EXTRA CREDIT APPLICATION

ADMISSION AND REGISTRATION CENTRE

MARKETING AND ACADEMIC SERVICES DEPARTMENT

EXTRA CREDIT APPLICATION

Application for Extra Credit Application is only open for students with the criteria below:

The students in the final semester of studies.

The students who plan to register for the SUKSIS and PALAPES.

The final semester students under probation are allowed to apply for extra credit.

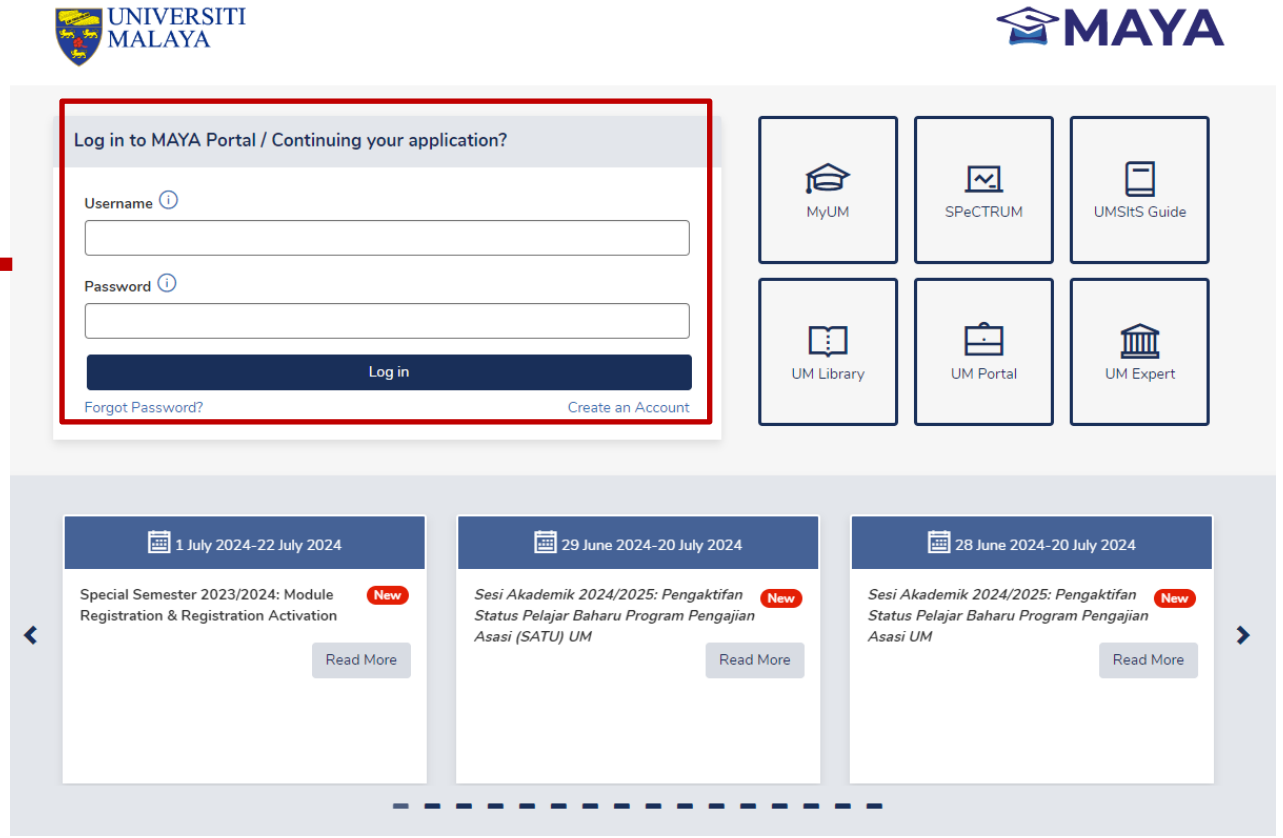
Total credit maximum for extra credit application as below:

Type of Semester	Final Semester Student	Probation Student
Normal Semester	25 credits	18 credits
Special Semester	14 credits	12 credits

EXTRA CREDIT APPLICATION

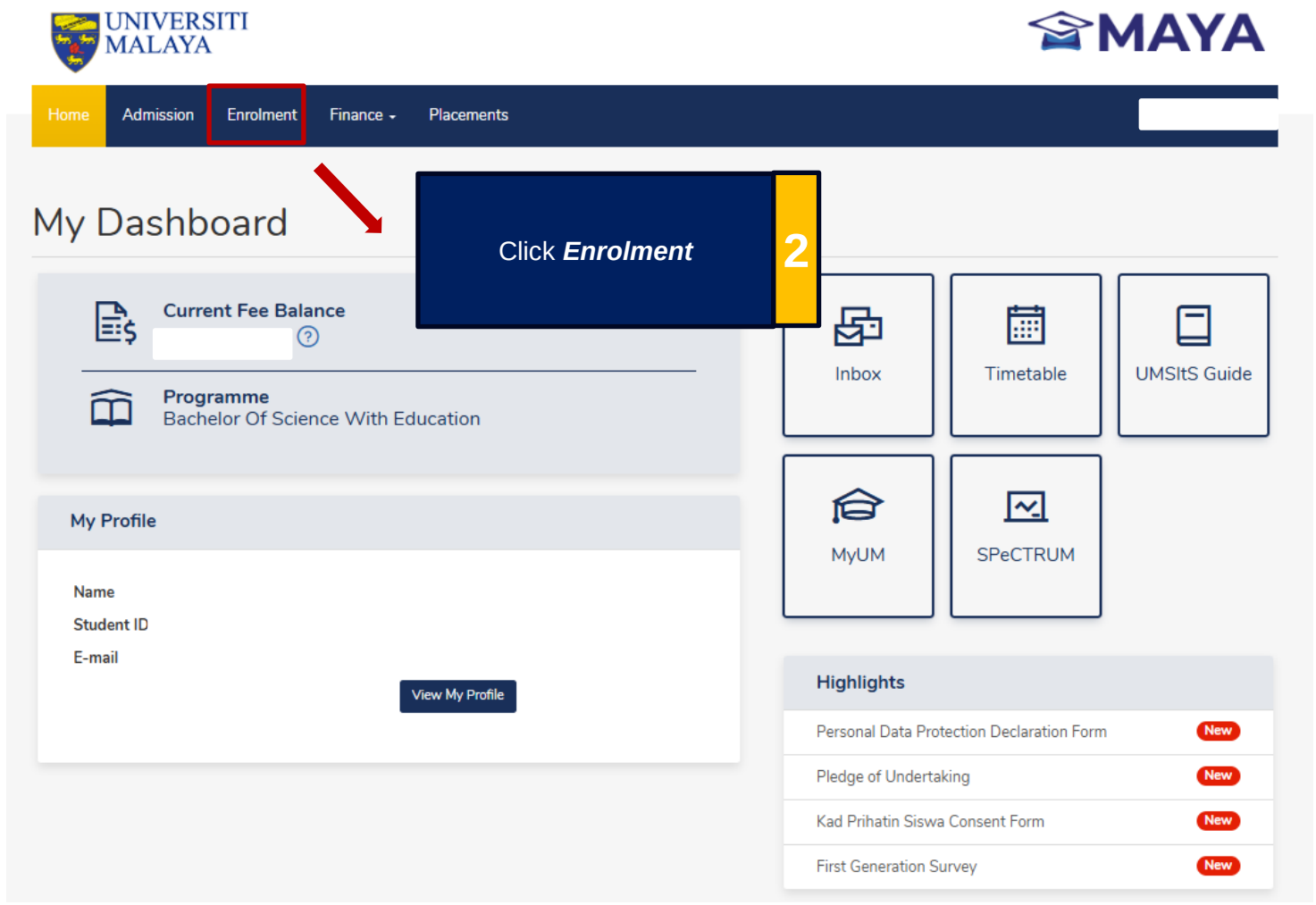
(1) LOG IN TO MAYA PORTAL

Log in using your ***siswamail*** account and password. **1**

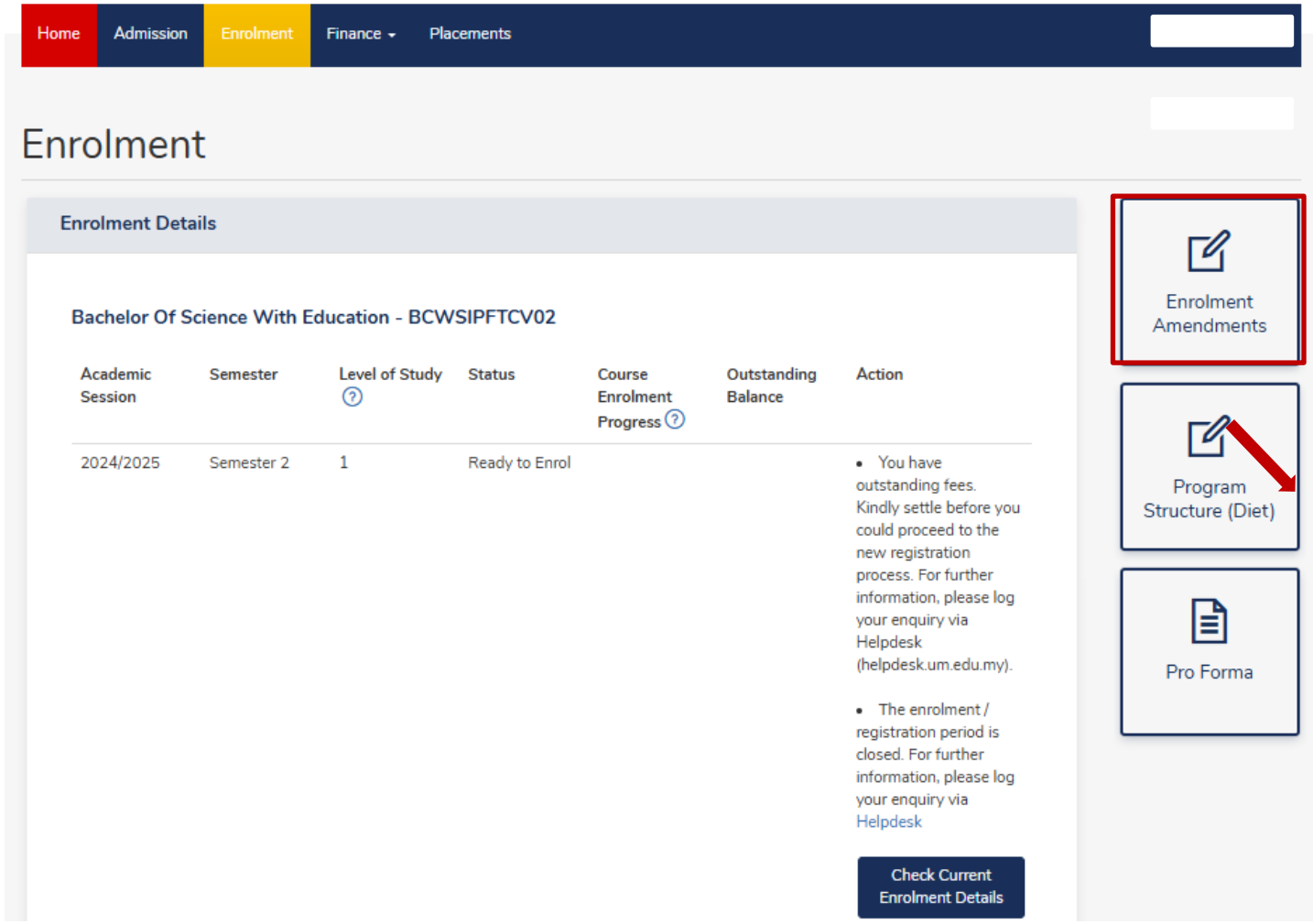


EXTRA CREDIT APPLICATION

(2) CLICK ENROLMENT



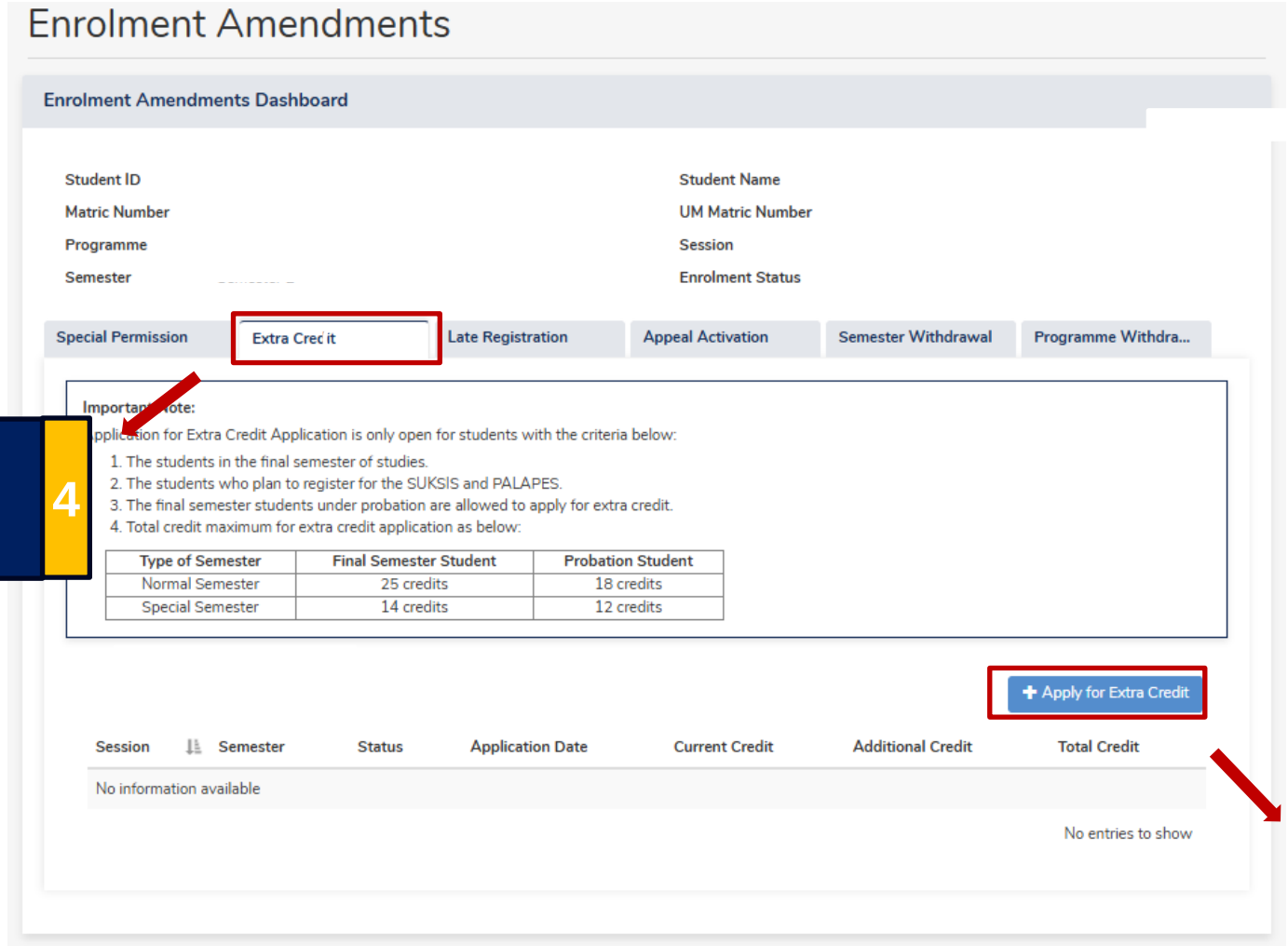
(3) CLICK ENROLMENT AMENDMENTS



Click ***Enrolment Amendments*** **3**

EXTRA CREDIT APPLICATION

(4) (5) APPLY FOR EXTRA CREDIT

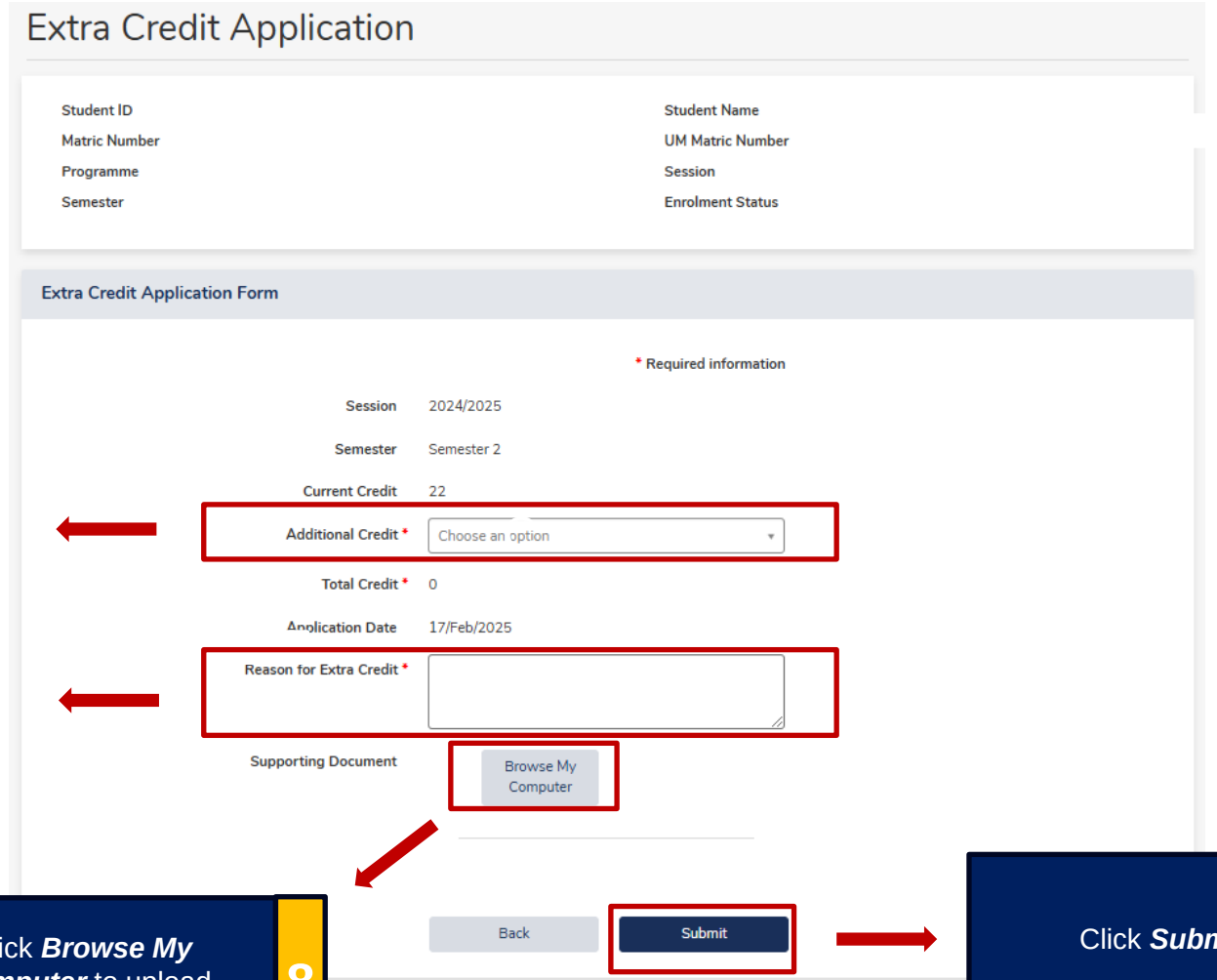


Click tab ***Extra Credit*** **4**

Click ***Apply for Extra Credit*** **5**

EXTRA CREDIT APPLICATION

(6) (7) (8) (9) FILL-IN THE DETAILS



Choose ***Additional Credit(s)***

Example: 1, 2 or 3

6

Key-in ***Reason for Extra Credit***

Example: PALAPES/ SUKSIS

7

Click ***Browse My Computer*** to upload supporting document(s)

8

Click ***Submit***

9

THANK YOU