

Step-by-Step Guide

APPROVAL OF COURSE REGISTRATION

by Academic Advisor



Updated: 9 June 2025

Sign In

myUTMPortal
your digital lifestyle

UTMID

Password

[Forgot your password?](#)

1 Login to the MyUTM Portal

myUTMPortal
your digital lifestyle

Find systems

Leave UTMHR 2.0

Systems & Apps
List by category

- Digital Experience
- Working at UTM
- Research
- Academic**
 - Academic Advisor**
 - Class Attendance
 - AIMSWEB
 - GSMS
 - MyAIMS
 - E-Learning
 - OBE
 - T&L Delivery and Resources
 - Profile
 - Scholarship
 - BTSA Staf
 - ODL
 - APELC
 - MOOCs
 - UTMSAT

2 Click Academic

3 Click Academic Advisor

MyAIMS

- Dashboard
- Academic Advisor**
 - List of Students
 - Reference
 - Timetable
 - Course Registration**
 - Graduate Application
 - Credit Transfer Matters
 - Examination Matters
 - Research
 - Meeting Log
 - ExCEL
 - Class Attendance


4 Click Course Registration

The list of students will appear after clicking Course Registration

NOTE: If there is difficulty in accessing through these steps, you may also try to login directly via <https://myaims2.utm.my> with the same ID and password


List of students will appear after click Course Registration

5 Choose “Submit”

6 Click  to view the list of courses submitted by students

IMPORTANT NOTICE

Academic Advisor may verify the student course registrations in two (2) ways:

 **Individually**, for each course, follow **Step 7**

 **In batch/group**, follow **Step 8**

 Please make sure **no application left with status SUBMITTED**. All application must be verified with either **RECOMMENDED / NOT RECOMMENDED / APPROVED / NOT APPROVED**

7 to verify EACH COURSE INDIVIDUALLY

MyAIMS Academic Session : 202420251

Course Registration Approval

Academic Advisor

Course Registration

MAINTENANCE

KLCI Index -0.52%

Search

ENG US

9:17 AM 9/1/2025

NO.	CODE	COURSE TITLE	SECTION	CREDIT	HS	UM	TD	STATUS	ACTION (PA)
1	SBMAH602	ENGINEERING PROFESSIONAL PRACTICE	01	2	-	-	-	SUBMITTED	
2	SBMAH604	UNDERGRADUATE PROJECT II	01	4	-	-	-	SUBMITTED	
3	SBMT4523	AIRCRAFT DESIGN II	01	3	-	-	-	SUBMITTED	
4	SBMT4813	AVIATION ECONOMY	01	3	-	-	-	SUBMITTED	
5	UPLT1112	FRENCH LANGUAGE	13	2	-	-	-	SUBMITTED	
6	UHM2132	PROFESSIONAL ETHICS	04	2	-	-	-	SUBMITTED	

a) Click to verify each course

b) Choose the appropriate status

Course Registration

Course Info

Course Code

SBEQ4242

Course Title

CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)

Section

01

Credit

2

Approval Info

Approval Status

APPROVE

Approval Date

31/12/2024

Remarks

diluluskan

Staff Name

Save Cancel

c) Click **SAVE**

NO.	CODE	COURSE TITLE	SECTION	CREDIT	HS	UM	TD	STATUS	ACTION (PA)
1	SBEA2148	DESIGN 4	01	8	-	-	-	SUBMITTED	
2	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	01	2	-	-	-	APPROVED	

d) The status for the course will be updated accordingly

8 to verify the COURSES IN BATCH/GROUP

Profile: [Avatar] [Name]
ID: A20BE0120
SBEQH
7/8

5200 - Built Environment And Surveying
202420251

Courses Registration [View Individual Result](#)

NO.	CODE	COURSE TITLE	SECTION	CREDIT	HS	UM	TD	STATUS	ACTION (PA)
1	SBEA2148	DESIGN 4	01	8	-	-	-	SUBMITTED	✎
2	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	01	2	-	-	-	SUBMITTED	✎
3	UKQF2082	COMMUNITY & SCIENCE	01	2	-	-	-	SUBMITTED	✎
4	ULRS1182	APPRECIATION OF ETHICS AND CIVILIZATIONS	S1	2	-	-	-	SUBMITTED	✎

Total Credit Registered : 14
Total Credit Approved : 0

[Edit By Batching](#)

a) Click **Edit by Batching**

b) Tick the checkboxes to review a **group** of courses
Note: You may select ALL or SOME courses

c) Choose the appropriate status

d) Click **Save**

Courses Registration [View Individual Result](#)

NO.	CODE	COURSE TITLE	SECTION	CREDIT	HS	UM	TD	STATUS	ACTION (PA)
1	SBEA2148	DESIGN 4	01	8	-	-	-	SUBMITTED	<input checked="" type="checkbox"/>
2	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	01	2	-	-	-	APPROVED	<input type="checkbox"/>
3	UKQF2082	COMMUNITY & SCIENCE	01	2	-	-	-	SUBMITTED	<input checked="" type="checkbox"/>
4	ULRS1182	APPRECIATION OF ETHICS AND CIVILIZATIONS	S1	2	-	-	-	SUBMITTED	<input checked="" type="checkbox"/>

Approval Status: APPROVE
Remark: diluluskan

Total Credit Registered : 14
Total Credit Approved : 12

[Save](#) [Cancel](#)

8 to check the course registration for ALL students in advisory list

← → ↺

🔒 myaims2.utm.my/academic/advisor/courseRegistration

📄 67% ☆

🔔 🔍 📄

MyAIMS

Dashboard

Academic Advisor

List of Students

Reference

Timetable

Course Registration

Graduate Application

Credit Transfer Matters

Examination Matters

Research

Meeting Log

ExCEL


Class Attendance

Academic Session - UG/PG: 202420252

Academic Session - Diploma: 202420252

Course Registration

List Of Students



DR. [REDACTED]

9345

Pensyarah Universiti

[REDACTED]

FM

05-JAN-2017

[REDACTED]

Current Students

1

1st Year

15

3rd Year

1

2nd Year

5

4th Year

Short Sem Course Registration (Session 202420253)

* Approval Status

Please choose..

🔍

Show 10 entries

Search:

NO.	MATRIC NO.	STUDENT NAME	YEAR/COURSE	GPA/CGPA	SEMESTER/NORM	ACTIVE CODE	STATUS	ACTION
1	A21EM0322	AIMAN AHMED SHAREEF	4 SEMTH	[REDACTED]	7/8	Active	SUBMITTED	🔍
1	A23KM3007	MOHAMMED SOFIAN BABIKIR AHMED	1 SEMTH	[REDACTED]	2/8	Active	SUBMITTED	🔍
1	A23KM3008	OSAMA AKRAM ALGHAREEB MOHAMMED SALEM	1 SEMTH	[REDACTED]	2/8	Active	SUBMITTED	🔍
1	A22EA0183	YONG TZE MING	3 SEMTH	[REDACTED]	4/8	Active	SUBMITTED	🔍

Showing 1 to 4 of 4 entries

< 1 >

CONTACT US

FACULTY OF CIVIL ENGINEERING (FKA)

Undergraduate ska-ug@utm.my | +607-5533072
Postgraduate +607-5531744

FACULTY OF ELECTRICAL ENGINEERING (FKE)

Undergraduate undergraduate-office@fke.utm.my | +607- 5557238
Postgraduate postgraduate-office@fke.utm.my | +607- 5557032

FACULTY OF MECHANICAL ENGINEERING (FKM)

Undergraduate skm-ug@utm.my | +607-5557064
Postgraduate fkm_pg@utm.my | +607-5557058

FACULTY OF CHEMICAL & ENERGY ENGINEERING (FKT)

Undergraduate academic-fcee@utm.my | +607-5535806
Postgraduate tp-fkkt@utm.my | +607-5535908

FACULTY OF COMPUTING (FC)

Undergraduate sc-ug@utm.my/ tp-fc@utm.my | +607-5538827
Postgraduate tp-fc@utm.my | +607-5538828

FACULTY OF BUILT ENVIRONMENT & SURVEYING (FABU)

Undergraduate fabu-ug@utm.my | +6075557401/06/13
Postgraduate pgfabu@utm.my | +607-5530878/30873/ 30583

FACULTY OF SCIENCE (FS)

Undergraduate ugfs@utm.my | +607-5534043/46
Postgraduate pgfs@utm.my | +6019-7590026

FACULTY OF SOCIAL SCIENCES & HUMANITIES (FSSH)

Undergraduate humanities@utm.my | +607-5534410 (SoE)
+607-5557790 (SHARPS)
Postgraduate fssh@utm.my | +607-5532156/32205/32157

FACULTY OF MANAGEMENT (FM)

Undergraduate fm@utm.my | +607-56 10188
Postgraduate academic-fm@utm.my | +607-56 10188

FACULTY OF EDUCATIONAL SCIENCE & TECHNOLOGY (FEST)

Undergraduate ugfest@utm.my
Postgraduate pgfest@utm.my

MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY (MJIIT)

Undergraduate mjiit.ug@utm.my | +603-22031551
Postgraduate mjiit.pg@utm.my | +603-22031551

AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL (AHIBS)

Postgraduate academic.ahibs@utm.my | +603-21805023/5025

FACULTY OF ARTIFICIAL INTELLIGENCE (FAI) PREVIOUSLY KNOWN AS RAZAK FACULTY OF TECHNOLOGY & INFORMATICS (FTIR)

Undergraduate rf-akademik@utm.my | +603-21805143
Postgraduate rf-akademik@utm.my | +603-21805146

SPACE UTM

Undergraduate bba.space@utm.my/bgs@utm.my | +607-5318061

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.

THANK YOU



univteknologimalaysia



utm.my



utmofficial



**Academic Management & Conferment
Section (AMaCS)**

Ground Floor, Block F54, UTM 81310
Johor Bahru, Johor



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



**Academic Management &
Conferment Section**