Ref. : UKM.AKA.100-1/3/5
Date : 8th September 2021

ACADEMIC CIRCULAR NO. 26a/2021

All Undergraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 1 OF THE 2021/2022 ACADEMIC SESSION

I refer to the above matter.

2. All students are requested to read and take necessary action as stated below:

2.1. Course Registration for Semester 1 of the 2021/2022 Academic Session will be conducted via http://smplucee.ukm.my/smpweb.

2.2. Students are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized usage.

2.3. Information regarding the registration are as follows:

Date	Year	Activities	Venue
11.10.2021 – 24.10.2021	All Years	Drop/ Add Courses	via online to website http://smplucee.ukm.my/smpweb
25.10.2021 – 7.11.2021	All Years	Drop Courses	via online to website http://smplucee.ukm.my/smpweb
8.11.2021 – 14.11.2021	All Years	Course Registration Confirmation	via online to website http://smplucee.ukm.my/smpweb
8.11.2021 – 5.12.2021	All Years	Course Withdrawal	via online to website http://smplucee.ukm.my/smpweb

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. **Students deferring registration in previous semester and register after 11th October 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.** Please ensure that the faculty has updated the SMP before registering the additional courses.

2.7. Students are required to confirm the courses registered in week five of the semester starting 8th – 14th November 2021.

2.8. Students are responsible:

1. Register, check and confirm all courses have been registered.

2. Ensuring personal particulars are updated in SMPweb every semester such as name, correspondence address, email address and identity card number.

3. Aware of the latest notice and circulars posted on SMPweb by Centre for Academic Management.

4. Review Academic Reports to ensure graduation requirements are complete.

Any enquires regarding the above matter can be sent via email to smpweb@ukm.edu.my/ m.redzuan@ukm.edu.my /akad@ukm.edu.my.

Thank you.

Yours sincerely,

MUHAMAD WALID OSMAN
Deputy Registrar
Centre for Academic Management

c.c. - Deputy Vice-Chancellor
(Academic and International)

- Dean, Faculty of Engineering and Built Environment
- Dean, Faculty of Economics and Management
- Dean, Faculty of Education
- Dean, Faculty of Information Science and Technology
- Dean, Faculty of Science and Technology
- Dean, Faculty of Social Sciences and Humanities
- Dean, Faculty of Islamic Studies
- Dean, Faculty of Law
- Dean, Faculty of Health Sciences
- Dean, Faculty of Pharmacy
- Dean, Faculty of Medicine
- Dean, Faculty of Dentistry
- Dean, School of Liberal Studies
- Director, Centre for Information Technology
- Director, Centre for Quality Assurance (UKM-Quality)
- Director, Centre for Educational Extension
- Head, Student Finance Unit, Bursar's Office
- Chief Librarian
- Chief Assistant Registrar/Senior Assistant Registrar/Assistant Registrar Faculty/Centre
- KMUKM President