Student Status Letter template	Template	
4	Application for a Legal Attachment Student Position template	Template	
5	Confirmation to Participate in MMU Legal Attachment Programme template for company	Template	
6	Employer's Evaluation	Manual Form	
7	Lecturer's Evaluation	Manual Form	
8	Overall Evaluation	Manual Form	

Ref.	Service Category and Name	Service Request Method	Remarks
<b>C.10</b>	<b>Faculty of Management</b>		
1	Internship Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Industrial Training Program > Apply for ITP Placement
2	Letter of Undertaking and Indemnity template	Template	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Management and submit completed form to course coordinator
3	Eligibility Form	Manual Form	
4	Student and Training Details	Manual Form	
5	Job Log template	Manual Form	
6	Cover Page template	Manual Form	
<b>D</b>	<b>Final Year Project</b>		
<b>D.1</b>	<b>Faculty of Applied Communication</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Capstone Project Consultation	Manual Form	Please download form or template at Form and Guidelines > Industrial Training Programme > Faculty of Applied Communication and submit completed form to course coordinator
3	Capstone Similarity Index	Manual Form	
4	Capstone Hardcover Submission	Manual Form	
<b>D.2</b>	<b>Faculty of Cinematic Art</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Final Year Project 1 Registration	Manual Form	Please download form at Form and Guidelines > Industrial Training Programme > Faculty of Cinematic Art and submit completed form to course coordinator
3	Final Year Project 2 Registration	Manual Form	
4	Final Year Project 1 Evaluation	Manual Form	
5	Final Year Project 2 Evaluation	Manual Form	
6	Final Year Project 2 Evaluation (applicable during MCO only)	Manual Form	

Ref.	Service Category and Name	Service Request Method	Remarks
<b>D.3</b>	<b>Faculty of Computing and Informatics</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Meeting Log for trimester 2020	Manual Form	Please download form at Form and Guidelines > Industrial Training Programme > Faculty of Computing and Informatics, and submit completed form to course coordinator
3	Meeting Log for trimester 2030	Manual Form	
<b>D.4</b>	<b>Faculty of Creative Multimedia</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Final Year Project 1 Requisition	Manual Form	Please download form at Form and Guidelines > Industrial Training Programme > Faculty of Creative Multimedia and submit completed form to your course coordinator
<b>D.5</b>	<b>Faculty of Engineering and Technology</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Final Year Project	Portal	Go to <a href="http://fet.mmu.edu.my/fyp/">http://fet.mmu.edu.my/fyp/</a>
<b>D.6</b>	<b>Faculty of Information Science and Technology</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Final Year Project (for Degree programme)	Portal	Go to <a href="https://fist-fyp.mmu.edu.my/">https://fist-fyp.mmu.edu.my/</a>
3	FYP Title Requisition (for Diploma programme)	Manual Form	Please download form at Form and Guidelines > Industrial Training Programme > Faculty of Information Science and Technology and submit completed form to your course coordinator

Ref.	Service Category and Name	Service Request Method	Remarks
<b>D.7</b>	<b>Faculty of Engineering</b>		
1	FYP Registration	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Academics > Course Enrollment > Enrollment > Enrollment: Add Classes
2	Final Year Project	Portal	Go to <a href="https://www.mmu.edu.my/foe/fyp/">https://www.mmu.edu.my/foe/fyp/</a>
3	FYP Claim	Manual Form	Please download at Form and Guidelines > Industrial Training Programme > Faculty of Engineering and submit completed form to course coordinator
<b>E</b>	<b>Examination and Graduation/ Convocation</b>		
<b>E.1</b>	<b>Examination</b>		
1	View Examination Schedule	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Examinations > My Exam Timetable
2	View or Print Examination Slip	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Examinations > View Exam Slip
3	View Examination Results	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Examinations > Result Slip
4	Medical Certificate and Medical Report Submission for Final Examination	Manual Form	Please download form at Form and Guidelines > Examination and Graduation/ Convocation > Examination and submit completed form to <a href="mailto:exam@mmu.edu.my">exam@mmu.edu.my</a> or ERU office
5	Alternative Exam Arrangements for Disabled Students and Others with Special Needs	Manual Form	Please download form at Form and Guidelines > Examination and Graduation/ Convocation > Examination and submit completed form to <a href="mailto:exam@mmu.edu.my">exam@mmu.edu.my</a> or ERU office
6	Remarking Application	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>E.2</b>	<b>Graduation</b>		
1	Graduation Application	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Academics > Degree Progress/Graduation > Apply for Graduation

Ref.	Service Category and Name	Service Request Method	Remarks
2	Verify Auto Credit Transfer for Diploma-to-Degree Student	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Transfer Credit > Verify Auto Credit Transfer
3	Foundation or Diploma to Degree Application	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Degree Progress/ Graduation > Application to Degree
4	Appeal for Change of Degree Programme (for completing Foundation/ graduating Diploma student)	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>E.3 MUET</b>			
1	MUET Registration	Walk-in/ e-mail	Please go to ERU Office or e-mail request to <a href="mailto:exam@mmu.edu.my">exam@mmu.edu.my</a>
2	View MUET Record	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Student Status > My Academic Status
<b>E.4 Convocation</b>			
1	Convocation Registration	Website	Click <a href="#">here</a> to go to Convocation website to register once notified
<b>F Library</b>			
<b>F.1 Inquiry and Consultation</b>			
1	General or Reference Inquiry and Consultation	Online Form	Click <a href="#">here</a> and submit the form once completed
2	Untraceable Book from Shelf	Walk-in	Please get the form from library staff at the library counter
<b>F.2 Library Room/ Facility Booking</b>			
1	Idea Box/ Discussion Room/ Training Room	Walk-in	Please get the form from library staff at the library counter
2	Laptop		
<b>F.3 User Account</b>			
1	Submission of Payment Slip for Library Fines above RM1.00	E-mail	Please make online payment using JomPay and e-mail the payment slip to <a href="mailto:libdesk@mmu.edu.my">libdesk@mmu.edu.my</a> . Refer to guideline for online payment at Form and Guidelines > Library > User Account
2	Library fines payment below RM1.00	Walk-in	Please get the form from library staff at the library counter

Ref.	Service Category and Name	Service Request Method	Remarks
3	Online Renewal for Loaned Books	Library Portal	Click <a href="#">here</a> to access to the portal and submit the form once completed
<b>F.6 User Education Services</b>			
1	Database Training and Workshop	Online Form	Click <a href="#">here</a> and submit the form once completed
2	Final Year Project and Research Support Class		
3	Information Literacy Class		
4	Information Clinic		
<b>G Facilities</b>			
<b>G.1 Sports</b>			
1	MMU Gym Booking for Cyberjaya campus	Online Form	Click <a href="#">here</a> and submit the form once completed
2	MMU Gym Booking for Melaka campus	Online Form	Click <a href="#">here</a> and submit the form once completed
3	MMU Sports Facilities Booking for Cyberjaya & Melaka Campuses	Online Form	Click <a href="#">here</a> and submit the form once completed
4	Swimming pool (Cyberjaya campus)	Walk-in	Please go to counter at the swimming pool in Cyberjaya campus
<b>G.2 Venue Reservation</b>			
1	Venue Reservation	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Survey/ Applications > Venue Reservation Application
<b>G.3 Transportation</b>			
1	Transport Booking	Manual Form	Please download at Form and Guidelines > Facilities > Transportation and submit completed form to <a href="mailto:kamariah@mmu.edu.my">kamariah@mmu.edu.my</a> for Melaka campus or <a href="mailto:ali.razaei@mmu.edu.my">ali.razaei@mmu.edu.my</a> for Cyberjaya campus or to Transportation Unit at FMD office
<b>G.4 Incident Reporting</b>			
1	Faulty facilities during office hours	Service Desk	Please click <a href="#">here</a> to go to Service Desk Navigation Create Case > Case Category: Facilities, complete the form and submit
<b>H IT Services</b>			
1	Mailing Group Account	Manual Form	Please download at Form and Guidelines and submit completed form to <a href="mailto:nice.support@mmu.edu.my">nice.support@mmu.edu.my</a> or NICE office

Ref.	Service Category and Name	Service Request Method	Remarks
<b>I</b>	<b>Security</b>		
1	Incident Report	Manual Form	Please download at Form and Guidelines and e-mail completed form to <a href="mailto:security@mmu.edu.my">security@mmu.edu.my</a> or submit to Security Office
2	New/ Replacement of Student Card	Walk-in	Please go to Security Office
3	Collection of lost and found items		
4	Vehicle Sticker	Online Form	Click <a href="#">here</a> and submit the form once completed
5	Appeal on Summons	Email	Please e-mail request to <a href="mailto:security@mmu.edu.my">security@mmu.edu.my</a>
6	Parking Reservation		
<b>J</b>	<b>FINANCIAL/ IN-KIND ASSISTANCE</b>		
<b>J.1</b>	<b>Scholarship (for undergraduate students)</b>		
1	MMU Undergraduate Excellence Scholarship (for local student): a) MMU President's Scholarship b) MMU Talent Scholarship c) MMU Merit Scholarship	Manual Form	Click <a href="#">here</a> to download the form and, submit the form and supporting documents <a href="#">here</a> once completed
2	MMU Top Achiever's Undergraduate Scholarship (for international student): a) MMU International Student Entrance Scholarship b) MMU International Student Rebates c) MMU Merit (International) Scholarship	Manual Form	Click <a href="#">here</a> to download the form and, submit the form and supporting documents <a href="#">here</a> once completed
<b>J.2</b>	<b>Scholarship/ Sponsorship (for postgraduate student)</b>		
1	MMU Achievers Research Scholarship (for local and international students)	Manual Form	Click <a href="#">here</a> to download the form and, submit the form and supporting documents to <a href="mailto:ips@mmu.edu.my">ips@mmu.edu.my</a> or IPS office
2	MMU Postgraduate Merit Scholarship (for local student)	CaMSys	Please click <a href="#">here</a> to go to CaMSys once notification is received from IPS <b>Navigation:</b> Login into CaMSys > Self Service > Student Information > Finances > Financial Aid
3	MMU Talent Scholarship (for local student)	Manual Form	Click <a href="#">here</a> to download the form and, submit the form and supporting documents <a href="#">here</a> once completed
4	Postgraduate Conference Sponsorship	Research Management Centre (RMC) Portal	Click <a href="#">here</a> to login to the portal and submit the form via the portal once completed

Ref.	Service Category and Name	Service Request Method	Remarks
<b>J.3 Discount/ Waiver</b>			
1	MMU Sibling Discount	Online Form	Click <a href="#">here</a> and submit the form once completed
2	MMU Alumni Discount		
3	MMU Staff or TM staff Discount	Manual Form	Click <a href="#">here</a> to download the form and submit the form via online <a href="#">here</a> once completed
4	Application for Fee Waiver (for postgraduate by research student)	Manual Form	Please download form at Form and Guidelines > Finance/ In-Kind Assistance > Discount/ Waiver and submit completed form to <a href="mailto:ips@mmu.edu.my">ips@mmu.edu.my</a> or IPS office
<b>J.4 Financial or In-Kind Assistance (by Yayasan Universiti Multimedia)</b>			
1	Financial Assistance	Manual Form	Please download form at Form and Guidelines > Financial/ In-Kind Assistance > Financial or In-Kind Assistance and submit completed form to <a href="mailto:yum@mmu.edu.my">yum@mmu.edu.my</a> or YUM office
2	Laptop Assistance		
3	Program Sponsorship		
4	Zakat Financial Assistance	Online Form	Click <a href="#">here</a> and submit the form once completed
5	Biasiswa Ibnu Haitam	Online Form	Click <a href="#">here</a> and submit the form once completed
<b>J CAREER AND ENTREPRENEURSHIP DEVELOPMENT</b>			
<b>J.1 Career</b>			
1	Application for Group Career Conversation	Manual Form	Please download at Form and Guidelines and e-mail completed form to <a href="mailto:careerconnect@mmu.edu.my">careerconnect@mmu.edu.my</a>
2	Career Industry Engagement Session		
3	Career Job Opportunities Posting		
4	Company Profile		
5	Student's Career Conversation Session		
<b>J.2 Entrepreneurship Development</b>			
1	Venture Creation	Online Form	Click <a href="#">here</a> and submit the form once completed
2	Monthly Progress Report	Online Form	Click <a href="#">here</a> and submit the form once completed
3	Application for Miscellaneous Advance	Manual Form	Please download and complete the form at Form and Guidelines > Career and Entrepreneurship Development > Entrepreneurship Develop and submit online to <a href="mailto:edc@mmu.edu.my">edc@mmu.edu.my</a>
4	Application for Part Time Worker		
5	Part Time Worker Claim		
6	MMU Startup and Spinoff Scheme Virement		
7	End of Project Report		

Ref.	Service Category and Name	Service Request Method	Remarks
<b>K</b>	<b>STUDENT ACTIVITIES/ EVENT</b>		
<b>K.1</b>	<b>Event Management Services</b>		
1	Student Activity Proposal (STAP)	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Campus Lifestyle > STAP
2	Corporate Gifts, Loan Items and Photography Service	Manual Form	Please download form at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:ccd@mmu.edu.my">ccd@mmu.edu.my</a> or CCD office
3	Business Activity	Manual Form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:sda@mmu.edu.my">sda@mmu.edu.my</a> or <a href="mailto:sports@mmu.edu.my">sports@mmu.edu.my</a> or SDA Unit at STAD office or respective Faculty's Administration office (whichever applicable)
4	Request for Facilities such as table, chairs, rostrum etc. for student club/ society	Manual Form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:khairulzaman.mohd@mmu.edu.my">khairulzaman.mohd@mmu.edu.my</a> for Cyberjaya campus or <a href="mailto:azlina.osman@mmu.edu.my">azlina.osman@mmu.edu.my</a> for Melaka campus or FMD office
5	Videographer Service	E-mail	Please e-mail request to <a href="mailto:mmustudios@mmu.edu.my">mmustudios@mmu.edu.my</a>
6	Audio Visual Equipment and Services	Manual Form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit mail completed form to <a href="mailto:avtech@mmu.edu.my">avtech@mmu.edu.my</a> or MSU at NICE office
7	Poster, Banner and/ or Bunting Placement	Manual Form	Submit completed form to <a href="mailto:khairulzaman.mohd@mmu.edu.my">khairulzaman.mohd@mmu.edu.my</a> for Cyberjaya campus or <a href="mailto:azlina.osman@mmu.edu.my">azlina.osman@mmu.edu.my</a> for Melaka campus or FMD office
8	Road Signage	E-mail	Please e-mail to <a href="mailto:security@mmu.edu.my">security@mmu.edu.my</a>
9	Indemnity Letter template	Template	Submit completed template to <a href="mailto:sda@mmu.edu.my">sda@mmu.edu.my</a> or <a href="mailto:sports@mmu.edu.my">sports@mmu.edu.my</a> or other Units under SEED or respective Faculty's Administration office (whichever applicable)

Ref.	Service Category and Name	Service Request Method	Remarks
10	Vetting Service	Manual Form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:ccd@mmu.edu.my">ccd@mmu.edu.my</a> or CCD office
11	Speaker/ VVIP Invitation	Manual form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:sda@mmu.edu.my">sda@mmu.edu.my</a> or <a href="mailto:sports@mmu.edu.my">sports@mmu.edu.my</a> or other Units under SEED or respective Faculty's Administration office (whichever applicable)
12	Venue Reservation	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Survey/ Applications > Venue Reservation Application
<b>K.2</b>	<b>Event Financial Services</b>		
1	Recommendation and Proposal from Evaluation Committee - Lampiran J	Manual form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:sda@mmu.edu.my">sda@mmu.edu.my</a> or <a href="mailto:sports@mmu.edu.my">sports@mmu.edu.my</a> or other Units under SEED (whichever applicable)
2	Sponsorship Received		
3	Payment to Vendor – Normal Payment		
4	Reimbursement Declaration		
5	Claiming for Instructor or Coaching	Manual form	Please download at Form and Guidelines > Student Activities/ Event > Event Management Services and submit completed form to <a href="mailto:sports@mmu.edu.my">sports@mmu.edu.my</a> or Sports Unit office
6	Request for Advance Money	E-mail	Please e-mail to <a href="mailto:sda@mmu.edu.my">sda@mmu.edu.my</a> or <a href="mailto:sports@mmu.edu.my">sports@mmu.edu.my</a> or other Units under SEED (whichever applicable)
<b>K.3</b>	<b>Others</b>		
1	Submit Student Performance Activity Points	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Campus Lifestyle > SAPS

Ref.	Service Category and Name	Service Request Method	Remarks
2	Update information about Club & Society including membership	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Campus Lifestyle > Clubs
3	Nominate Club & Society Programmes for MMU Awards	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Campus Lifestyle > Honors and Awards
<b>L</b>	<b>UNIVERSITY SOCIAL RESPONSIBILITY</b>		
1	USR Project Proposal	Online Form	Please complete the form at Form and Guidelines and submit online
2	USR Project Report Submission		
<b>M</b>	<b>HOSTEL</b>		
1	Hostel Application	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Campus Lifestyle > Hostel
2	Hostel Maintenance Request	Service Desk	Please click <a href="#">here</a> to go to Service Desk <u>Navigation</u> Create Case > Case Category: Facilities > Speciality Type: Apartment Maintenance or Hostel Maintenance
<b>N</b>	<b>INTERNATIONAL STUDENT</b>		
<b>N.1</b>	<b>Pass and Visa</b>		
1	Cancellation of Student Pass and Request for Release Letter	Manual Form	Note: Submit completed form and documents to <a href="mailto:visamelaka@mmu.edu.my">visamelaka@mmu.edu.my</a> for Melaka campus or <a href="mailto:visacyber@mmu.edu.my">visacyber@mmu.edu.my</a> for Cyberjaya campus or to ISC office
2	Re-Application of Student Pass		
3	Transfer of Endorsement		
4	Attestation of Academic Certificates		
5	Application for Dependant Pass		
6	Renewal of Student Pass		
7	Application for Progress Report	Manual Form	Please download at Form and Guidelines > International Student > Pass and Visa and submit completed form to <a href="mailto:ips@mmu.edu.my">ips@mmu.edu.my</a> or IPS office
8	Student Attendance Report	CaMSys	Please click <a href="#">here</a> to go to CaMSys <u>Navigation:</u> Login into CaMSys > Self Service > Academics > Course Enrolment > Attendance Report

Ref.	Service Category and Name	Service Request Method	Remarks
<b>N.2 Request for Letter</b>			
1	Request for Invitational Letter	Manual Form	Please download form at Form and Guidelines > International Students > Request for Letter and submit completed form to <a href="mailto:visamelaka@mmu.edu.my">visamelaka@mmu.edu.my</a> for Melaka campus or <a href="mailto:visacyber@mmu.edu.my">visacyber@mmu.edu.my</a> for Cyberjaya campus or to ISC office
2	Request for Support Letter for Opening of Bank Account		
3	Request for Support Letter from Faculty for renewal/ re-application of student pass		
4	Request for Award of Degree letter for international student in Cyberjaya campus	e-mail/ walk-in	Please download form at Form and Guidelines > International Students > Request for Letter and submit completed form to <a href="mailto:visacyber@mmu.edu.my">visacyber@mmu.edu.my</a> or to ISC office
5	Request for Award of Degree letter for international student in Melaka campus	e-mail/ walk-in	Please download form at Form and Guidelines > International Students > Request for Letter and submit completed form to <a href="mailto:visamelaka@mmu.edu.my">visamelaka@mmu.edu.my</a> for Melaka campus or to ISC office
<b>O.3 Others</b>			
1	Request for Airport Pick-up	Manual Form	Please download form at Form and Guidelines > International Students > Others and submit completed form to <a href="mailto:visamelaka@mmu.edu.my">visamelaka@mmu.edu.my</a> for Melaka campus or <a href="mailto:visacyber@mmu.edu.my">visacyber@mmu.edu.my</a> for Cyberjaya campus or to ISC office
<b>P FINANCE</b>			
<b>P.1 Payment</b>			
1	Make Payment through MMU Payment Gateway	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Account Activity > Make a Payment
<b>P.2 View and Update Information</b>			
1	View Bill, Payment and Refund Transactions	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Account Activity > Account Inquiry
2	Update Bank Account Number	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Account Activity > My Bank Account
4	View and Update Bank Information for Refund Purposes	CaMSys	Please click <a href="#">here</a> to go to CaMSys Navigation: Login into CaMSys > Self Service > Account Activity > Bank Account Details

Ref.	Service Category and Name	Service Request Method	Remarks
<b>Q</b>	<b>COUNSELLING AND WELFARE</b>		
1	Request for Appointment with Student Counsellor	E-mail	Please e-mail to <a href="mailto:counseling@mmu.edu.my">counseling@mmu.edu.my</a>
2	Request for Appointment with Student Welfare Officer	E-mail	Please e-mail to <a href="mailto:welfare@mmu.edu.my">welfare@mmu.edu.my</a>
<b>R</b>	<b>STUDENT FEEDBACK &amp; SUGGESTION</b>		
1	Student Feedback & Suggestion	Online Form	Click <a href="#">here</a> and submit the form once completed