ACADEMIC CIRCULAR NO. 17a/2020

All Undergraduate and Postgraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER III OF THE 2019-2020 ACADEMIC SESSION

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

i. Course Registration for Semester III of the 2019-2020 Academic Session will be conducted via **http:www.ukm.my/smpweb from 1 – 7 June 2020.** Students are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized usage.

ii. The faculties offering courses are as follows:

1. Faculty of Engineering and Built Environment (including postgraduate programme)
2. Faculty of Economics and Management
3. Faculty of Education
4. Faculty of Information Science and Technology (including postgraduate programme)
5. Faculty of Science and Technology
6. Faculty of Social Sciences and Humanities (including postgraduate programme)
7. Faculty of Health Sciences
8. Faculty of Pharmacy
9. Centre for Entrepreneurship and SME's Development (UKM-CESMED)
10. Pusat Citra Universiti

iii. Information regarding the registration are as follows:

Date	Year	Activities	Venue
1 – 7 June 2020	All Years	Drop/ Add Courses	All Computers With Internet Access
20 July – 16 August 2020	All Years	Course Withdrawal	
27 July – 2 August 2020	All Years	Course Registration Confirmation	
10 – 16 August 2020	All Years	Examination Timetable Confirmation	

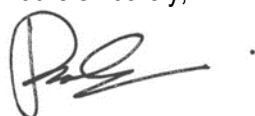**Mengilham Harapan, Mencipta Masa Depan • *Inspiring Futures, Nurturing Possibilities***

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iv. Students with conditional past status ($1.00 \le PNGK < 2.00$) in Semester I, 2019-2020 Session are advised not to register course in Semester III 2019-2020 Session.

v. Terms of registration:

1. Registration for Semester III 2019-2020 Session is optional except for some faculties.

2. Students are allowed to take not more than 3 courses.

3. Add and drop courses can be done during the course registration week only.

4. For students who have registered for Semester III and decided not to continue, application must be submitted to the Deputy Registrar, Centre for Academic Management once supported by Dean of the faculty before 2nd August 2020 for fee waiver. Application after that date will be considered course withdrawal and given grade TD.

5. Grade earned will be counted for next semester (Semester I 2020-2021) Cumulative Grade Point Average (CGPA).

6. Period of study for Semester III 2019-2020 Session are not accounted for determining the maximum duration allowed for graduation requirements.

7. Penalty of RM50.00 will be imposed for late course registration.

8. During registration, students need to select the course registration button for Semester III 2019-2020 Session.

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

Thank you.

Yours sincerely,

ROHANA TAN
Deputy Registrar
Centre for Academic Management

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c.c.:   -   Deputy Vice-Chancellor (Academic and International)

-         Dean, Faculty of Engineering and Built Environment

-         Dean, Faculty of Economics and Management

-         Dean, Faculty of Education

-         Dean, Faculty of Information Science and Technology

-         Dean, Faculty of Science and Technology

-         Dean, Faculty of Social Sciences and Humanities

-         Dean, Faculty of Health Science

-         Dean, Faculty of Pharmacy

-         Director, Centre for Entrepreneurship and SME's Development (UKM-CESMED)

-         Director, *'Pusat Citra Universiti'*

-         Director, Centre for Information Technology

-         Director, Centre for Quality Assurance

-         Director, Centre for Educational Extension

-         Head, Student Finance Unit, Bursar's Office

-         Chief Librarian

-         Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar Faculty/Centre

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