

University of Macau
Information and Communication Technology Office

User Document Number 70-00007

User Guide for Pre-Enrolment System

To use the Pre-Enrolment System, you may go to this URL <http://isw.umac.mo> and then click the link of “Pre-Enrolment”.



Type your student no. and password, then press [Login].

IMPORTANT NOTES

1. Students must follow the study plan in each academic year strictly as specified by the programme in which they have enrolled. The number of credits/courses taken is restricted to the requirements of the academic unit for the semester. It should be noted that no substitutions are allowed under any circumstances for compulsory courses.
2. Students should always look carefully at their enrolment records. If you are not sure that your enrolment records are correct, you may seek advice from the academic unit concerned. Students are responsible for following up any errors or omissions.
3. A student shall not be allowed to take courses where lecture-time schedules conflict.
4. Students who have not completed registration are not allowed to proceed to course enrolment. Students should pay tuition fees before course enrolment in each semester.

ATTENTION

For students who do not settle the tuition fees within the payment deadline, the enrolment records will be automatically removed and timetables will not be released to such students.

You may press [I Agree], after carefully read the Regulations.

[I Agree]

The system contains 3 main functions.

1. Pre-Enrolment

To enrol the courses for next semester.

3. Enrolment Plan

To check your enrolment plan

2. Course Info

To search the course code, course title and credit.

Regulations | Online Help | Logout

Pre-Enrolment

Enrolment Plan

Course Info

Pre-Enrolment

Student Information

Student No. / Name SA699999 - CHAN TAI MAN 陳大文

Major COM- UF4

for year/sem 2011/1

Enrol courses for COM- UF4

for year/sem 2011/2

Add Course

- You have enrolled in **0** course(s). You could enrol in a maximum of **11** courses (or **18** credits), excluding the HC course(s) and PE & Music/Art Appreciation course(s).
- You have enrolled in **0** PE & Music/Art Appreciation (I) course(s).

1. Pre-Enrolment

A. For Compulsory/Major Course (C)

1. Click **Add Course**
2. Type in the Course Code (eg. COMM312), then click "Search".
3. The course information included the course type (Compulsory) will be shown.
4. Then, choose "Enrol it as a new course" and click **Add Course**.

Add Course

For adding a new course, please enter the Course Code in the following blank:

* Course Code
e.g., CHIN100

Course Information

Course Code & Title COMM312 - JOURNALISM I (3 Credits)

Offering Programme FSH

Course Type Compulsory

Offering Remarks

Course for :
- FSH - COM

This is a/an **Compulsory** course. You may:

- Enrol it as a new course

Add Course

Cancel

B. For General Education (GE), Required Elective (R), Distribution/Diversity Elective (DE), Elective (E) and PE & Music/Art Appreciation (I) Courses

1. Click **Add Course**
2. Type in the Course Code (eg. COMB360), then click “Search”.
3. The course information included the course type (General Education, Required Elective or Distribution/Diversity Elective or Elective or PE & Music/Art Appreciation Courses) will be shown.

Add Course

For adding a new course, please enter the Course Code in the following blank:

* Course Code **Search**
e.g., CHIN100

Course Information

Course Code & Title COMB360 - ENGLISH NEWS EDITING (3 Credits)
Offering Programme FSH
Course Type Elective
Offering Remarks

This is a/an **Elective** course. You may:

Enrol it as another option for **Enrol** **Cancel**

Enrol it as a new course

4a. Then, for adding the course as **Option 1**, you may choose “Enrol it as a new course” and click **Add Course**.

4b. For adding the course as **another option of the chosen course**, you may select “Enrol it as another option for” and choose under which chosen course, then click **Add Course**.

Information

Course is added successfully! -

- You have enrolled in **2** course(s). You could enrol in a maximum of **11** courses (or **18** credits), excluding the HC course(s) and PE & Music/Art Appreciation course(s).
- You have enrolled in **0** PE & Music/Art Appreciation (I) course(s).




5. Finally, you can see here to check how many courses you have enrolled.

C. Edit Enrolled Course

To edit the option of General Education, Required Elective or Distribution/Diversity Elective or Elective or PE & Music/Art Appreciation Courses, you may select the Course Group first and then click “Edit”.





Elective Course (E)

<input type="button" value="Edit"/> <input type="button" value="Remove"/>			
Select Course	Option 2	Option 3	
<input checked="" type="radio"/> COMB353 - ORGANIZATIONAL COMMUNICATION (3 Credits)	COMB360 - ENGLISH NEWS EDITING (3 Credits)	COMB366 - GENDER, MEDIA AND DIVERSITY (3 Credits)	
<input type="radio"/> COMB471 - CULTURAL INDUSTRIES AND POLICIES (3 Credits)			

On the Edit Page, you may click  or  to change the priority. You may click this icon  to remove it.

[Close this window](#)

Edit Course

Option 1 	 Option 2 	 Option 3
COMB353 - ORGANIZATIONAL COMMUNICATION (3 Credits) <input type="button" value="Delete course"/>	COMB360 - ENGLISH NEWS EDITING (3 Credits) <input type="button" value="Delete course"/>	COMB366 - GENDER, MEDIA AND DIVERSITY (3 Credits) <input type="button" value="Delete course"/>

D. Remove Enrolled Course

To remove your enrolled course, you may select the Course Group first and then click “Remove”.

Elective Course (E)

<input type="button" value="Edit"/> <input type="button" value="Remove"/>			
Select Course	Option 2	Option 3	
<input checked="" type="radio"/> COMB353 - ORGANIZATIONAL COMMUNICATION (3 Credits)	COMB360 - ENGLISH NEWS EDITING (3 Credits)	COMB366 - GENDER, MEDIA AND DIVERSITY (3 Credits)	
<input type="radio"/> COMB471 - CULTURAL INDUSTRIES AND POLICIES (3 Credits)			

2. Enrolment Plan

You may click the tab of Enrolment Plan to search your enrolment plan.



3. Course Info

You may go to the tab of Course Info to search the course information by different criteria.

The screenshot shows the 'Course Information' search interface. It features a search form with the following fields: '* Offered By' (a dropdown menu set to 'FSH'), 'Course Code', 'Course Title', and 'Credits'. A 'Find' button is located below the search fields. Below the search form, there is a pagination control showing 'Previous', '1-10 of 252', and 'Next 10'. Below the pagination, there is a table with the following data:

Offering Programme	Course Code	Course Title	Credits	Course Type	Offering Remarks
FSH	BGPA101	INTRODUCTION TO POLITICAL	3	Elective	

Should you have any queries about the Pre-Enrolment System, please contact ICTO via below method:

Location: Room 2012, 2/F, Administration building N6

Tel.: 8822 8500

E-mail: IMS_AS@umac.mo

- End -