



Reference : UKM.AKA.100-1/3/4  
Date : 3<sup>rd</sup> September 2025

**ACADEMIC CIRCULATION NO. 31a/2025**

All Undergraduate Students  
The National University of Malaysia

Dear Mr./Ms.,

**COURSE REGISTRATION FOR SEMESTER 1 ACADEMIC SESSION 2025/2026**

I refer to the above matter.

2. All students are informed to review this circular and take the necessary action as stated below:

- 2.1. Course Registration for Semester 1 Academic Session 2025/2026 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
29.09.2025 – 05.10.2025	First (1) Year Only	Course Registration and Add/Drop Courses	Via online to website <a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a>
06.10.2025 – 19.10.2025	All Years	Add / Drop Courses	
20.10.2025 – 02.11.2025	All Years	Drop Courses	
03.11.2025 – 30.11.2025	All Years	Course Withdrawal	
24.11.2025 – 30.11.2025	All Years	Course Registration Confirmation	

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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 6<sup>th</sup> October 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 eight (8) of the semester starting 24<sup>th</sup> – 30<sup>th</sup> November 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 email to [smpweb@ukm.edu.my](mailto:smpweb@ukm.edu.my) / [akad@ukm.edu.my](mailto:akad@ukm.edu.my) or please go to Academic UKM/Faculty/ Centre for further action.

Thank you.

Yours sincerely,



**BASIR BIN BAHIR**

Deputy Director (Academic Governance)  
for Director  
Centre for Academic Management

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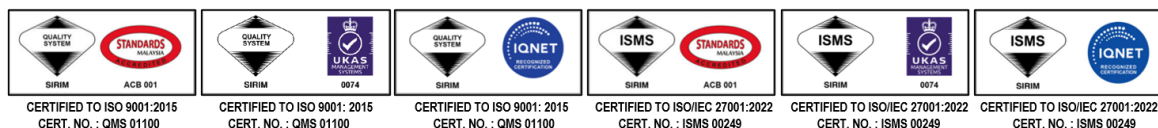
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- c.c. - Deputy Vice-Chancellor  
(Academic and International Affairs)
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  - Head of Student Finance Unit, Bursar's Office
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