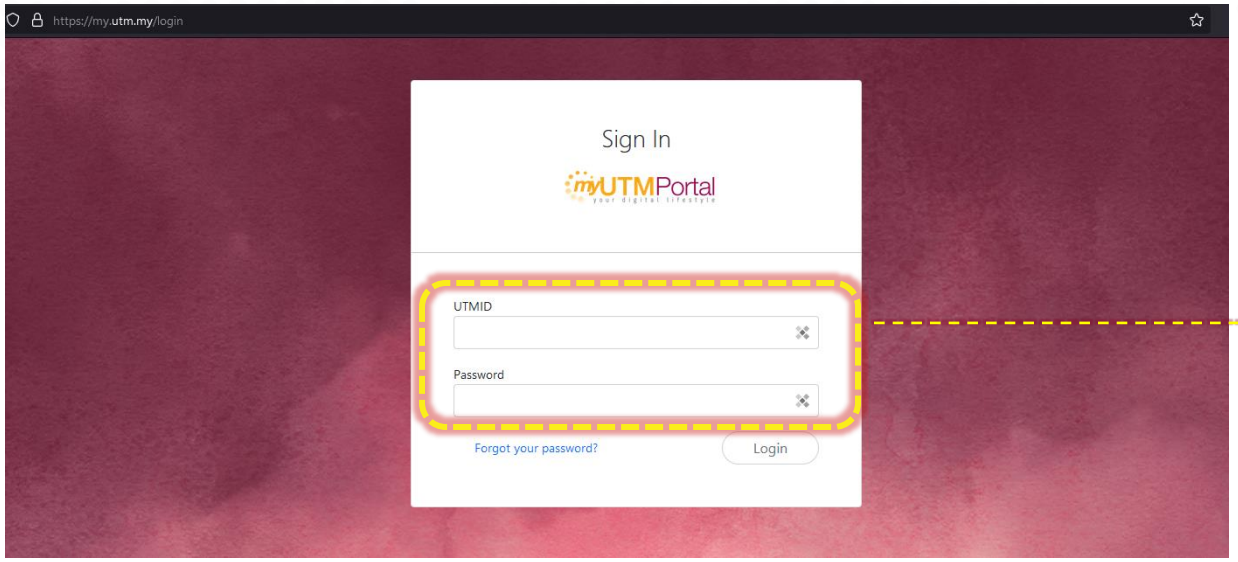
UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Step-by-step

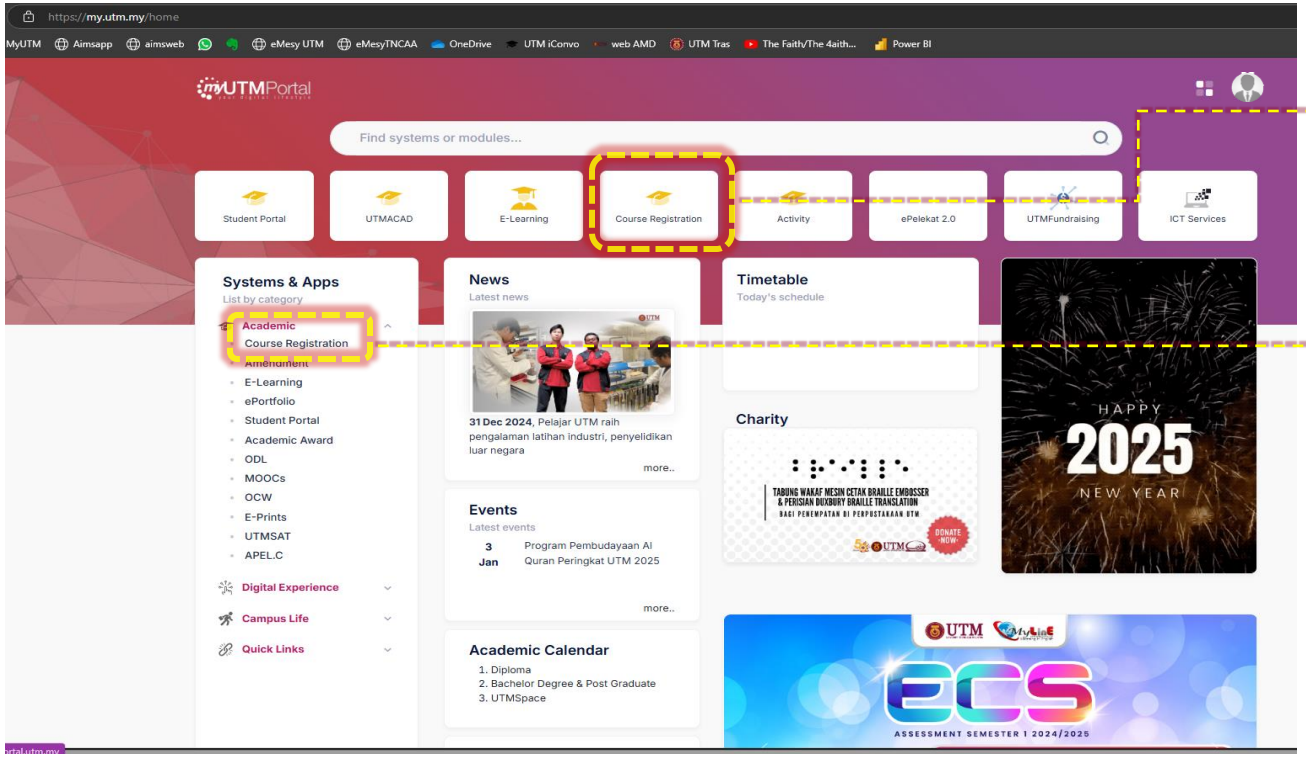
COURSE REGISTRATION

Bachelor Degree (Fulltime)
Senior Student

Updated: 9 June 2025



1 Login to MyUTM Portal
(use your UTM ID)



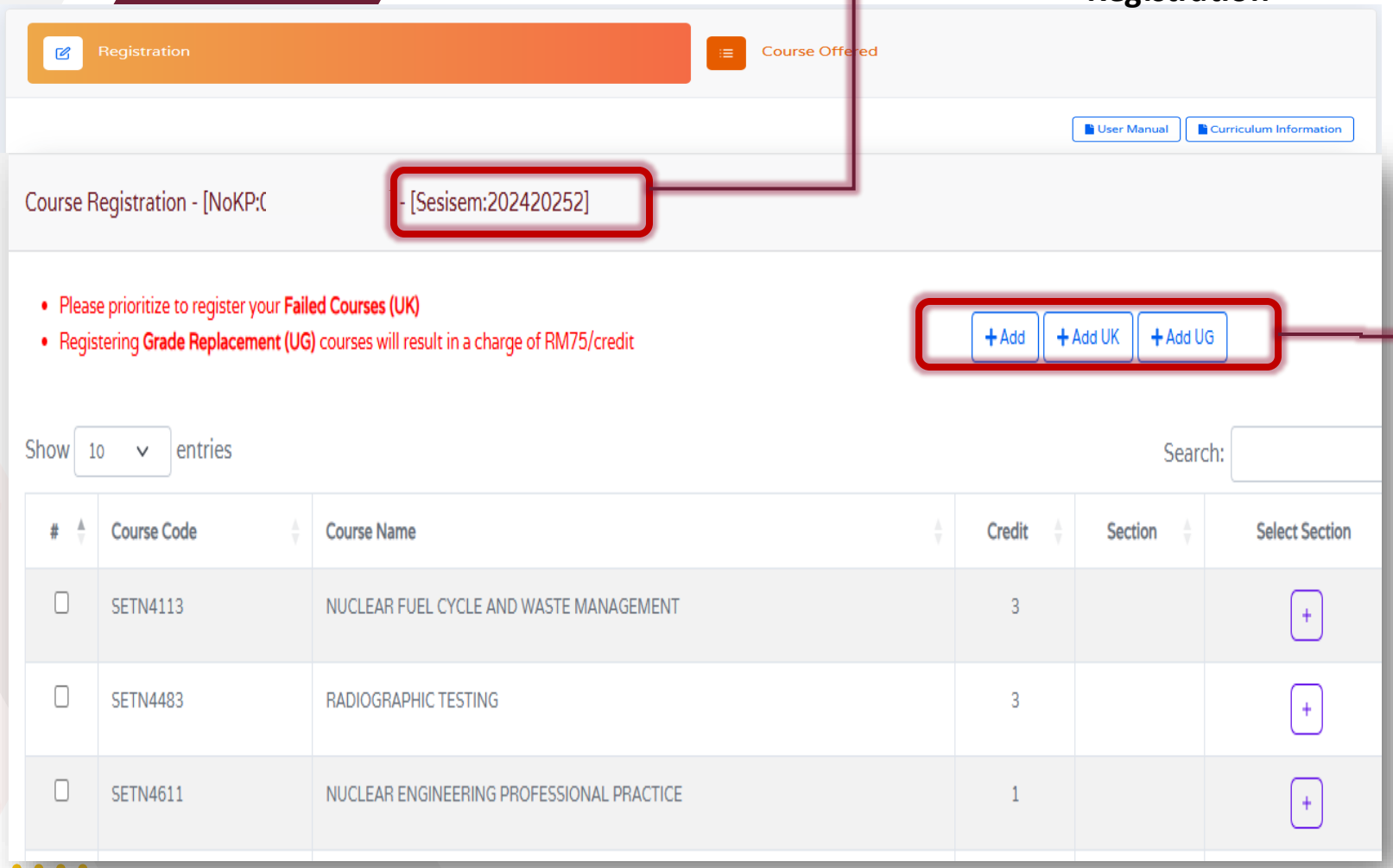
2 Click **Course Registration**

(you may choose any of these)

www.utm.my

3 Choose course to register

Please ensure the CORRECT SESSION for Course Registration



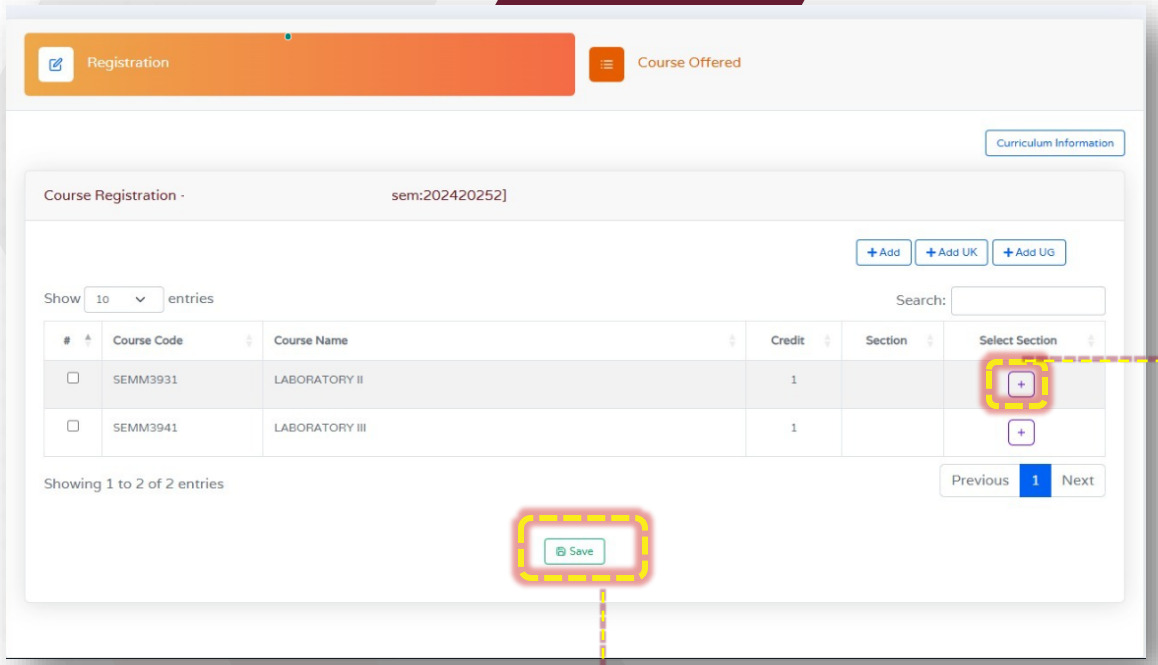
1. By default, the system will list the courses as referred to your curriculum for the upcoming semester.

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).**

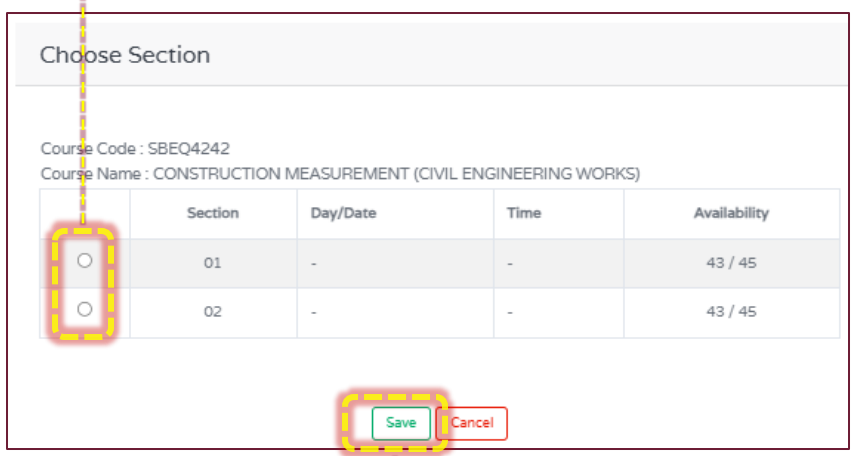
4. If you plan to register for **Grade Replacement (UG)** courses, please note that a fee of RM75 per credit will apply.

4 Choose **Section** for the course



a Click **button ”+”**

b Choose Section



c Click **Save**

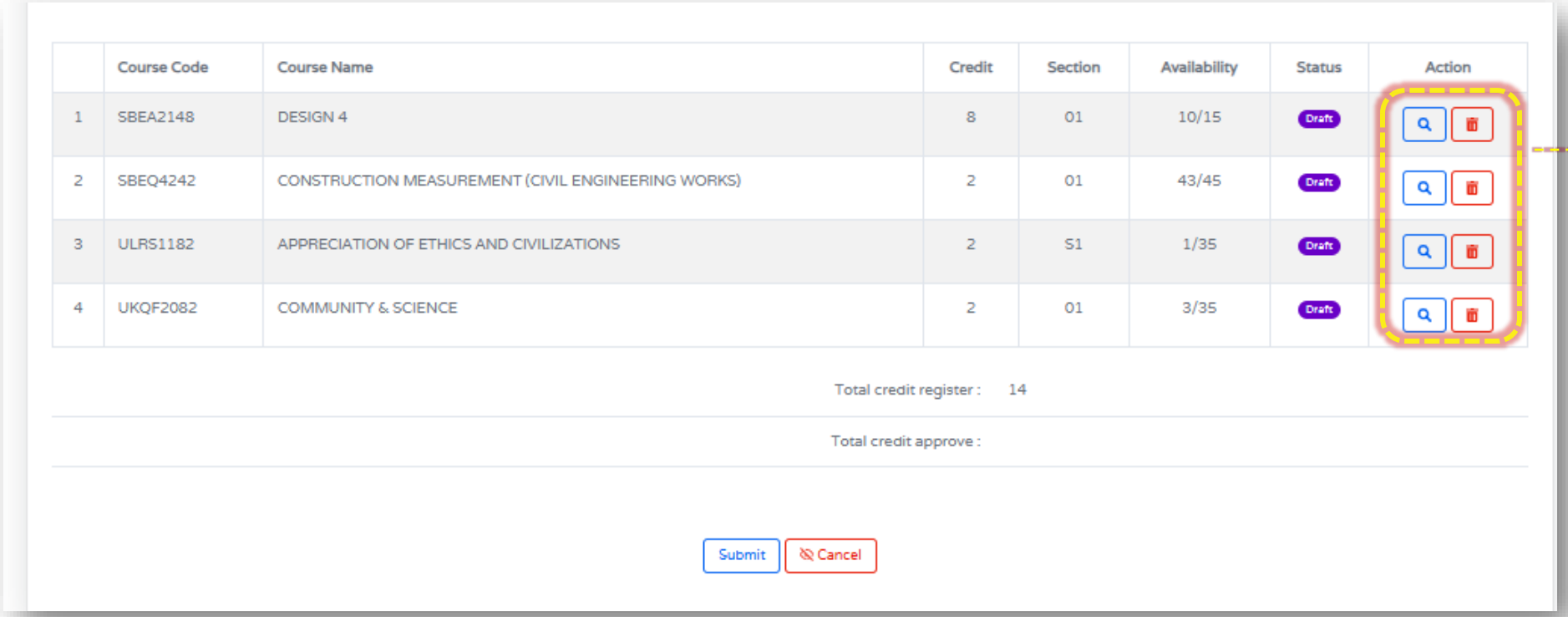
d Click **Save** to confirm the section and course/s

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”

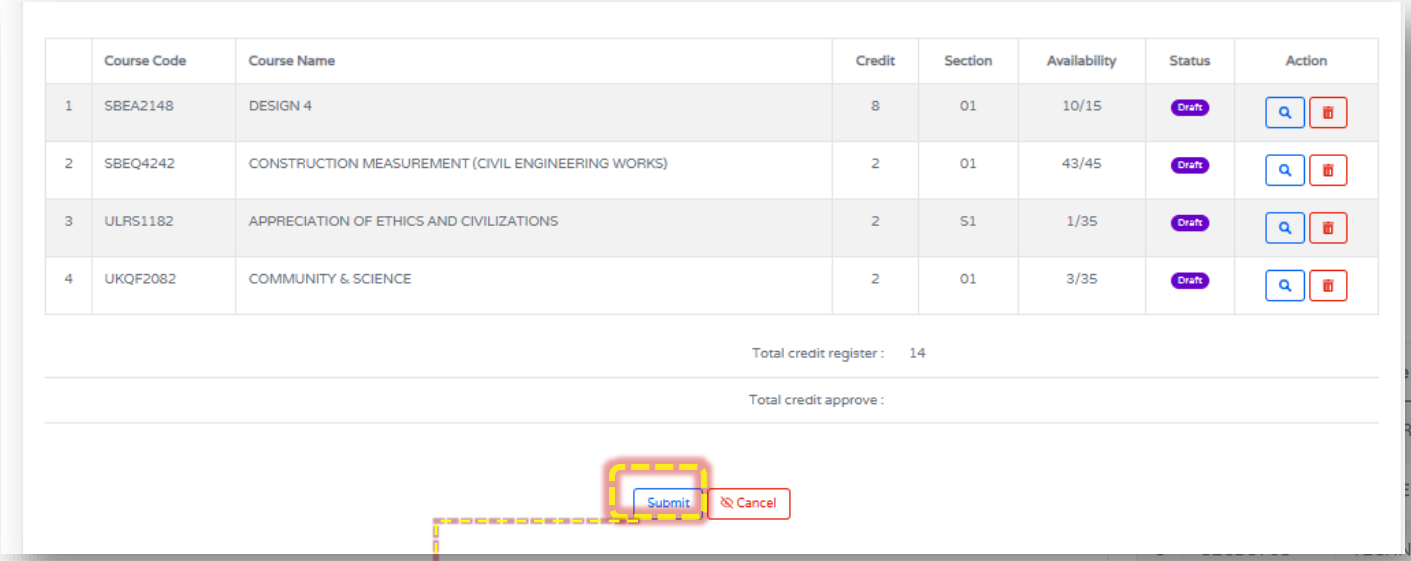
www.utm.my

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	51	1/35	Draft	
4	UKQF2082	COMMUNITY & SCIENCE	2	01	3/35	Draft	

Total credit register : 14

Total credit approve :

Submit Cancel

Click **Submit**

- **Capping will be counted after "successful submission" and "approved"**
- **All submitted course registration will automatically be APPROVED**

		Name	Credit	Section	Availability	Remark	Status	Action
		RY OF COMPUTER SCIENCE	3	06	33/35		Approved	
		EPRENEURSHIP AND INNOVATION	2	13	115/115		Approved	
		NOPRENEURSHIP SEMINAR	1	06	40/40		Approved	
4	SECR3223	HIGH PERFORMANCE & PARALLEL COMPUTING	3	01	18/35		Approved	
5	SECI1143	PROBABILITY & STATISTICAL DATA ANALYSIS	3	07	3/40		Approved	
6	SECR3253	NETWORK PROGRAMMING	3	03	30/30		Approved	

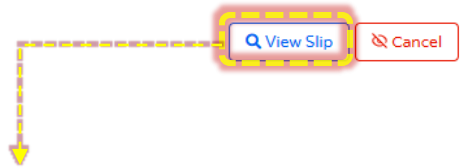
After successfully submitted, the status will change from **Draft** to **Approved**

www.utm.my

	Course Code	Course Name	Credit	Section	Availability	Remark	Status	Action
1	SEAA3022	INTEGRATED DESIGN PROJECT 1	2	02	32/50		Approved by PA	
2	SEAA3613	HYDROLOGY AND WATER RESOURCES	3	02	43/60		Approved by PA	
3	SEAA3842	TRAFFIC ENGINEERING	2	02	44/60		Approved by PA	
4	SEAA3323	STRUCTURAL STEEL & TIMBER DESIGN	3	02	44/60		Approved by PA	
5	SEAA3313	REINFORCED CONCRETE DESIGN 1	3	02	57/60		Approved by PA	

Total credit register : 13

Total credit approve : 13



7 Click **View Slip** to view course registration slip

www.utm.my

Example view of **Course Registration Slip**

UNIVERSITI TEKNOLOGI MALAYSIA
ACADEMIC MANAGEMENT DIVISION
81310 UTM JOHOR BAHRU,
JOHOR, MALAYSIA.

COURSE REGISTRATION SLIP

FACULTY : CIVIL ENGINEERING
NAME :
IC/PASS :
ADDRESS :

SESSION/SEMESTER :
YEAR/PROGRAMME :
MATRIC CARD NO :

NO.	CODE	COURSE TITLE	LEARNING METHOD	EXAM TYPE	SECTION	CREDIT	STATUS
1	SEAA3313	REINFORCED CONCRETE DESIGN 1	FC	FTF	02	3	
2	SEAA3323	STRUCTURAL STEEL & TIMBER DESIGN	FC	FTF	02	3	
3	SEAA3613	HYDROLOGY AND WATER RESOURCES	FC	FTF	02	3	
4	SEAA3842	TRAFFIC ENGINEERING	FC	FTF	02	2	

TOTAL CREDIT REGISTERED 011
TOTAL CREDIT TRANSFERED 000

SUBMISSION DATE : 03 / 01 / 2026
REMARKS : Kindly be remind that your Academic Advisor reserve the right to disapprove this application within the specified period
ACADEMIC ADVISOR :

DATE : 05-Jan-2026
#PLEASE CHECK YOUR NAME AND ADDRESS. CORRECTIONS CAN BE MADE AT YOUR FACULTY/SCHOOL.

Learning Method Definition:

OL = Online Learning
FC = Face to face
BL = Blended Learning (Starts with online learning followed by face to face)
BLS = Blended Learning Substitution

Examination Type Definition:

AA = Alternative Assessment
NFE = No Final Exam
ASYNC O = Asynchronous online exam
SYNC O = Synchronous online exam; no invigilation and no proctoring
SYNC OP = Synchronous online exam using online proctoring
SYNC OV = Synchronous online exam with online invigilation
SYNC P = Synchronous online exam with physical invigilation
FTF = Face-to-face final exam

www.utm.my

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.pgam@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.

FAQs

https://bit.ly/FAQs-AMaCS

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