



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

Reference : UKM.AKA.100-1/3/4
Date : 20th February 2025

ACADEMIC CIRCULATION NO. 7a/2025

All Undergraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 2 ACADEMIC SESSION 2024/2025

I refer to the above matter.

2. All students are requested to review this circular and take the necessary action as stated below:
 - 2.1. Course Registration for Semester 2 Academic Session 2024/2025 will be conducted via <https://smplucee.ukm.my/smpweb>.
 - 2.2. Student are not allowed to reveal the Student Registration Number (NPP) because it is confidential.
 - 2.3. Information regarding the registration are as follows:

Date	Year	Activities	Venue
17.03.2025 – 30.03.2025	All Years	Add / Drop Courses	Via online to website https://smplucee.ukm.my/smpweb
31.03.2025 – 13.04.2025	All Years	Drop Courses	
14.04.2025 – 20.04.2025	All Years	Course Registration Confirmation	
14.04.2025 – 11.05.2025	All Years	Course Withdrawal	



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PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461
E-mel: akad@ukm.edu.my Web: www.ukm.my/akademik

- 2.4. **Existing Students who have not registered during the early registration period, penalty of RM50.00 will be recorded** by Student Finance Unit automatically.
- 2.5. **Student deferring registration in previous semester and register after 17th March 2025 will also be imposed a fine of RM50.00 and will be recorded** by Student Finance Unit automatically.
- 2.6. 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**.
- 2.7. **Students are required to confirm the courses registered in week five of the semester starting 14th – 20th April 2025**.
- 2.8 Students are responsible:
 - 2.8.1. Register, check and verify all courses have been registered.
 - 2.8.2. Ensuring personal particulars are updated in SMPWeb every semester such as name, correspondence address, email address and identity card number.
 - 2.8.3. Aware of the latest notice and circulars posted on SMPWeb by Centre of Academic Management.
 - 2.8.4. Review Academic Reports to ensure graduation requirement are complete.

3. Any enquires regarding the above matter can be sent via e-mail to smpweb@ukm.edu.my / akad@ukm.edu.my.

Thank you.

Yours sincerely,



BASIR BIN BAHIR
Deputy Director (Academic Governance)
for Director
Centre for Academic Management



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- c.c.
- Deputy Vice-Chancellor
(Academic and International Affairs)
 - Dean, Faculty of Economics and Management
 - Dean, Faculty of Education
 - Dean, Faculty of Islamic Studies
 - Dean, Faculty of Social Sciences and Humanities
 - Dean, Faculty of Law
 - Dean, Faculty of Pharmacy
 - Dean, Faculty of Dentistry
 - Dean, Faculty of Medicine
 - Dean, Faculty of Health Sciences
 - Dean, Faculty of Engineering and Built Environment
 - Dean, Faculty of Science and Technology
 - Dean, Faculty of Information Science and Technology
 - Dean, School of Liberal Studies
 - Director, Centre for Information Technology
 - Director, Centre for Quality Assurance (UKM-Quality)
 - Director, Centre for Shaping Advanced & Professional Education (UKMShape)
 - Head of Student Finance Unit, Bursar's Office
 - Chief Librarian
 - Head of Administration, Faculty/School
 - Administrative Officer (Undergraduate),
Faculty/School
 - President,
Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)



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