

**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:

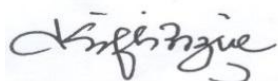
1. Students should use their Identity and Password (NPP) for accessing and using this website (<http://www.ukm.my/smpweb>). Students are advised not to disclose the NPP to prevent any unauthorized usage;
2. Students are required to complete list below before early registration been made:
  - i. **The 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](mailto:smpweb@ukm.my) or [akad@ukm.my](mailto: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