



PEKELILING AKADEMIK BIL. 2/2018

Semua Pelajar Program Ijazah Pertama

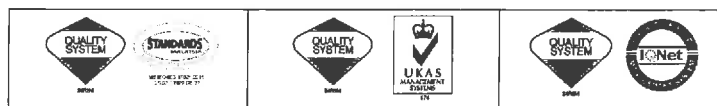
Saudara/i,

PENDAFTARAN KURSUS SEMESTER II SESI AKADEMIK 2017-2018

Dengan hormatnya merujuk perkara di atas, sukacita sekiranya pelajar program Prasiswazah Sesi Akademik 2017-2018 membaca dengan teliti pekeliling ini dan mengambil tindakan seperti berikut:

1. Pendaftaran Kursus Semester II Sesi Akademik 2017-2018 akan dijalankan secara web melalui laman web <http://www.ukm.my/smpweb>.
2. Pelajar adalah dinasihatkan supaya tidak mendedahkan NPP masing-masing untuk mengelakkan timbulnya masalah di kemudian hari.
3. Maklumat dan kemudahan untuk mendaftar kursus seperti berikut:

Tarikh	Tahun	Aktiviti	Tempat
12.02.2018	Terbuka	Pendaftaran kursus bagi pelajar: - Tidak membuat pendaftaran Awal - Menggantung pendaftaran pada semester sebelumnya	1. Bahagian Kewangan Pelajar, Jabatan Bendahari (jika ada hutang tertunggak) 2. Pusat Pengurusan Akademik di Lingkungan kedua (untuk mengaktifkan status pendaftaran diri pelajar)
12.02 – 25.02.2018	Terbuka	Tambah/gugur Kursus	Semua tempat yang mempunyai capaian internet
26.02 – 11.03.2018	Terbuka	Gugur Kursus	Semua tempat yang mempunyai capaian internet
12.03 – 18.03.2018	Terbuka	Pengesahan Pendaftaran Kursus	Semua tempat yang mempunyai capaian internet
12.03 – 08.04.2018	Terbuka	Tarik Diri Kursus Sahaja	Semua tempat yang mempunyai capaian internet



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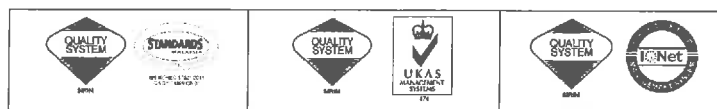
4. Pelajar lama yang tidak membuat pendaftaran awal, bayaran denda RM50.00 akan direkodkan oleh Bahagian Kewangan Pelajar secara automatik.
5. Pelajar yang menggantung pendaftaran pada semester sebelumnya dan mendaftar selepas 12 Februari 2018, bayaran denda sebanyak RM50.00 juga akan direkodkan oleh Bahagian Kewangan Pelajar secara automatik.
6. Pelajar dikehendaki mendaftar tidak kurang daripada dua belas (12) kredit dan tidak lebih daripada **dua puluh (20)** kredit pada tiap-tiap semester. Pendaftaran kurang daripada dua belas (12) kredit atau lebih daripada **dua puluh (20)** kredit hanya dibenarkan dengan kelulusan khas daripada Dekan. Sila pastikan fakulti telah mengemaskini dalam Sistem Maklumat Pelajar sebelum pelajar membuat penambahan kursus melalui SMPWEB.
7. **Pelajar diwajibkan membuat pengesahan pendaftaran kursus pada minggu kelima semester iaitu bermula 12 – 18 Mac 2018 dan sebarang perubahan kursus selepas tempoh tersebut tidak akan diterima.**
8. Pelajar adalah bertanggungjawab untuk:
 - mendaftar, menyemak dan mengesahkan semua kursus yang telah didaftarkan;
 - memastikan maklumat peribadi di dalam SMPWEB adalah terkini pada setiap semester seperti ejaan nama, alamat surat-menyurat, alamat e-mel dan no. kad pengenalan;
 - sentiasa prihatin mengenai notis dan pekeliling terbaharu yang dipaparkan oleh Pusat Pengurusan Akademik di dalam SMPWEB.

Sekian, terima kasih.

Yang benar,


MUHAMAD WALID BIN OSMAN
 Timbalan Pengarah (Akademik)
 b.p. Timbalan Naib Canselor
 (Hal- ehwal Akademik dan Antarabangsa)

- s.k:
- Naib Canselor
 - Pengarah Eksekutif Pentadbiran
 - Pengarah, Pusat Kembangan Pendidikan
 - Pengarah, Pusat Teknologi Maklumat
 - Pengarah Pusat Jaminan Kualiti
 - Ketua Bahagian Kewangan Pelajar
 - Ketua Pustakawan
 - Dekan, Fakulti Ekonomi dan Pengurusan

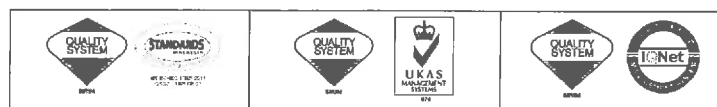


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- Dekan, Fakulti Kejuruteraan dan Alam Bina
- Dekan, Fakulti Pendidikan
- Dekan, Fakulti Pengajian Islam
- Dekan, Fakulti Pergigian
- Dekan, Fakulti Perubatan
- Dekan, Fakulti Farmasi
- Dekan, Fakulti Sains Kesihatan
- Dekan, Fakulti Sains Sosial dan Kemanusiaan
- Dekan, Fakulti Sains dan Teknologi
- Dekan, Fakulti Teknologi dan Sains Maklumat
- Dekan, Fakulti Undang-Undang
- Pengarah, Pusat Citra UKM
- Pengetua Kolej
- Pengurus/Eksekutif Kanan/Eksekutif
- Presiden PMUKM
- Papan-papan notis pelajar



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ACADEMIC CIRCULAR NO. 2a/2018

All Undergraduate Students

COURSE REGISTRATION FOR SEMESTER II OF THE 2017-2018 ACADEMIC SESSION

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

1. Course Registration for Semester II of the 2017-2018 Academic Session will be conducted via <http://www.ukm.my/smpweb>.
2. Students are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized usage.
3. Information regarding the registration are as follows:

Date	Year	Activities	Venue
12.02.2018	All Years	Course registration for student who have: - Not registered during the early registration period; - Deferring registration in the previous semester;	1. Student Finance Department, Bursar's Office (if there is an outstanding debt) 2. Centre for Academic Management (to activate your registration status)
12.02 – 25.02.2018	All Years	Drop/ add courses	All computers with Internet access
26.02 – 11.03.2018	All Years	Drop courses	All computers with Internet access
12.03 – 18.03.2018	All Years	Course registration confirmation	All computers with Internet access
12.03 – 08.04.2018	All Years	Course withdrawal	All computers with Internet access



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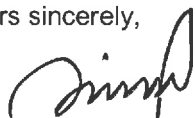
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4. Existing students who have not registered during the early registration period, penalty of RM50.00 will be recorded by Student Finance Department automatically.
5. Students deferring registration in previous semester and register after 12 February 2018 will also be imposed a fine RM50.00 and will be recorded by Student Finance Department automatically.
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.
7. **Students are required to confirm the courses registered in week five of the semester starting 12 – 18 Mac 2018 and any changes after this period will not be accepted.**
8. Students are responsible to:
 - register, check and confirm all courses have been registered;
 - ensuring personal particulars are updated in SMPWEB every semester such as name, correspondence address, email address and identity card number;
 - aware of the latest notice and circulars posted on SMPWEB by Centre for Academic Management.

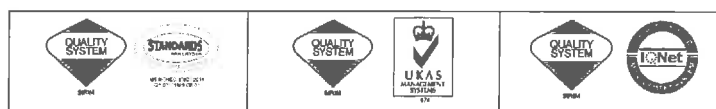
Thank you.

Yours sincerely,



MUHAMAD WALID BIN OSMAN
Deputy Director (Academic)
For Deputy Vice-Chancellor
(Academic Affairs and International)

- c.c. - Vice Chancellor
- Director for Executive Administration
 - Director Centre for Educational Extension
 - Director, Centre for Information Technology
 - Director, Centre for Quality Assurance
 - Head, Student Finance Department, Bursar's Office
 - Chief Librarian
 - Dean, Faculty of Economics and Management
 - Dean, Faculty of Engineering and Built Environment
 - Dean, Faculty of Education



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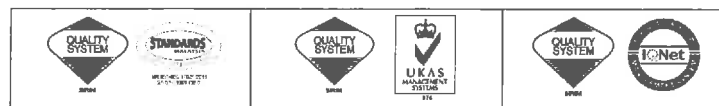
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- Dean, Faculty of Islamic Studies
- Dean, Faculty of Dentistry
- Dean, Faculty of Medicine
- Dean, Faculty of Pharmacy
- Dean, Faculty of Health Sciences
- Dean, Faculty of Social Sciences and Humanities
- Dean, Faculty of Science and Technology
- Dean, Faculty of Information Science and Technology
- Dean, Faculty of Law
- Director, Centre for Citra UKM
- College Principals
- Head/ Assistant Registrar Faculty/ Centre
- PMUKM President
- Student's Notice Board



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