

ACADEMIC CIRCULAR NO. 31a/2011

All Undergraduate Students

Dear Students,

EARLY COURSE REGISTRATION FOR SEMESTER 2 OF THE 2011-2012 ACADEMIC SESSION AND COURSE TEACHING EVALUATION FOR SEMESTER 1 OF THE 2011-2012 ACADEMIC SESSION

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

1. Students should use their own 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 **28 November 2011**. Any enquires please refer to Centre for Academic Advancement,
 - ii. settle out all payment. Any enquires, please refer to Students Finance Division;
3. Early Course Registration for Semester 2 of the 2011-2012 Academic Session will be held on **12 December until 8 January 2012 (four weeks)** via the website <http://www.ukm.my/smpweb>;
4. Early Registration is **compulsory for ALL** undergraduate students **EXCEPT** students 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 2 of the 2011-2012 Academic Session starts on **20 February 2012**;
5. **Student selection process** is subject to the faculty's requirements in selecting the students eligible to register for a particular course;

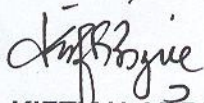
6. The results of Early Registration is available starting **16 January 2012**;
7. Please be informed that the actual course registration for Semester 2 of the 2011-2012 Academic Session is subject to the examination results of the previous semester.

Any inquiries regarding the above matter can be sent via email to smpweb@ukm.my or akad@ukm.my or walk-in to the Academic Management Section/Faculty.

Thank you.

"QUALITY TOWARDS EXCELLENCE"

Yours sincerely,



KIFTIAH ABDUL RAZAK
Deputy Registrar (Academic)
Academic Management Section
for Deputy Vice-Chancellor
(Academics and International Affairs)

- c.c. - Vice Chancellor
- Registrar
 - Students Finance Division, Bursar's Office
 - Dean, Faculty of Economics and Management
 - Dean, Faculty of Engineering and Built Environment
 - Dean, Faculty of Islamic Studies
 - Dean, Faculty of Education
 - Dean, Faculty of Dentistry
 - Dean, Faculty of Medicine
 - Dean, Faculty of Health Sciences
 - Dean, Faculty of Pharmacy

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- 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, Centre for General Studies
- Director, Centre for Students Accreditation
- Director, Centre for Information Technology
- Director, Centre for Academic Advancement
- Chief Librarian
- College Principals
- Head/Assistant Registrar Faculty/Center
- PMUKM President
- Student's Notice Board