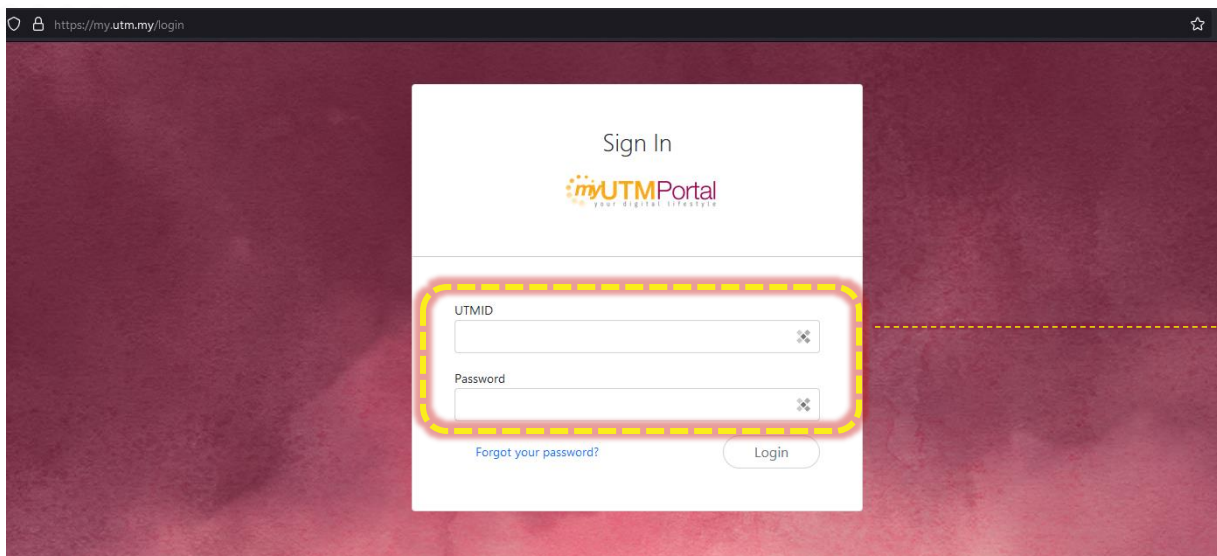




UTM
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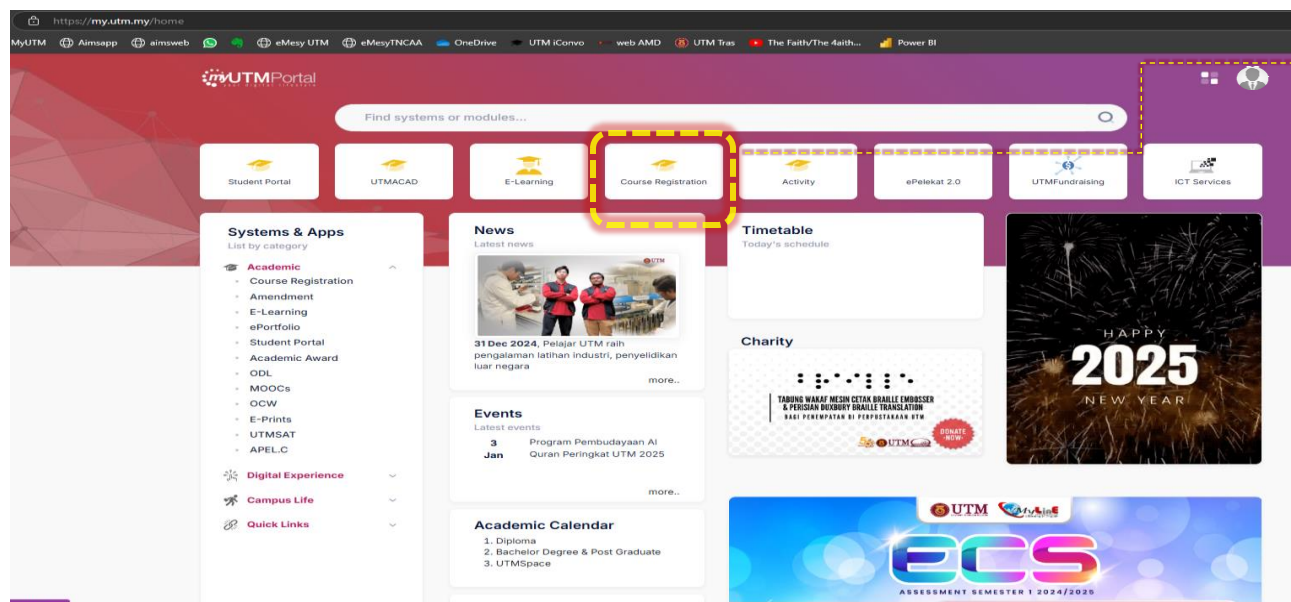
Step-by-step **COURSE REGISTRATION**

***Bachelor Degree (Fulltime)
Senior Student***



1

Login to MyUTM Portal
(use your UTM ID)



2

Click Course Registration

3 Choose course to register

Course Registration - [NoKP:C] - [Sesisem:202420252]

- Please prioritize to register your **Failed Courses (UK)**
- Registering **Grade Replacement (UG)** courses will result in a charge of RM75/credit

Show 10 entries Search:

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SETN4113	NUCLEAR FUEL CYCLE AND WASTE MANAGEMENT	3		<input data-bbox="1867 811 1905 868" type="button" value="+"/>
<input type="checkbox"/>	SETN4483	RADIOGRAPHIC TESTING	3		<input data-bbox="1867 918 1905 975" type="button" value="+"/>
<input type="checkbox"/>	SETN4611	NUCLEAR ENGINEERING PROFESSIONAL PRACTICE	1		<input data-bbox="1867 1025 1905 1082" type="button" value="+"/>

+ Add

+ Add UK

+ Add UG

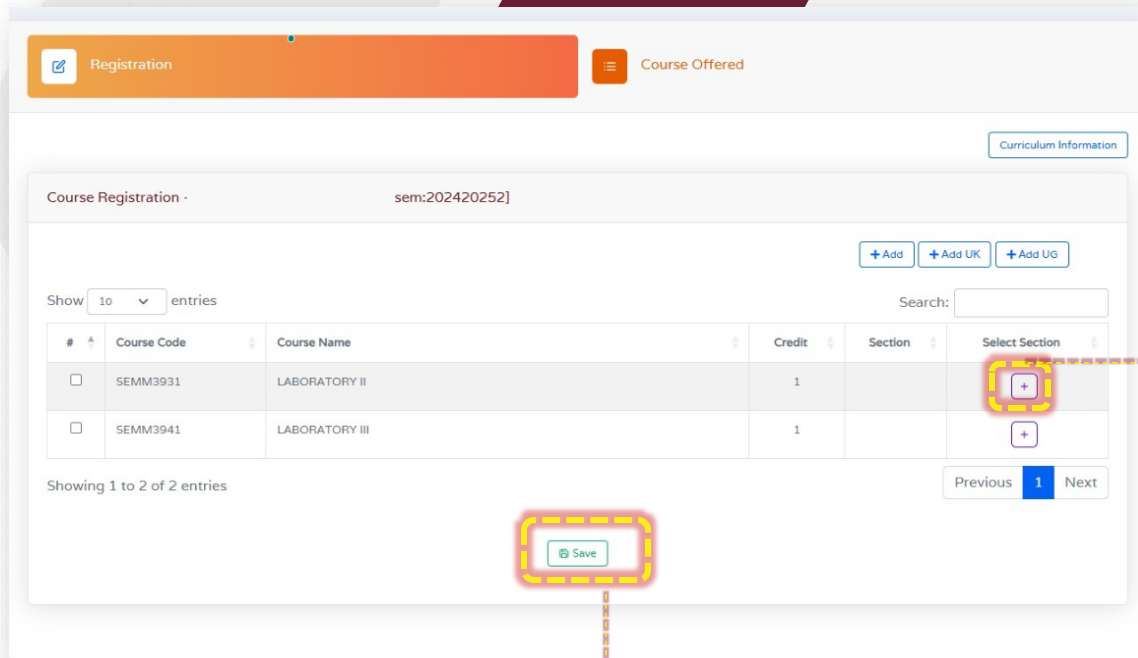
2. However, if the course you need is not on the list, you can add it manually using the “+Add” button.

3. Please prioritize to register your **Failed Courses (UK)**.

4. If you plan to register for **Grade Replacement (UG)** courses, please note that a fee of RM75 per credit will apply.

1. By default, the system will list the courses as referred to your curriculum for the upcoming semester.

4 Choose **Section** for the course



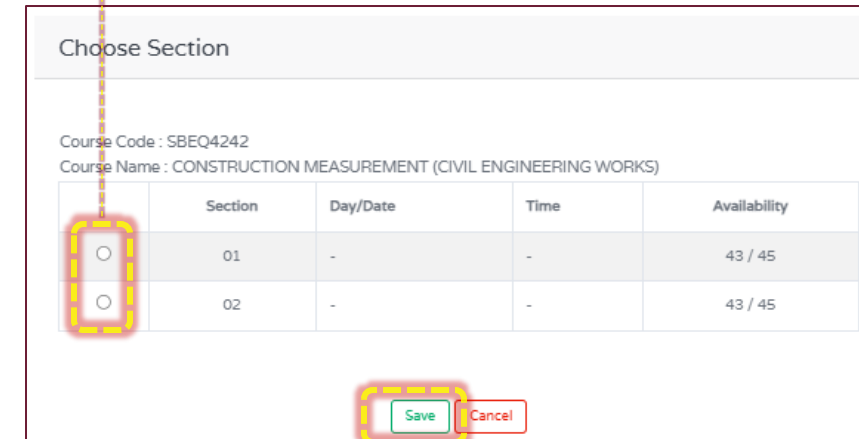
The screenshot shows the 'Course Registration' interface. At the top, there are tabs for 'Registration' and 'Course Offered'. Below the tabs, there's a 'Curriculum Information' button. The main area displays 'Course Registration' for 'sem:202420252'. It includes a search bar and buttons for '+ Add', '+ Add UK', and '+ Add UG'. A table lists two courses:

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SEMM3931	LABORATORY II	1		<input data-bbox="1031 664 1095 706" type="button" value="+"/>
<input type="checkbox"/>	SEMM3941	LABORATORY III	1		<input data-bbox="1031 714 1095 756" type="button" value="+"/>

Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons. A 'Save' button is located at the bottom left of the table area.

a Click button "+"

b Choose Section



The 'Choose Section' dialog box shows the 'Course Code : SBEQ4242' and 'Course Name : CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)'. It contains a table with two sections:

	Section	Day/Date	Time	Availability
<input data-bbox="1528 892 1567 921" type="radio"/>	01	-	-	43 / 45
<input data-bbox="1528 942 1567 971" type="radio"/>	02	-	-	43 / 45

At the bottom, there are 'Save' and 'Cancel' buttons.

d Click **Save** to confirm the section and course/s

c Click **Save**

5 Check the courses which have been Saved

IMPORTANT NOTICE:

- All courses that have been Saved will be labelled with “DRAFT” status
- You may **delete or change section** of the course when the status is still “DRAFT” .

	Course Code	Course Name	Credit	Section	Availability	Status	Action
1	SBEA2148	DESIGN 4	8	01	10/15	Draft	 
2	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	2	01	43/45	Draft	 
3	ULRS1182	APPRECIATION OF ETHICS AND CIVILIZATIONS	2	S1	1/35	Draft	 
4	UKQF2082	COMMUNITY & SCIENCE	2	01	3/35	Draft	 

Total credit register : 14

Total credit approve :

[Submit](#) [Cancel](#)

You may **delete or change section** of the course when the status is still “DRAFT”

6 Submit your application

IMPORTANT NOTICE:

- After submission, you can ONLY resubmit if your application is **NOT APPROVED** and within the Course Registration period.
- Any amendment (Add/Drop course or change section) can only be done during the **Amendment of Course Registration Period**.

	Course Code	Course Name	Credit	Section	Availability	Status	Action
1	SBEA2148	DESIGN 4	8	01	10/15	Draft	 
2	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	2	01	43/45	Draft	 
3	ULRS1182	APPRECIATION OF ETHICS AND CIVILIZATIONS	2	S1	1/35	Draft	 
4	UKQF2082	COMMUNITY & SCIENCE	2	01	3/35	Draft	 





Total credit register : 14

Total credit approve :

Submit

Cancel

Click **Submit**

	Course Code	Course Name	Credit	Section	Availability	Status	Action
1	ULRS1182	APPRECIATION OF ETHICS AND CIVILIZATIONS	2	S1	2/35	Submit	
2	SBEA2148	DESIGN 4	8	01	11/15	Submit	
3	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	2	01	44/45	Submit	
4	UKQF2082	COMMUNITY & SCIENCE	2	01	4/35	Submit	

Total credit register : 14

Total credit approve :

After successfully submitted, the status will change from **Draft** to **Submit**

6



IMPORTANT NOTICE:

1. Student can only print Course Registration Slip after the registration completed.

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Postgraduate +607-5531744

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Postgraduate fai-acad-pg@utm.my

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SCHOOL OF UNDERGRADUATE STUDIES (UGS)

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SCHOOL OF GRADUATE STUDIES (SPS)

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STUDENT RECRUITMENT & ADMISSION SECTION (SRAdS)

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General admission@utm.my | +607-5537777
+60197061748 (CALL ONLY)

ACADEMIC MANAGEMENT & CONFERMENT SECTION (AMaCS)

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Postgraduate amdpg@utm.my | +607-5335614/ 2234/ 2271/ 2268 (JB)
+603-48199181(KL)

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Department of the Bursary

Email: bendahari-ukp@utm.my

(please quote your full name and identification number (IC/ISID) and the subject of your query when contacting us)



Digital Services Department

Email: digitalcare@utm.my

THANK YOU



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**Academic Management &
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