



Ref. : UKM.AKA.100-1/3/5
Date : 22nd February 2024

ACADEMIC CIRCULATION NO. 5a/2024

All Undergraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 2 OF THE 2023/2024 ACADEMIC SESSION

I refer to the above matter.

2. All students are requested to read and take the necessary action as stated below:
 - 2.1. Course Registration for Semester 2 of the 2023/2024 Academic Session will be conducted via <https://smplucee.ukm.my/smpweb>.
 - 2.2. Student are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized access.
 - 2.3. Information regarding the registration are as follows:

Date	Year	Activities	Venue
11.03.2024 – 24.03.2024	All Years	Add / Drop Courses	Via online to website https://smplucee.ukm.my/smpweb
25.03.2024 – 07.04.2024	All Years	Drop Courses	
08.04.2024 – 14.04.2024	All Years	Course Registration Information	
08.04.2024 – 05.05.2024	All Years	Course Withdrawal	



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CERT. NO. ISMS 00249

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 registrar after 11th March 2024 will also be imposed a fine 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 8th – 14th April 2024.**
- 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.

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,



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/School
 - Administrative Officer (Undergraduate), Faculty/School
 - President, Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)



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