UKM 3.6.1/224/11/Jld Vlll
12 January 2015

ACADEMIC CIRCULAR NO. 1a/2015

Dear Students,

COURSE REGISTRATION FOR SEMESTER II OF THE 2014-2015 ACADEMIC SESSION

With reference to the above matter, all students are requested to read and take necessary action as stated below:

1. Registration for Semester II of the 2014-2015 Academic Session will be carried out via http:www.ukm.my/smpweb.

2. Students are advised not to expose the Student Registration Number (NPP) to avoid any problems in the future

3. Information and facilities to register for courses as follows:

Date	Activities	Venue	Master/Ph.D New Student	Master/Ph.D Current Student	First Degree
17.2.2015	New Student Enrollment	Centre for Academic Management	√	-	-
18-22.2.2015	Online Course Registration	Online	-	√	-
23.2-8.3.2015	Register/Add/Drop course ***Refer to item no. 4**	Online	√	√	√
9.3-22.3.2015	Drop course only	Online	-	-	√
	Add/Drop course	Online	√	√	-
23-29.3.2015	Confirmation of registration ***Refer to item no. 6**	Online	-	-	√
23.3-19.4.2015	Withdrawal of courses only	Online	-	-	√
23.3-3.5.2015	Withdrawal of courses only	Online	√	√	-

*4. Students who fail to register courses during the early registration / student deferring registration in previous semester

Undergraduate Students	a. Students who do not pre-register will be fined RM15.00 b. Student on deferment in previous semester and register after 23.2.2015 will be fined RM15.00 c. Student should come to the Centre for Academic Management Counter to update the student registration's status d. Outstanding debts should be cleared at the Student Financial Management Division, Bursar Department.
Masters/Doctoral and Postgraduate Diploma Students	Students who do not register within the time prescribed will be fined RM30.00
Fines will be charged directly to the student's account. Clearance of the debts in the account will take 3 working days.	

5. Maximum unit course registration

   The maximum credit allowed is in accordance with previous CGPA. If students wish to add the credit allowed, please get permission from the Dean of the Faculty. Please ensure that the faculty has updated the additional credit allowed in the Student Information System (SMP) before students make additions to the course through SMPWeb.

*6. Course registration confirmation

   It is COMPULSORY for under graduate student to confirm the course registered for the current semester in the fifth week commencing from 23 - 29 March 2015 and any amendments after this period will not be accepted.
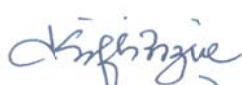
7. Responsibilities of students

   All student are required to:

   7.1 Register, check and confirm all courses have been registered;
   7.2 Ensure personal particulars in SMPWeb is up-to-date and correct (i.e spelling of the name, postal address, email and identity card numbers);
   7.3 Make yourself aware of recent notices and circulars published by Centre for Academic Management in SMPWeb.

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 Finance 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

- Director, Centre for Quality Assurance

- Directors of Institutes

- Chief Librarian

- College Principals

- Senior Executive/Executive Faculty/Centre

- PMUKM President

- Student's Notice board