



Rujukan : UKM.AKA.100-1/3/4
Tarikh : 3rd March 2026

ACADEMIC CIRCULAR NO. 6a/2026

All Undergraduate Students
The National University of Malaysia

Dear Mr./Ms.,

REGISTRATION ADD/ DROP/ WITHDRAWAL AND COURSE REGISTRATION CONFIRMATION UNDERGRADUATE STUDENTS FOR SEMESTER 2 ACADEMIC SESSION 2025/2026

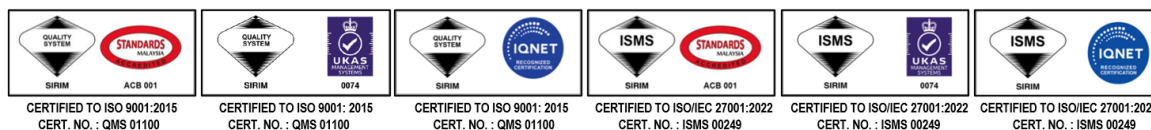
I refer to the above matter.

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

- 2.1. Course Registration for Semester 2 Academic Session 2025/2026 will be conducted via <http://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
09.03.2026 – 22.03.2026	All Years	Add / Drop Courses	Via online to website https://smplucee.ukm.my/smpweb
23.03.2026 – 05.04.2026	All Years	Drop Courses	
06.04.2026 – 03.05.2026	All Years	Course Withdrawal	
27.04.2026 – 03.05.2026	All Years	Course Registration Confirmation	

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- 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 **9th March 2026** 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 **27th April 2026 – 3rd May 2026**.
- 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 / prasiswazah.akad@ukm.edu.my or please go to Academic UKM/Faculty/Centre for further action.

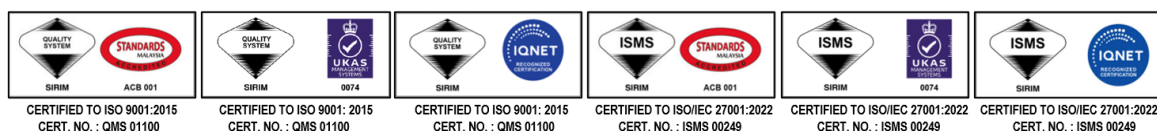
Thank you.

Your sincerely,



ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN
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/Centre
 - Administrative Officer (Undergraduate Studies),
Faculty / Centre
 - President, Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)

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