PUSAT PENGURUSAN AKADEMIK • *CENTRE FOR ACADEMIC MANAGEMENT*

Reference : UKM.AKA.100-1/3/5
Date : 16 January 2020

ACADEMIC CIRCULAR NO. 2a/2020

All Undergraduate Students

Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER II OF THE 2019-2020 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 2019-2020 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
10.02.2020	All Years	Course registration for student who have: - Not registered during the early registration period; and - 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).
10.02 – 23.02.2020	All Years	Drop/ Add Courses	All computers with internet access.
24.02 – 08.03.2020	All Years	Drop Courses	All computers with internet access.
09.03 – 15.03.2020	All Years	Course Registration Confirmation	All computers with internet access.

CERTIFIED TO ISO 9001:2015   **CERT. NO. QMS 01100**
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Date	Year	Activities	Venue
09.03 – 05.04.2020	All Years	Course Withdrawal	All computers with internet access.

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 10 February 2020 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 09 – 15 March 2020.**

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;
    -   review Academic Reports to ensure graduation requirements are complete.

Thank you.

Yours sincerely,

ROHANA TAN
Deputy Registrar
for Deputy Vice-Chancellor
    (Academic Affairs and International)

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

- Registrar

- Director, Centre for Educational Extension

- Director, Centre for Information Technology

- Director, Centre for UKM-Quality

- 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

- 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

- Senior Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar

- PMUKM President

- Student's Notice Board