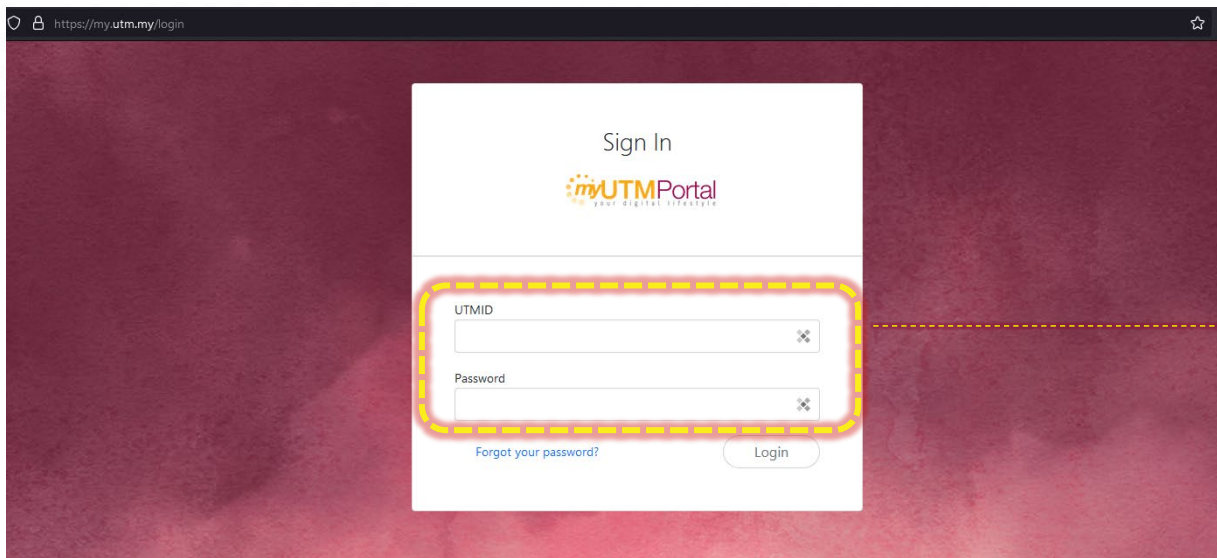




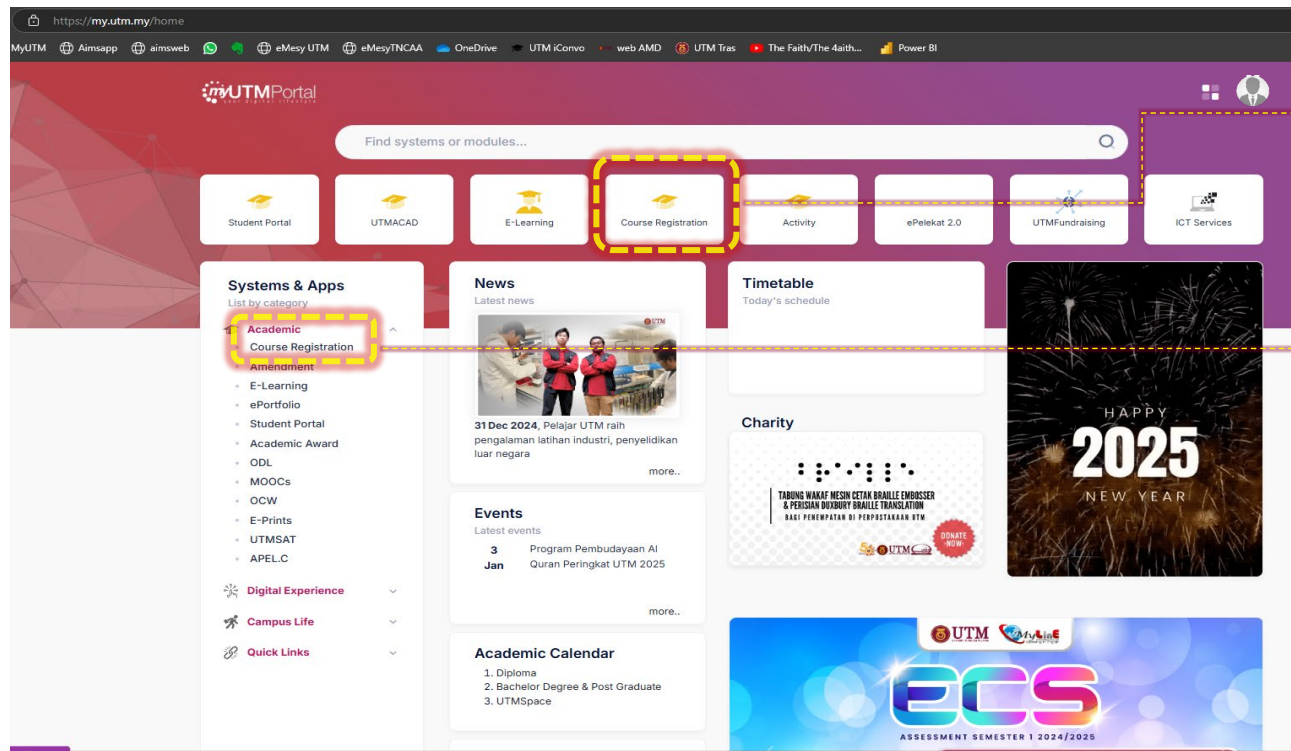
UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Step-by-step **COURSE REGISTRATION**

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



1 Login to MyUTM Portal
(use your UTM ID)



2 Click **Course Registration**
(you may choose any of these)

3 Choose course to register

Please ensure the **CORRECT SESSION** for Course Registration

Registration Course Offered

User Manual Curriculum Information

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

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

+Add +Add UK +Add UG

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="1870 1033 1905 1090" type="button" value="+"/>
<input type="checkbox"/>	SETN4483	RADIOGRAPHIC TESTING	3		<input data-bbox="1870 1140 1905 1198" type="button" value="+"/>
<input type="checkbox"/>	SETN4611	NUCLEAR ENGINEERING PROFESSIONAL PRACTICE	1		<input data-bbox="1870 1248 1905 1305" type="button" value="+"/>

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 a table with columns: #, Course Code, Course Name, Credit, Section, and Select Section. Two courses are listed: SEMM3931 (LABORATORY II) and SEMM3941 (LABORATORY III). The 'Select Section' column for the first course has a '+' button highlighted with a red dashed box. At the bottom left, a 'Save' button is also highlighted with a red dashed box.

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SEMM3931	LABORATORY II	1		<input data-bbox="1026 668 1090 704" type="button" value="+"/>
<input type="checkbox"/>	SEMM3941	LABORATORY III	1		<input data-bbox="1026 718 1090 753" type="button" value="+"/>

Showing 1 to 2 of 2 entries

Previous **1** Next

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

a Click button "+"

b Choose Section

The 'Choose Section' dialog box displays the following information:

Course Code : SBEQ4242
Course Name : CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)

	Section	Day/Date	Time	Availability
<input data-bbox="1536 896 1574 918" type="radio"/>	01	-	-	43 / 45
<input data-bbox="1536 946 1574 968" type="radio"/>	02	-	-	43 / 45

At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red dashed box.

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 by your Academic Advisor **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 :



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 :

IMPORTANT
Capping will be counted
after "successful
submission"

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 postgraduate-office@fke.utm.my | +607- 5557032

FACULTY OF MECHANICAL ENGINEERING (FKM)

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Postgraduate fkm_pg@utm.my | +607-5557058

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Postgraduate rf-akademik@utm.my | +603-21805146

SPACE UTM

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SCHOOL OF UNDERGRADUATE STUDIES (UGS)

Undergraduate ugs@utm.my | +607-5532284

SCHOOL OF GRADUATE STUDIES (SPS)

Postgraduate graduate@utm.my | +607-5537799 / 377897 / 37816

ACADEMIC MANAGEMENT DIVISON (AMD)

STUDENT RECRUITMENT & ADMISSION SECTION (SRAdS)

Undergraduate ugrad@utm.my | +607-5537573/ 7632/ +06-9742806
Postgraduate pgrad@utm.my | +607-5537900
General admission@utm.my | +60197061748 (CALL ONLY)

ACADEMIC MANAGEMENT & CONFERMENT SECTION (AMaCS)

Undergraduate amd@utm.my | +607-5332217/ 4719/ 2310/ 2268/ 2287/
2223 (JB)
Postgraduate amd@utm.my | +607-5335614/ 2271/ 3197/ 2286 (JB)
+603-48199181(KL)
General Inquiry amd@utm.my | +607-5332234 / 5700 (JB)

SENATE & CONVOCATION UNIT

Senate amd@utm.my | +607-5332236/ 2167
Convocation konvo@utm.my | +607-5332314/ 2300



Department of the Bursary (For Mainstream Student)

Email: bendahari-ukp@utm.my

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

SPACE UTM (For IDP Student)

Email: space@utm.my

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



Digital Services Department

<https://support.utm.my>

(For first-time users, click "New Feedback" and complete the complaint/feedback information including the personal information – IC No, UTM official email: staff (@utm.my) or student (@graduate.utm.my). Then click "New Register" and enter your username & password.

When completing the complaint/feedback information form, please select the "ICT Services" Category and the relevant UTM system or infrastructure.

FAQs



<https://bit.ly/FAQs-AMaCS>

THANK YOU



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<https://amd.utm.my/>



**Academic Management &
Conferment Section**