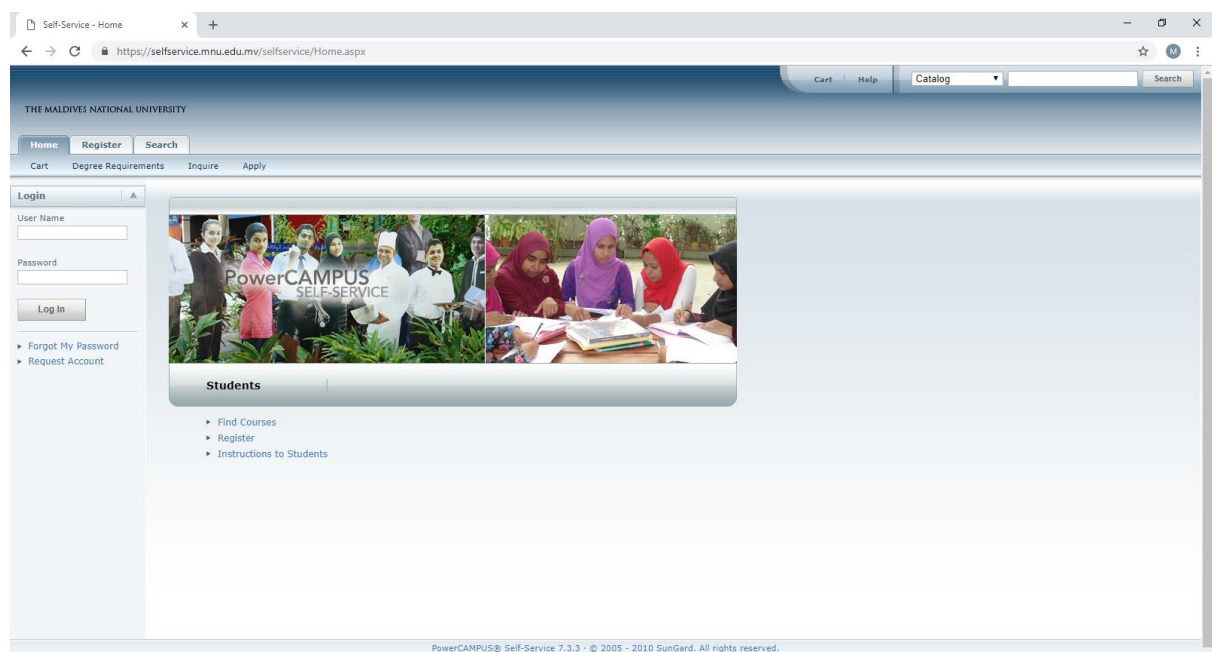


## New students' registration guide

Step	Action	Responsible Person
<b>Step 1:</b>	Submit registration form to Student Admin Services (SAS) / Atoll Campuses / ORCs	Student
<b>Step 2:</b>	Application status is changed and the student information is passed to Student Support	Student Services
<b>Step 3:</b>	Selfservice ID and email is created by Student Support. Selfservice password will be sent to email. Click this link to see the instructions to login to email <a href="https://selfservice.mnu.edu.mv/selfservice/emailInstructions.pdf">https://selfservice.mnu.edu.mv/selfservice/emailInstructions.pdf</a> Email link: <a href="https://mail.google.com/a/student.mnu.edu.mv">https://mail.google.com/a/student.mnu.edu.mv</a>	Student Support Services
<b>Step 4:</b>	Student can now register for subjects	Student

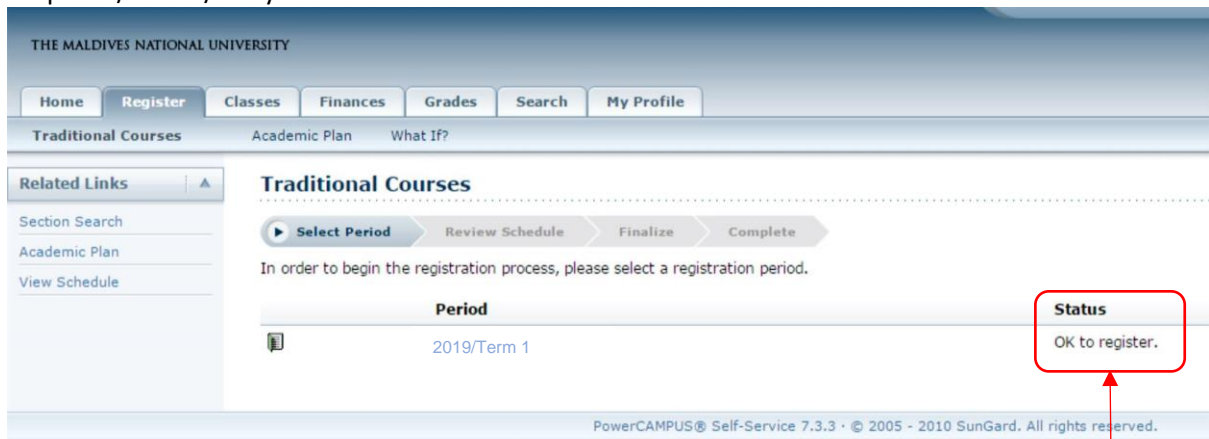
**Step 1:** Login to Selfservice <https://selfservice.mnu.edu.mv> using your ID and the password sent to your email. IF this is your first login you will be asked to change the password. Your user name is an "s" followed by the last 6 digits of your student number.



**Step 2:** Click the “Register” Tab and then click “Traditional Registration”

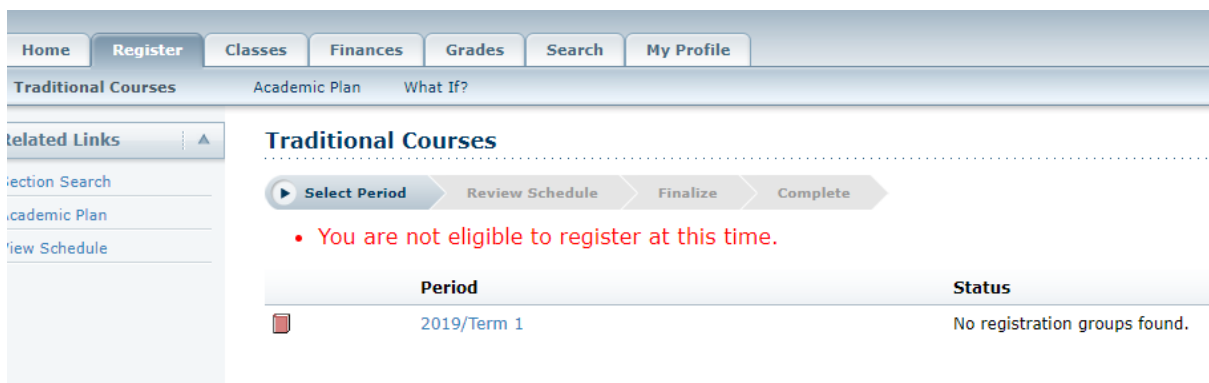


You should see a screen like this. Your period should be 2019/Term 1 and Status should be “OK to register.” If your Status is different from this contact Student Services using either Helpdesk/Phone/or by mail.

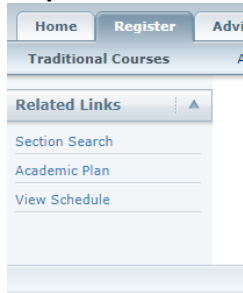


This status indicated you are able to register

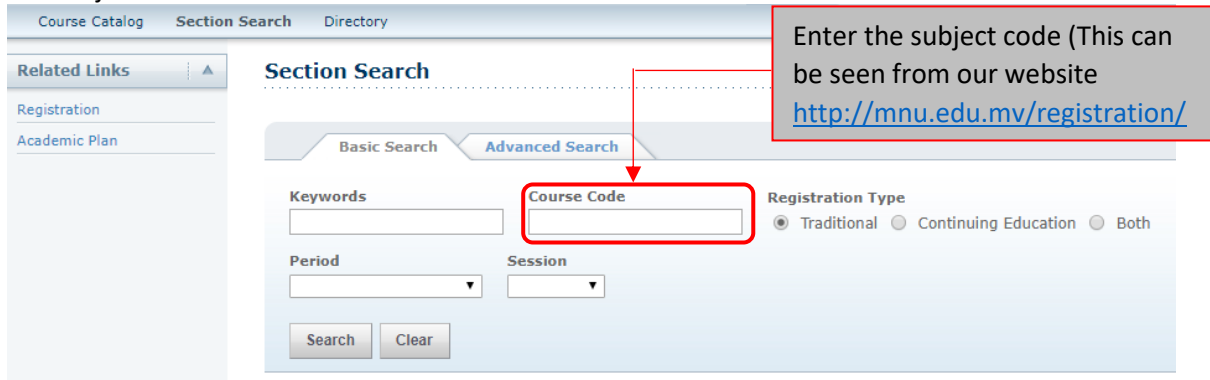
If you see the message below, contact Student Administrative Services (SAS) by either email, helpdesk or by phone.



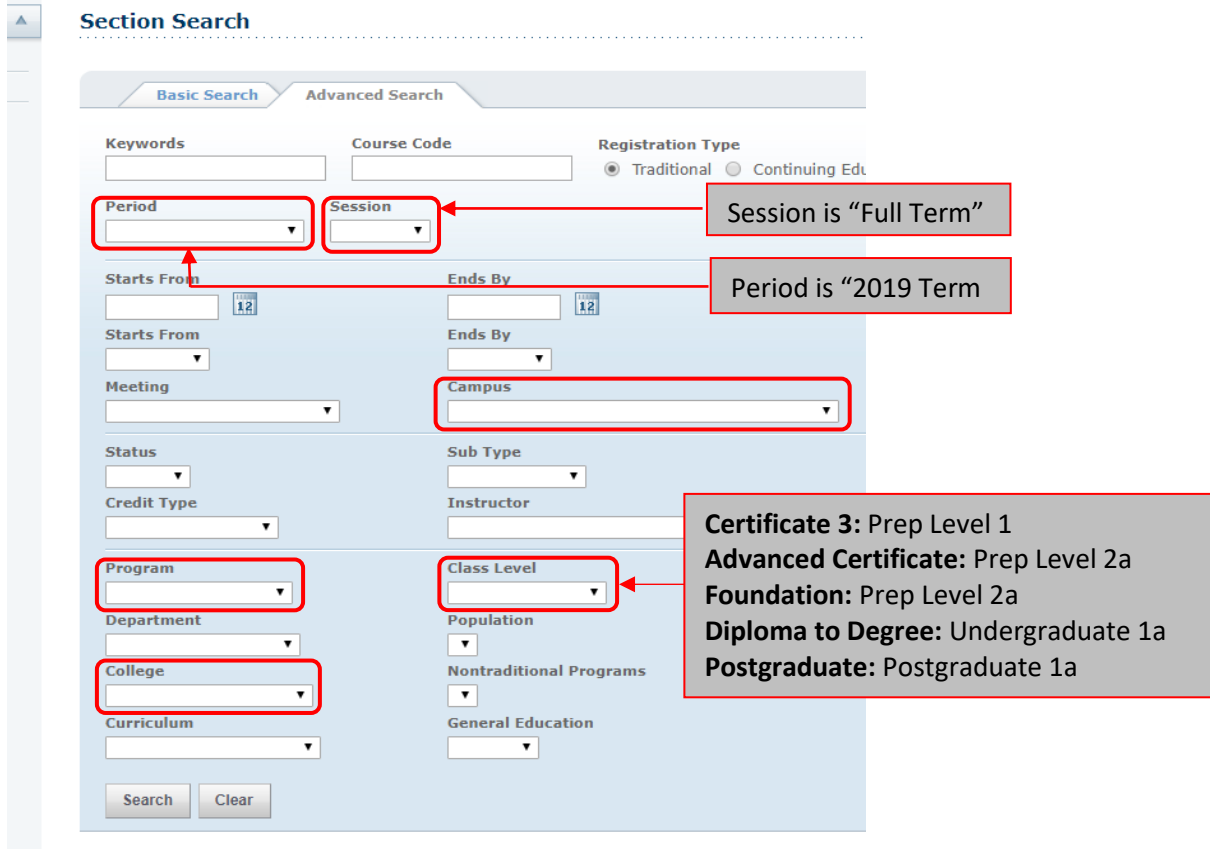
**Step 3: Click "Section Search".**



You will get a screen that look like below. If you know the subject code and the section ID, then type the subject code in the "Course Code" search box and click the "Search" button



If you are not sure about the subjects, then click "Advanced Search" tab. Fill in the highlighted fields and then click "Search"



Below is a filled example.

### Section Search

The screenshot shows a search form with the following fields filled in:

- Keywords: (empty)
- Course Code: (empty)
- Registration Type:  Traditional  Continuing
- Period: 2019 Term 1
- Session: Full Term
- Starts From: (empty)
- Ends By: (empty)
- Starts From: (empty)
- Ends By: (empty)
- Meeting: (empty)
- Campus: Faculty of Education - Male
- Status: (empty)
- Sub Type: Main
- Credit Type: (empty)
- Instructor: (empty)
- Program: Bachelor
- Class Level: Undergraduate 1a
- Department: (empty)
- Population: (empty)
- College: Fac of Education
- Nontraditional Programs: (empty)
- Curriculum: (empty)
- General Education: (empty)

Buttons: Search, Clear

You will get a list of sections offered for this subject as below.

The screenshot shows the search results page with the following table:

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
English for Further Study (Distance) ENG027/Main/C01	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Ms. Aishath Amaani Mohamed Ms. Ihusana Shareef	163 of 200
English for Further Study (Distance) ENG027/Main/C20	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Mr. Ali Ismail Ms. Ihusana Shareef	179 of 200
English for Further Study (Distance) ENG027/Main/C30	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Ms. Fathmath Shaista Ali Mr. Abhilash Rajan Pillai Ms. Ihusana Shareef	190 of 200
English for Further Study (Distance) ENG027/Main/C40	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Ms. Ihusana Shareef	200 of 200
English for Further Study (Distance) ENG027/Main/C50	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Mr. Asif Abdulla Ms. Ihusana Shareef	166 of 200
English for Further Study (Distance) ENG027/Main/Q50	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced 67FnSat 8:00 AM - 10:00 PM; Location to be announced	Mr. Abdul Fatthah Abdul Hameed Mrs. Khadhejja Mohamed Sameer	1 of 15

English for Further Study (Distance) ENG027/Main/C01

This is the section code. You should be very careful about this code when you add the subject to cart. *Wrong code will put you in a wrong class.*

This information can be seen from the website. Your coordinator will also guide you about this information. You may also see detail by click this blue text.

ދިވެހިސަރުކާރުގެ ގެޒެޓް / ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ ގުޅިގެން

CFS	CMS	COL	FE	FHS	FHTS	BS	FA	SN	FEST	FLIS	SM
A	B	C	D	F	G	H	K	N	P	Q	R

މާލެ / ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ ގުޅިގެން

Male'	KC	TC	HC	GC	ORCs
01 - 19	20 - 29	30 - 39	40 - 49	50 - 59	99 - 80

ދިވެހިސަރުކާރުގެ ގެޒެޓް / ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ ގުޅިގެން

HA Dhidhdhoo	99	Sh. Milandhoo	98	N. Kendhikulhudhoo	97
R. Ungoofaaruu	96	R. Dhuvaaafaru	95	R. Meedho	94
B. Eydhafushi	93	Lh. Naifaru	92	ADh. Mahibadhoo	91
F. Nilandhoo	90	Dh. Kudahuvadho	89	Th. Vilufushi	88
GA. Viligili	87	Gn. Fuvahmulah	86	Th. Thimarafushi	85
N. Manadhoo	84	HA. Hoarafushi	83		

**Step 4:** Once you find the correct section click "Add" button on the right side.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
English for Further Study (Distance) ENGG27/Main/C01	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Ms. Aishath Amaani Mohamed Ms. Ihusana Shareef	163 of 200	Add
English for Further Study (Distance) ENGG27/Main/C02	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Mr. Ali Ismail Ms. Ihusana Shareef	179 of 200	Add
English for Further Study (Distance) ENGG27/Main/C30	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Ms. Fathmath Shaistha Ali Mr. Abhilesh Rajan Pillai Ms. Ihusana Shareef	190 of 200	Add
English for Further Study (Distance) ENGG27/Main/C40	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Ms. Ihusana Shareef	200 of 200	Add
English for Further Study (Distance) ENGG27/Main/C50	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced	Mr. Asif Abdulla Ms. Ihusana Shareef	166 of 200	Add
English for Further Study (Distance) ENGG27/Main/Q50	7/15/2018 - 12/6/2018	2018 Term 2 Full Term	15.00	Fees Applicable	12345SunMonTueWedThu 8:00 AM - 10:00 PM; Location to be announced 67FrSat 8:00 AM - 10:00 PM; Location to be announced	Mr. Abdul Faththah Abdul Hameed Mrs. Khadheja Mohamed Sameer	1 of 15	Add

Repeat Step 3 to Step 5 until all your subjects are being added to the Cart.

**Step 5:** Once you finished adding all the subjects to the cart click "Next" and tick all the subjects you have added to the cart and click "Next".

THE MALDIVES NATIONAL UNIVERSITY

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links  
Section Search  
Academic Plan  
View Schedule

**Traditional Courses - 2019/Term 1**

Select Period Review Schedule Finalize Complete

They all should be green at the end of registration

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
PhysiolDatabaseDesign - CPT309 / Main / M01	7/10/2016 - 12/1/2016	Full Term	15.00	Credit	12345SunMonTueWedThu, 8:00 AM - 10:30 PM;	Location to be announced	Mr. Adam Khalid	In Cart Remove

Previous Next

You will be asked whether you would like to pay now or bill later. You can choose either option and continue clicking "Next" until "Complete" button on top become green.