Ref.	**: UKM.AKA.100-1/3/5**
Date	**: 23rd May 2023**

ACADEMIC CIRCULATION NO. 17a/2023

All Undergraduate Students and Postgraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 3 OF THE 2022/2023 ACADEMIC SESSION

With reference to the above matter, please be informed that Semester 3 of the 2022/2023 Academic Session will be conducted starting from **7th August 2023 until 24th September 2023**. Therefore, all students are requested to read and take necessary action as stated below:

i.   Course Registration for Semester 3 of the 2022/2023 Academic Session will be conducted via https://smplucee.ukm.my/smpweb **from 5th till 11th June 2023**. Students are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized usage.

ii.   The faculties offering courses are as follows:

1. Faculty of Engineering and Built Environment
2. Faculty of Economics and Management
3. Faculty of Education
4. Faculty of Information Science and Technology
5. Faculty of Social Sciences and Humanities
6. Faculty of Health Sciences
7. Faculty of Pharmacy
8. School of Liberal Studies

iii.   Information regarding the registration are as follows:

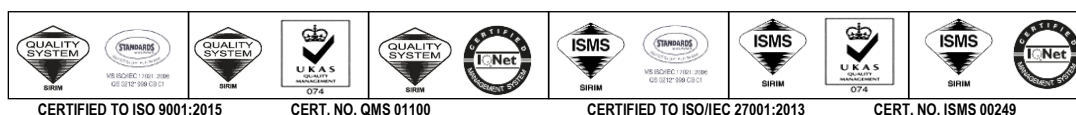| Date	Year	Activities	Venue
5th – 11th June 2023	All Years	Drop / Add Course	Via online to website https://smplucee.ukm.my/smpweb
7th August 2023 – 10th Sept. 2023	All Years	Course Withdrawal	Via online to website https://smplucee.ukm.my/smpweb

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21st – 27th August 2023	All Years	Course Registration Confirmation	Via online to website https://smplucee.ukm.my/smpweb
4th – 10th Sept 2023	All Years	Examination Timetable Confirmation	Via online to website https://smplucee.ukm.my/smpweb

iv. Students with conditional past status ($1.00 \leq$ PNGK < 2.00) in Semester 1 2022/2023 Session are advised not to register course in Semester 3 2022/2023 Session.

v. Term of registration:

1. Registration for Semester 3 2022/2023 Session is optional except for some faculties.

2. Students are allowed to take not more than 3 courses.

3. Add and drop courses can be done during the course registration week only.

4. For students who have registered for Semester 3 and decided not to continue, application must be submitted to the Deputy Registrar, Centre for Academic Management once supported by Dean of the faculty before 27th August 20233 for fee waiver. Application after that date will be considered course withdrawal and given grade TD.

5. Grade earned will be counted for next Semester (Semester 1 2023/2024) Cumulative Grade Point Average (CGPA).

6. Period of study for Semester 3 2022/2023 Session are not accounted for determining the maximum duration allowed for graduation requirement.

7. Penalty of RM50.00 will be imposed for late course registration.

8. During registration, students need to select the course registration button for Semester 3 2022/2023 Session.

Any enquires regarding the above matter can be sent via e-mail to smpweb@ukm.edu.my/ akad@ukm.edu.my or walk-in to the Centre of Academic Management/Faculty/Institute.

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Thank you.

Yours sincerely,

(signature)

ASSOCIATE PROFESSOR DR. IRMAN ABDUL RAHMAN
Director
Centre of Academic Management

c.c.   -   Deputy Vice-Chancellor (Academic and International)
-    Dean, Faculty of Engineering and Built Environment
-    Dean, Economics and Management
-    Dean, Faculty of Education
-    Dean, Faculty of Information Science and Technology
-    Dean, Faculty of Social Sciences and Humanities
-    Dean, Faculty of Health Sciences
-    Dean, Faculty of Pharmacy
-    Dean, School of Liberal Studies
-    Director, Centre for Information Technology
-    Director, Centre for Quality Assurance
-    Director, Shaping Advanced and Professional Education Centre *(UKMShape)*
-    Director, Entrepreneurship and SME Development
-    Chief Librarian
-    Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar
     Faculty/Institute
-    The President, *Kesatuan Mahasiswa Universiti Kebangsaan Malaysia* (KMUKM)

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