PUSAT PENGURUSAN AKADEMIK • *CENTRE FOR ACADEMIC MANAGEMENT*

Ref. : UKM.AKA.100-1/3/5
Date : 7th October 2022

ACADEMIC CIRCULAR NO. 31a/2022

All Undergraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 1 OF THE 2022/2023 ACADEMIC SESSION

I refer to the above matter.

2. All students are requested to read and take necessary action as stated below:

2.1. Course Registration for Semester 1 of the 2022/2023 Academic Session will be conducted via http://smplucee.ukm.my/smpweb.

2.2. Students are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized access.

2.3. Information regarding the registration are as follows:

Date	Year	Activities	Venue
10.10.2022 - 30.10.2022	First Year (1)	Add / Drop Courses	via online to website http://smplucee.ukm.my/smpweb
17.10.2022 - 30.10.2022	All Years	Add / Drop Courses	via online to website http://smplucee.ukm.my/smpweb
31.10.2022 - 13.11.2022	All Years	Drop Courses	via online to website http://smplucee.ukm.my/smpweb
14.11.2022 - 20.11.2022	All Years	Course Registration Confirmation	via online to website http://smplucee.ukm.my/smpweb
14.11.2022 - 11.12.2022	All Years	Course Withdrawal	via online to website http://smplucee.ukm.my/smpweb

CERTIFIED TO ISO 9001:2015   CERT. NO. QMS 01100
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Web: www.ukm.my/akademik
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2.4. **Existing students who have not registered during the early registration period, penalty of RM50.00 will be recorded** by Student Finance Unit automatically.

2.5. **Students deferring registration in previous semester and register after 17th October 2022 will also be imposed a fine RM50.00 and will be recorded** by Student Finance Unit automatically.

2.6. Students are required to **register courses not less than twelve (12) credits and not more than twenty (20) credits.** Registration of **less than twelve (12) credits or more than twenty (20) credits is only allowed with the approval of the dean of the faculty.** Please ensure that the faculty has updated the SMP before registering the additional courses.

2.7. **Students are required to confirm the courses registered in week five of the semester starting 14th – 20th November 2022.**

2.8. Students are responsible:

1. Register, check and verify all courses have been registered.

2. Ensuring personal particulars are updated in SMPweb every semester such as name, correspondence address, email address and identity card number.

3. Aware of the latest notice and circulars posted on SMPweb by Centre for Academic Management.

4. Review Academic Reports to ensure graduation requirements are complete.

Any enquires regarding the above matter can be sent via email to smpweb@ukm.edu.my/ m.redzuan@ukm.edu.my /akad@ukm.edu.my.

Thank you.

Yours sincerely,

ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN
Director
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 Islamic Studies

- Dean, Faculty of Law

- Dean, Faculty of Health Sciences

- Dean, Faculty of Pharmacy

- Dean, Faculty of Medicine

- Dean, Faculty of Dentistry

- Dean, School of Liberal Studies

- Director, Centre for Information Technology

- Director, Centre for Quality Assurance (UKM-Quality)

- Director, Centre for Educational Extension

- Head, Student Finance Unit, Bursar's Office

- Chief Librarian

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

- KMUKM President

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