POSTGRADUATE ACADEMIC MATTERS

COURSE REGISTRATION:

1. How do I start to register the course?
Get your ACID account at http://acid.utm.my. Please follow the instructions below to retrieve your ACID account

2. When the appropriate time to check the date for registration?
Please refer **Academic Calendar** at the **AMD website** (http://academicmanagement.utm.my) and click **Services**

3. How can I register the course?
1. Go online at **MyUTM Portal** website http://my.utm.my after activate your ACID account
2. Click **Course Registration**
3. Click **Subject Registration**
4. Please refer to your respective faculty for courses offered.

4. How do I change courses that I had registered?
Go online to amend your course registration during **Insert/Delete** period at MyUTM Portal website http://my.utm.my and click Subject Registration *or* fill Course Registration Amendment [UTM.E/3.5 (Amendment 1/09)] form.

5. I miss the course registration period online, what shall I do?
Please download the form from AMD website. Fill **Course Registration Form [UTM.E/3.1 (Amendment 2010)]** and pay **penalty RM25.00 per course** then submit to your faculty/AMD.

6. How can I check my Course Registration?
Go online at **MyUTM Portal** website http://my.utm.my and click Course Registration. Please check your course registration at **Registration Slip.**

7. What should I do when I found course that appear in the course registration slip difference from the course that I attend class?
Please download the form from AMD website. Please do Insert/Delete by filling **Course Registration Amendment Form [UTM.E/3.5 (Amendment 1/09)]** form and submit to your faculty/AMD.

8. When is the deadline to do Insert/Delete?
Please refer Academic Calendar at the AMD website (http://academicmanagement.utm.my) and click Services

9. I miss the Insert/Delete period online, what shall I do?
Please download the form from AMD website. Fill **Course Registration Amendment Form [UTM.E/3.5 (Amendment 1/09)]** and pay **penalty RM25.00 per course** then submit to your faculty/AMD.

10. How do I apply for Credit Exemption?
Please download the form from AMD website. Please fill Application For **Credit Transfer /Credit Exemption Form [UTM.E/3.8 (Amendment 1/09)].** Attach the certified copies of your **transcript/results slip and official syllabus covarage** from the institute of higher learning.

11. How do I know my application for Credit Exemption approved?
Go online at **MyUTM Portal** website http://my.utm.my and click **Course Registration.** Please check at Student Record & Subject Registration and get your Credit Transferred Slip

12. What should I do after obtaining Credit Exemption?
If you have registered any courses, please delete it by fill **Course Registration Amendment Form [UTM.E/3.5 (Amendment 1/09)]** then submit to your faculty/AMD. Please download the form from AMD website.

13. What will happen if I forgot to delete the courses that have been received Credit Exemption?
The courses grades might be not reported, and usually will result in grade 'E' or failed.

14. When is the last date to withdraw the course (TD)?
Week 9 of the semester, please refer Academic Calendar at the AMD website (http://academicmanagement.utm.my) and click Services

15. Can I withdraw (TD) all the courses that I have registered?
Yes but you have to apply for deferment of study. Please download the form from AMD website.

16. How many time can I repeat the course that I failed?
There is no limit as long as you have balance of duration of study.

17. What should I do if the course that I failed not being offered?
Please consult with your faculty.

18. I am not registered any courses until the end of semester but I am attending the class?
You are adviced to defer otherwise you will be **terminated**.

19. I am a research student do I need to register the course?
Yes, you have to register your research code every semester. Please refer your faculty for the research code.

20. What is Repeat Course (UM)?
Repeat the compulsory course for graduation with a status of UM. The course grade will only change if you passed with a better grade. The better grade is considered for the computation GPA and CGPA.

21. What is Repeat Grade (UG)?

Repeat the course with the grade B- and below to improve the grade with a status UG. The better grade is considered for the computation GPA and CGPA. A fee of RM50.00 for each credit will imposed and not refundable if you withdraws (TD).

22. What is Redeem Elective Course?

Redeem any elective failed course with another elective course. The new elective course must be registered with the status of UM. The better grade is considered for computation GPA and CGPA.