ACADEMIC CIRCULAR NO. 13/2015

All Undergraduate Students

EARLY COURSE REGISTRATION FOR SEMESTER I OF THE 2015-2016 ACADEMIC SESSION
AND COURSE TEACHING EVALUATION FOR SEMESTER II OF THE 2014-2015 ACADEMIC SESSION

With reference to the above, please read this circular thoroughly and take action as follows:

1. Students should use their Identity and Password (NPP) for accessing and using this website (http://www.ukm.my/smpweb). Students are advised not to disclose the NPP to prevent any unauthorized usage;

2. Students are required to complete list below before early registration been made:

   i. **The course teaching evaluation** taken in current semester.
      This evaluation can be accessed through the same website starting from 11 May – 7 June 2015. Any enquires please refer to Cik Hafizah Sa’don <fiza@ukm.edu.my>, Centre for Quality Assurance;

   ii. **Pay all fees/outstanding debt**
      Any enquires, please refer to Mr. Isman Hamad <isman@ukm.edu.my>, Student Financial Management Division;

3. Early Course Registration for Semester I of the 2015-2016 Academic Session will be held on 18 May – 14 June 2015 (four weeks) via the website http://www.ukm.my/smpweb;

4. Early Registration is compulsory for all undergraduate student EXCEPT student for the Faculty of Medicine and Faculty of Dentistry. Failing to register on the specified date will result in **PTPTN payment being detained and a fine of RM15.00 will be imposed**. Students who fail to register during the early registration period will only be allowed to register courses when Semester I of the 2015-2016 Academic Session starts on 7 September 2015.

5. **Student selection process (15 – 21 June 2015)** is subject to the faculty’s requirement in selecting students eligible to register for a particular course;

6. The result of Early Registration is available starting 22 – 28 June 2015.
7. Please be informed that the actual course registration for Semester I of the 2015-2016 Academic Session is subject to the examination results of the previous semester and pre-requisite requirement next semester (if any).

Any enquires regarding the above matter can be sent via email to smpweb@ukm.my or akad@ukm.my or walk-in to the Centre for Academic Management.

Thank you.

Yours sincerely,

KIFTIAH ABDUL RAZAK
Deputy Director (Academic)
for Deputy Vice-Chancellor
(Academic Affairs and International)

c.c: - Vice Chancellor
    - Director for Executive Administration
    - Student Financial Management Division, Bursar’s Office
    - Dean, Faculty of Economics and Management
    - Dean, Faculty of Engineering and Built Environment
    - Dean, Faculty of Education
    - Dean, Faculty of Islamic Studies
    - Dean, Faculty of Dentistry
    - Dean, Faculty of Medicine
    - Dean, Faculty of Health Sciences
    - Dean, Faculty of Pharmacy
    - Dean, Faculty of Social Sciences and Humanities
    - Dean, Faculty of Science and Technology
    - Dean, Faculty of Information Science and Technology
    - Dean, Faculty of Law
    - Director, Center for Citra UKM
    - Director, Centre for Information Technology
- Head Quality Management, Centre for Student Advancement
- Chief Librarian
- College Principals
- Manager/Senior Executive/Executive Faculty/Centre
- PMUKM President
- Student’s Notice board