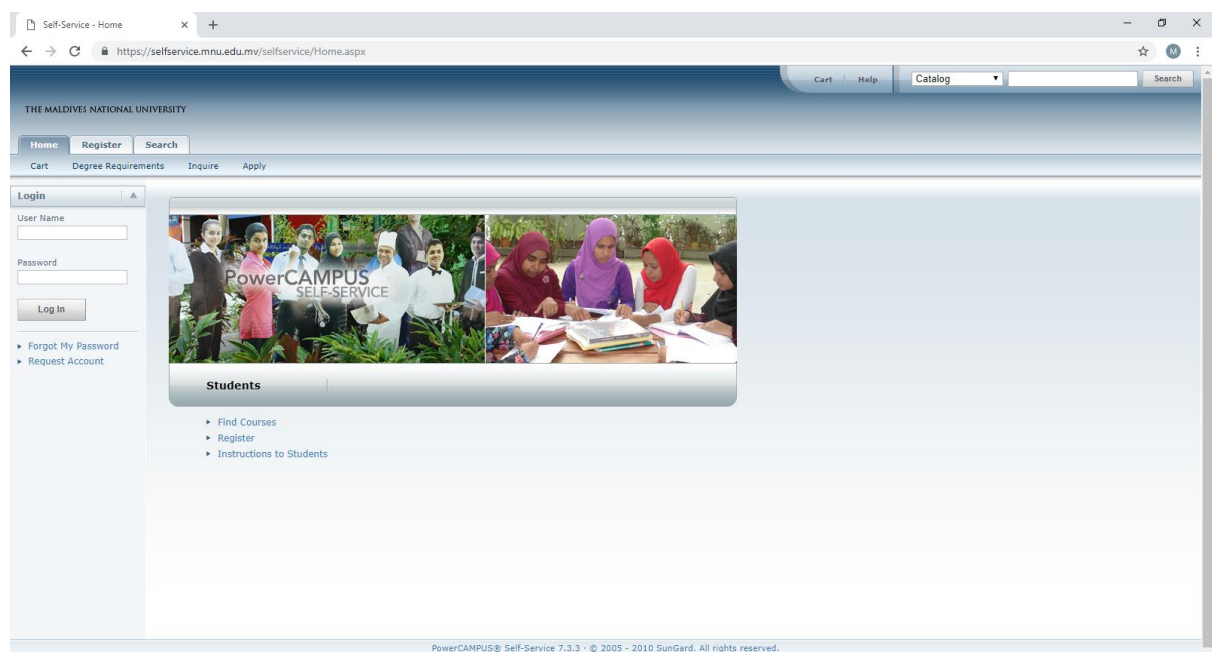


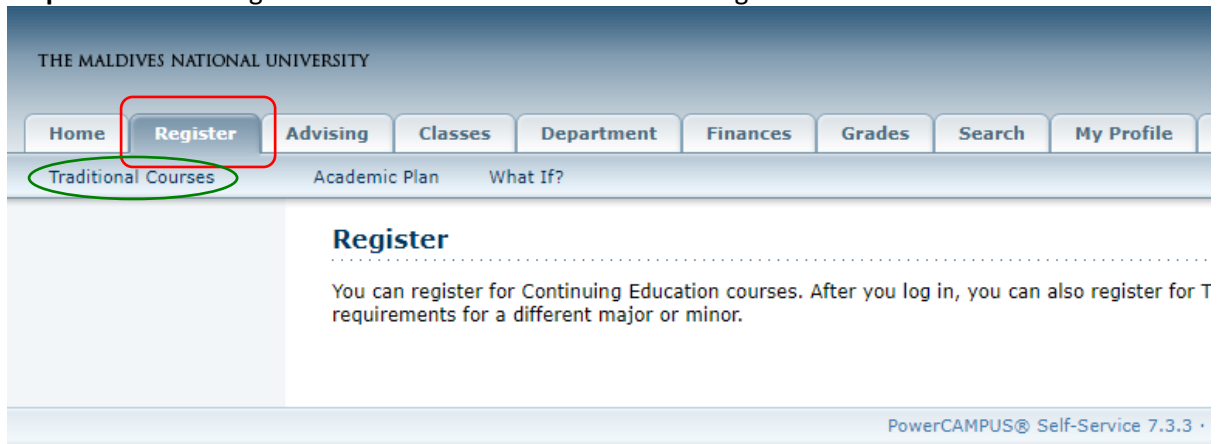
New students' registration guide

Step	Action	Responsible Person
Step 1:	Submit registration form to Student Admin Services (SAS) / Atoll Campuses / ORCs	Student
Step 2:	Application status is changed and the student information is passed to Student Support	Student Services
Step 3:	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 https://selfservice.mnu.edu.mv/selfservice/emailInstructions.pdf Email link: https://mail.google.com/a/student.mnu.edu.mv	Student Support Services
Step 4:	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”

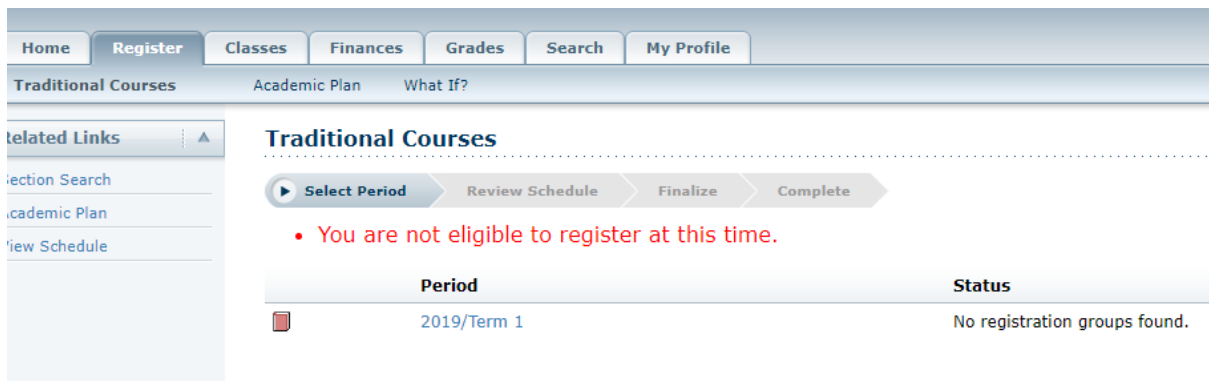


You should see a screen like this. Your period should be 2019/Term 1 and Status should be “OK to register.” If your Status is different from this contact Student Services using either Helpdesk/Phone/or by mail.

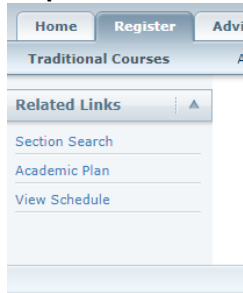


This status indicated you are able to register

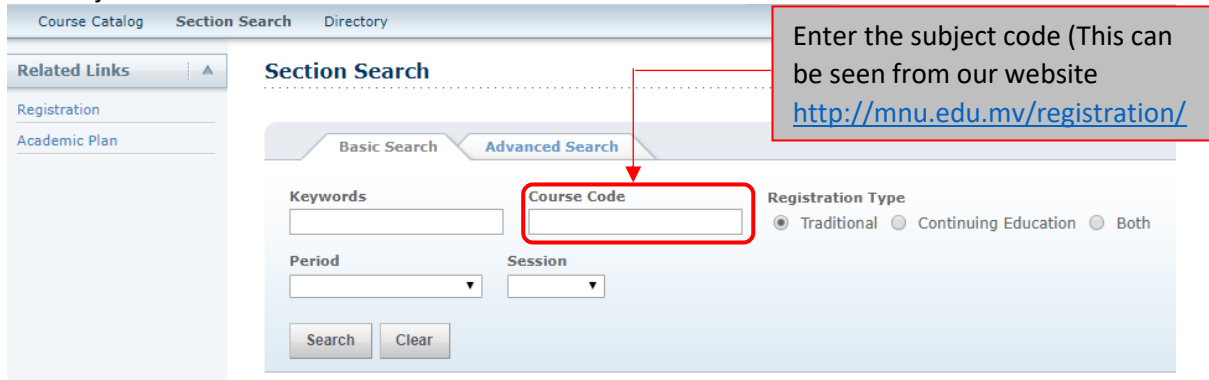
If you see the message below, contact Student Administrative Services (SAS) by either email, helpdesk or by phone.



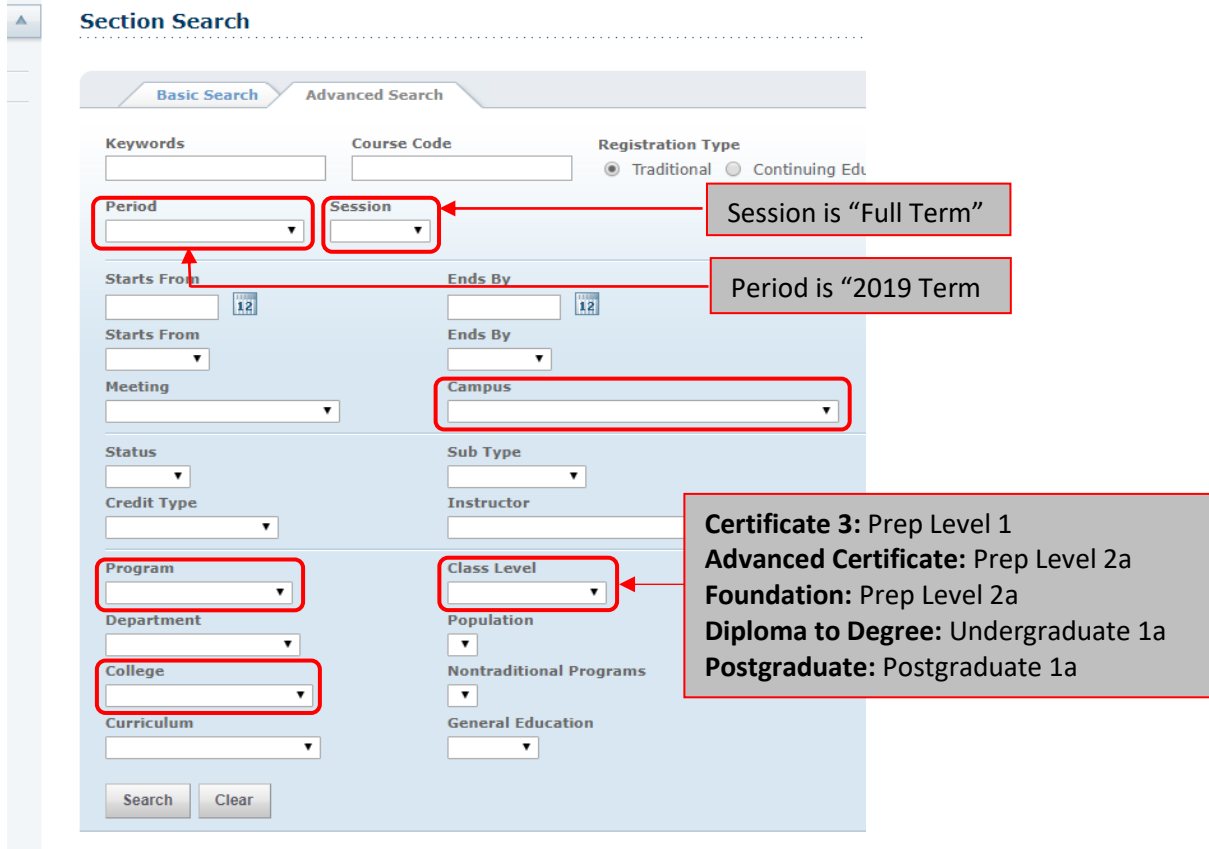
Step 3: Click "Section Search".



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 interface with two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active. The form contains several sections of filters:

- Keywords:** Empty text input.
- Course Code:** Empty text input.
- Registration Type:** Radio buttons for 'Traditional' (selected) and 'Continuing'.
- Period:** Dropdown menu set to '2019 Term 1'.
- Session:** Dropdown menu set to 'Full Term'.
- Starts From:** Date input field with a calendar icon.
- Ends By:** Date input field with a calendar icon.
- Meeting:** Dropdown menu.
- Campus:** Dropdown menu set to 'Faculty of Education - Male'.
- Status:** Dropdown menu.
- Sub Type:** Dropdown menu set to 'Main'.
- Credit Type:** Dropdown menu.
- Instructor:** Dropdown menu.
- Program:** Dropdown menu set to 'Bachelor'.
- Class Level:** Dropdown menu set to 'Undergraduate 1a'.
- Department:** Dropdown menu.
- Population:** Dropdown menu.
- College:** Dropdown menu set to 'Fac of Education'.
- Nontraditional Programs:** Dropdown menu.
- Curriculum:** Dropdown menu.
- General Education:** Dropdown menu.

At the bottom of the form are 'Search' and 'Clear' buttons.

You will get a list of sections offered for this subject as below. Click the blue text to see the description including the course to which this section is offered.

The screenshot shows the search results page for 'Section Search'. It includes a navigation bar at the top with links like Home, Register, Advising, etc. The main content area shows 'Found 6 results for Course Code = 'ENG027' and Registration Type = 'Traditional''. Below this is a table with the following columns: Course, Date, Session, Credits, Fees, Schedule, Instructors, and Available Seats. A blue arrow points from the first row of the table to a callout box.

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

When you click the blue text it display the window shown below.

PowerCAMPUS SELF-SERVICE Close Window X

2019 Term 1 Full Term
ENG027/Main/C01 - English for Further Study (Distance) | Credits 15.00
EFS, SEM 1, (K. MALE')

Registration Type: Traditional
 Fees: ENG027-EFS 2,800.00 م. (Fee Group All)
 Instructors: Mrs. Mariyam Nashida
 Duration: 2/24/2019 - 7/25/2019
 Schedule: 7Sat 10:00 AM - 11:00 AM; COL - Male', , Room
 7Sat 11:00 AM - 12:00 PM; COL - Male', , Room
 7Sat 12:00 PM - 1:00 PM; COL - Male', , Room
 7Sat 1:00 PM - 2:00 PM; COL - Male', , Room

Prerequisites: N/A
 Corequisites: N/A
 Credit Types: Credit
 Class: 200 Seats | 200 Remaining
 Cancel

This information is the course, the campus and semester to which this section is offered.

CFS	CMS	COL	FE	FHS	FHTS	BS	FA	SN	FEST	FLIS	SM												
A	B	C	D	F	G	H	K	N	P	Q	R												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Male'</th><th>KC</th><th>TC</th><th>HC</th><th>GC</th><th>ORCs</th> </tr> <tr> <th>01 - 19</th><th>20 - 29</th><th>30 - 39</th><th>40 - 49</th><th>50 - 59</th><th>99 - 80</th> </tr> </thead> </table>												Male'	KC	TC	HC	GC	ORCs	01 - 19	20 - 29	30 - 39	40 - 49	50 - 59	99 - 80
Male'	KC	TC	HC	GC	ORCs																		
01 - 19	20 - 29	30 - 39	40 - 49	50 - 59	99 - 80																		
HA Dhidhdhoo	99	Sh. Milandhoo	98	N. Kendhikulhudhoo	97																		
R Ungooaaruu	96	R. Dhuvaaafaru	95	R. Meedho	94																		
B. Eydhafushi	93	Lh. Naifaru	92	ADh. Mahibadhoo	91																		
F. Nilandhoo	90	Dh. Kudahuvadhoo	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) 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	Add
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	Add
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 Shaistha Ali Mr. Abhilash Rajan Pillai Ms. Ihusana Shareef	190 of 200	Add
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	Add
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	Add
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 67FriSat 8:00 AM - 10:00 PM; Location to be announced	Mr. Abdul Faththah Abdul Hameed Mrs. Khadheeya 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 screenshot shows the 'Traditional Courses - 2019/Term 1' registration page. At the top, there are navigation tabs: Home, Register, Classes, Finances, Grades, Search, and My Profile. Below these are links for Traditional Courses, Academic Plan, and What If?. On the left, there is a 'Related Links' sidebar with options for Section Search, Academic Plan, and View Schedule. The main content area features a progress bar with four steps: 'Select Period' (green), 'Review Schedule' (grey), 'Finalize' (grey), and 'Complete' (grey). A red box highlights the 'Review Schedule' and 'Finalize' steps, with an arrow pointing to a text box that says 'They all should be green at the end of registration'. Below the progress bar is a table titled 'Courses to Add' with columns for Course, Date, Session, Credits, Credit Type, Schedule, Location, Instructor, Status, and a Remove button. The table contains one row for 'PhysicalDatabaseDesign - CPT309 / Main / M01' with a checked checkbox in the 'Course' column and a status of 'In Cart'. The 'Status' column and the 'Next' button at the bottom right are circled in red.

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	Remove
<input checked="" type="checkbox"/> PhysicalDatabaseDesign - 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	

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**.