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Course Registration for Bachelor's Degree
(Senior Students)





Course Registration for Bachelor's Degree (Senior Students)



Who is required to register for courses?

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Why can't I register for less than 12 credit hours?

Why can't I register for more than 18 credit hours?

What should I do if I fail to register for my preferred section for the General and Language Courses?

What should I do if I need to amend my course registration after it has been approved?

What should I do if I fail to login to MyUTM Portal or Student Portal or if an "error 500" appears?

What is "UK" or Repeat Course?

What is "UG" or Grade Replacement?

When submitting the course registration, I received a notice saying "This course XXXXX is not in your curriculum. Are you sure you want to proceed?"

How is placement in a section determined?

What should I do if I miss the course registration period?

How can I secure a place in a section?

I noticed there's one available seat, but I got a message stating "Section Full, Please Choose Another Section."

What should I do if I am prevented from registering due to outstanding fees?



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#1

Course Registration for Bachelor's Degree (Senior Students)



Who is required to register for courses?

All currently **ACTIVE** bachelor's degree students are required to register.



What happens if I don't register for any courses in a semester?

Students must register for the courses every semester. Those who fail to do so without an acceptable reason will be terminated from their studies.



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Course Registration for Bachelor's Degree (Senior Students)



I have deferred my studies this semester. When should I register for courses?

Students who defer or cross campus in the current semester or have any other special cases approved by the University will register for courses during the Special Course Registration period, which the date will be announced later or can be found in the Work Schedule at the AMD website: <https://amd.utm.my/work-schedule>



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Which categories of student allowed to register during the Special Course Registration?

In general, below are the categories allowed. For details, kindly refer to the Special Course Registration poster or refer to your faculty.

- *Students who are "not Active" during current semester, eg: defer, enrolled mobility programme (cross campus), faced disciplinary action*
- *Students who just have settled their outstanding debt after registration period (must settle before the Special Course Registration Period)*
- *Students who obtained Conditional Pass (KS) and need to re-register for course*
- *Students who are allowed to re-enroll (KGDS)*
- *Students whose entire courses was not approved by Academic Advisor during the Course Registration Period*
- *Final semester student who need to repeat course which failed (UK)*



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Starting from Semester I 2025/2026, the course registration period will be based on student's current year of study. How is the academic year determined?

*The academic year is determined based on your **Cumulative Credit Obtained**, including any approved vertical credit transferred (if applicable). Please note that the year of study is **NOT** based on the number of semesters. Kindly refer to your Academic Office for further details.*



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Course Registration for Bachelor's Degree (Senior Students)



How can I register for courses?

You may refer to the *Course Registration Guide for Bachelor's Degree (Senior Students)* at the AMD website:

<https://amd.utm.my/course-registration-guidelines-3/>

or follow these steps:

1. Go to the MyUTM Portal : <https://my.utm.my>
2. Log in using your UTM ID
3. Go to the Course Registration menu



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How do I know which course I should register for?

The list of courses for your upcoming semester will be shortlisted in the Course Registration menu. However, you are still required to cross-check with your study plan, which is provided by your respective faculty or Academic Advisor.



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What should I do if I cannot find a course in the shortlisted Course Registration menu?

You may manually add the course by clicking the "+Add" button as explained in the Course Registration Guide for Bachelor's Degree (Senior Students) at the AMD website: <https://amd.utm.my/course-registration-guidelines-3/>



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What should I do if I still cannot find the course to register?

If the course is not listed even after the "Add" function, it may be due to one or more of the following reasons:

- i) The course is not part of your curriculum structure*
- ii) The course is not being offered this semester*
- iii) Other technical or academic-related reasons*

You are advised to consult your Academic Office at the faculty for further assistance.



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Course Registration for Bachelor's Degree (Senior Students)



Why can't I register for less than 12 credit hours?

According to the Academic Regulations for Full-Time Undergraduate Programmes, the minimum number of credits that must be registered in a semester is TWELVE (12) credit hours. This includes courses with Audit Course (HS) and Compulsory Attendance (HW) status. Exceptions apply to students with Probation Status (KS) and/or students in their final two (2) semesters.



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Course Registration for Bachelor's Degree (Senior Students)



Why can't I register for more than 18 credit hours?

As stated in the Academic Regulations for Full-Time Undergraduate Programmes, the maximum number of credits allowed per semester is EIGHTEEN (18) credit hours, including courses with Audit Course (HS) and Compulsory Attendance (HW) status. However, exceptions may apply if a higher credit load is specified in your curriculum structure.



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What should I do if I fail to register for my preferred section for the General and Language Courses?

Make sure select the correct section according to your campus:

Type of Course	UTMJB	UTMKL
General Courses & Language Courses for Degree Programme	Section 01 - 89	Section 90 - 99
General Courses for BGS & BBA Programme	Section S1 - S10	-
Free Elective Courses	Section EB01 - EB09	Section EB10 - EB19



If the section you want is full, you may need to select another available section or consult your Academic Office for assistance.



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After submitting my course registration, do I need approval from my Academic Advisor?

No. Starting Short Semester, 2024/2025 Session, all **SUBMITTED** (not "Draft") will be **automatically approved** by default. However, Academic Advisor (AA) reserve the right to **review and disapprove** the application within the specified period. If you need to make changes before the deadline, kindly request your AA to "Disapprove" your registration. This will allow you to amend and resubmit your course registration.



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What should I do if I need to amend my course registration after the deadline?

*Any amendment to your course registration (e.g., adding, deleting, or changing sections) should be made during the **Amendment of Course Registration Period**. Please refer to the work schedule at the AMD website: <https://amd.utm.my/work-schedule> for details.*



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Q What is "UK" or Repeat Course?

If you fail any compulsory course, it will be marked with the status "UK" (Ulang Kursus), meaning you must repeat the course until you pass. You are strongly advised to prioritize registering for your UK course in the following semester.

Q What is "UG" or Grade Replacement?

You may repeat a course for grade improvement if you previously obtained a grade B- or below. The course will be marked with the status "UG" (Ulang Gred). The better grade will be used in the calculation of your GPA and CGPA. A fee of RM75.00 per credit hour will be imposed for grade replacement courses.





What should I do if I still have problems registering for courses?

Please ensure the following:

- 1. You have **no outstanding fees***
- 2. You register on the **correct date** based on your year of study*
- 3. You have followed the **correct steps** as outlined in the Course Registration Guidelines*
- 4. If you are still facing problems, kindly contact your Academic Office for further assistance.*



What should I do if I fail to log in to MyUTM Portal or Student Portal, or if an "Error 500" appears?

Kindly report the issue via the ICT Services at <https://support.utm.my> for assistance.



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What should I do if I miss the course registration period?

You may still register during the Late Registration Period, subject to faculty approval. Please note that a penalty of RM100.00 per course will be imposed. Kindly consult your respective faculty for further instructions.



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What should I do if I am prevented from registering due to outstanding fees?

Please contact the appropriate office:

Mainstream students: the Bursary Office via bendahari-ukp@utm.my.

IDP students: the UTMSpace Office via space@utm.my.

You may proceed with course registration once the outstanding fees are settled and before the registration deadline.



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Course Registration for Bachelor's Degree (Senior Students)



How is placement in a section determined?

*After you have successfully submitted your application (status: **APPROVED**).*



How can I secure a place in a section?

As your application will be automatically approved after you submit, your place is secured unless your AA disapproved it.



I noticed there's one available seat, but I got a message stating "Section Full, Please Choose Another Section."

This indicates that another student has already completed their submission before you.

