

Step-by-step

AMENDMENT OF COURSE

REGISTRATION

(INSERT & DELETE)

Bachelor Degree (Fulltime)

Senior Student

IMPORTANT NOTICE

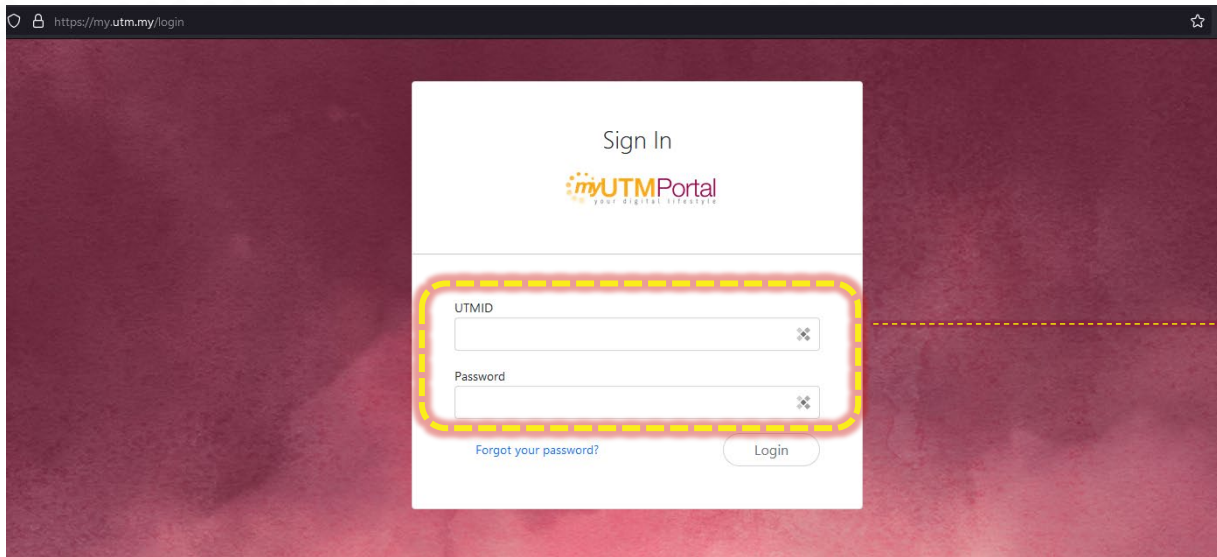
Change Section

1. Changing Section for the same course code will be **automatically approved** (*does not required approval of the Academic Advisor*)
2. Once a section change has been saved, returning to the previous section is **not permitted**.

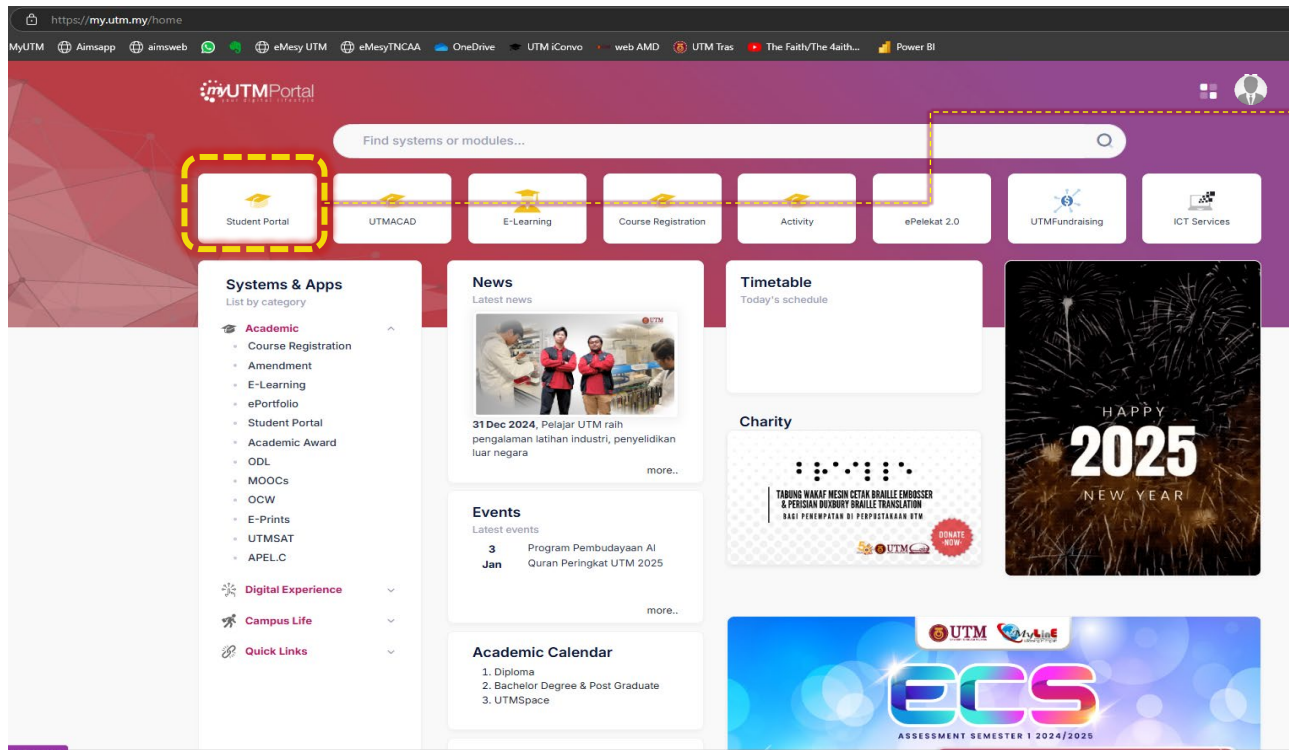
Delete / Add Course

1. All courses that have been Saved will be labelled with "DRAFT" status.
2. You may **delete or change section** of the course when the status is still "DRAFT"
3. Application that exceed the **maximum or minimum** total credit limits need to be approved by the Deputy Dean after recommendation by Academic Advisor

Student must **complete the application** by SUBMITTING the application (the status will change to "**SUBMITTED**")



1 Login to MyUTM Portal
(use your UTM ID)



2 Click **Student Portal**

🗄 **Dashboard**

MENU

- 👤 Student Info >
- 📁 Academic Matters >
- 💰 Financial Info
- 📅 Timetable >
- 📄 Credit Transfer >
- 📁 Digital File
- 📁 **Course Registration**
- 📁 **UG Application**
- 🏆 Award >
- ☰ ePPPK
- 🏠 Student Experience >



**Bachelor Of Computer Science (Software Engineering) With H
Computing**

CGPA
3.99
(202220232)



ACTIVITY
9



Curriculum Information
For Curriculum Review, Please Click Here.

3 Click **Course Registration**

4 Click **UG Application**

5 To change section for the same course code

Course Registration - [Session: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

Existing Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Action
1	SBSD1053	PRINCIPLES OF MACROECONOMICS	3	02	-	-	-	 

Total Credit Approval : 0
Total Credit Register : 0

Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
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a Click  to change section

b Choose Section

entries

Choose Section

Course Code : SECJ4134
Course Name : SOFTWARE ENGINEERING PROJECT II

	Section	Day/Date	Time	Availability
☒	01	-	-	160 / 180
☐	15	-	-	10 / 40

Save Cancel

c Click **Save**

IMPORTANT NOTICE:

Section amendment only can be applied once.
No other amendment allowed. Please Apply carefully

6 To add correct courses

Course Registration -

] - [Session:202420252]

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

User Manual

Curriculum Information

+ Add

+ Add UK

+ Add UG

Existing Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Action
1	SBSD1053	PRINCIPLES OF MACROECONOMICS	3	02	-	-	-	 

Total Credit Approval : 0

Total Credit Register : 0

Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
--	-------------	-------------	--------	---------	----	----	----	--------------	------------------	--------	--------

a Click add to register a new courses

b Choose Section

entries

Choose Section

Course Code : SECJ4134
Course Name : SOFTWARE ENGINEERING PROJECT II

	Section	Day/Date	Time	Availability
☒	01	-	-	160 / 180
☐	15	-	-	10 / 40

to 40 of 248 entries

Previous 1 2 3

c Click Save

7 To delete incorrect courses

[User Manual](#) [Curriculum Information](#)

Course Registration - [IC/ISID:] - [Session: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](#)

Existing Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Action
1	SBSD1053	PRINCIPLES OF MACROECONOMICS	3	02	-	-	-	 

Total Credit Approval : 0

Total Credit Register : 0

Amendment Courses

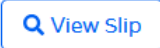
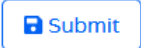
	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
--	-------------	-------------	--------	---------	----	----	----	--------------	------------------	--------	--------

Click  to **DELETE** the incorrect course

8

Check all your transaction for the amendment of courses

Amendment Courses											
	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
1	SEEU1002	ELECTRICAL TECHNOLOGY	2	01	-	-	-	34/45	Change		
2	SEMM1213	DYNAMICS	3	11	-	-	-	/	Delete	DRAFT	



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

9 Submit your application

Amendment Courses

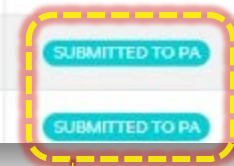
	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
1	SBEQ4552	INTERNATIONAL CONTRACTING	2	02	-	-	-	43/45	Change		
2	SBET3264	INDUSTRIAL TRAINING (SEMINAR)	4	01	-	-	-	33/40	Insert	DRAFT	 

Click
Submit



Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
1	SEMM3033	FINITE ELEMENT METHODS	3	60	-	-	-	30/30	Change		
2	SEMM3813	INDUSTRIAL ENGINEERING	3	02	-	-	-	30/30	Change		
3	SEMI3833	PRODUCTION PLANNING AND CONTROL	3	30	-	-	-	16/30	Insert	SUBMITTED TO PA	
4	SEMM3941	LABORATORY III	1	03	-	-	-	20/26	Delete	SUBMITTED TO PA	



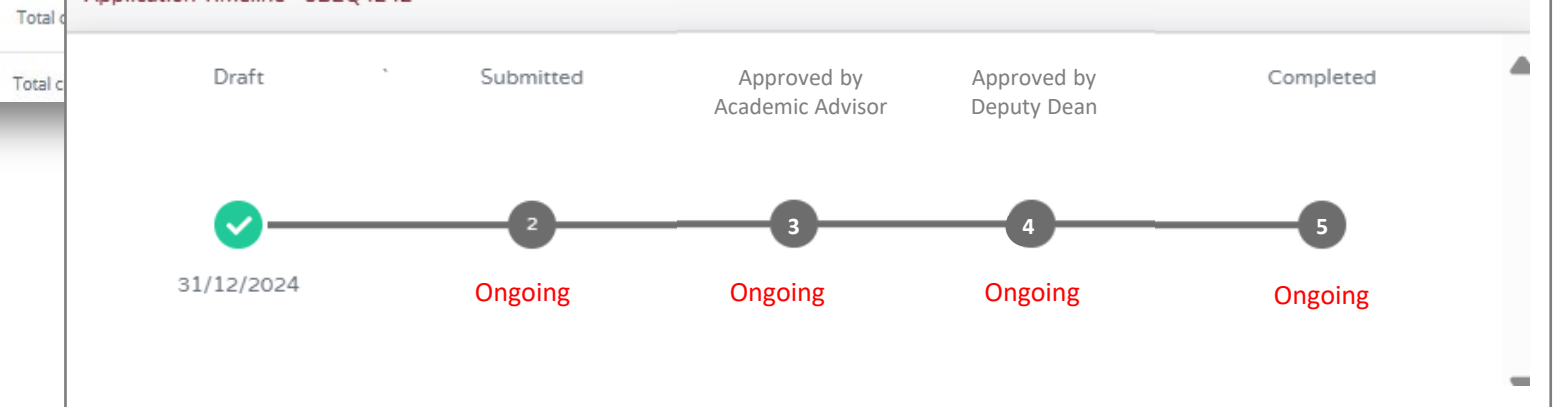
Student must **complete the application** by SUBMITTING the application (the status will change to **"SUBMITTED"**)

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

10 Check your application progress status

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

Application Timeline - SBEQ4242



Application that exceed the **maximum or minimum** total credit limits need to be approved by the Deputy Dean after recommendation by Academic Advisor

THANK YOU



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