

SECTION OF REGISTRATION, SCHEDULING AND INFRASTRUCTURE | UNIVERSITI PUTRA MALAYSIA

REGISTRATION COURSE 2022/2023-2

Course registration must be made through the website <https://smp.upm.edu.my/>

Lecture and lab Timetable can be accessed on the website

https://akademik.upm.edu.my/pelajar_semasa/jadual_waktu_kuliah-8741

COURSE REGISTRATION WEEK 12 – 14 : 02/01/2023 - 22/01/2023

COURSE REGISTRATION AFTER EXAMINATION RESULTS ARE ANNOUNCED : 10/03/2023 - 12/03/2022

COURSE REGISTRATION WEEK 1 – 2 (SEMESTER 2 2022/2023) : 13/03/2023 – 26/03/2023



1. Students are not allowed to attend any lectures/classes without first registering for the course.
2. Students who do not settle the debt/fee, are not allowed to register for the course (please email proof of payment to bursar.student_ug@upm.edu.my)
3. Course registration outside the stipulated registration period is **NOT ALLOWED**.
4. Any student who wishes to make a course enrollment should consult with an **ACADEMIC ADVISOR (PA)** and should get the approval of his academic advisor before the student makes a course registration.
5. The minimum/maximum credit for full-time student course enrollment is 12 – 20 credits.



6. For Final Semester students & MSN sponsored students course registration is allowed to register < 12 credits.
7. Students who do not register course in the SMP after the second week of the semester will be dropped from the UPM student register.
8. Students need to print, check and obtain PA confirmation of the course registration slip as a reference once the registration has been completed.
9. Any implications related to registration that do not follow the rules and periods set are **RESPONSIBILITY'S OWN STUDENTS**.
10. For students who do not register for the course within the stipulated period, their names will be dropped from the UPM student list. (Article 12 of the Universities and University Colleges Act 1971 of the Universiti Putra Malaysia (Undergraduate Academic Matters) Rules 2014 (Amendment 2016)).



<p>Registration Course Without Fines</p>	<p>13/03/2023 to 26/03/2023 (2 Weeks) (Only to students who have registered for courses in weeks 12-14 and course registration after the Senate announces the final exam results).</p> <p>13/03/2023 to 19/03/2023 (1 Week) (Only to students who do not register for courses in weeks 12-14 and enrollment after the Senate announces the final exam results).</p>
<p>Late Registration Course (With Fines)</p>	<p>20/03/2023 to 26/03/2023 (1 Week) (For students who do not register for courses within the stipulated period.</p>

PAYMENT RATE INFORMATION

<p>Amaun/ Amount</p>	<p>Perkara/ Description</p>	<p>Peraturan Akademik/ Academic Rules</p>
<p>RM 50.00 Kursus/ Subject</p>	<p>Gugur Kursus <i>Drop Courses</i></p>	<p>Peraturan 9 (b) iii Perkara Akademik 2003 Regulation 9 (b) iii Academic Act 2003</p>
<p>RM 50.00 Kursus/ Subject</p>	<p>Pendaftaran Lewat <i>Late Registration</i></p>	<p>Perkara 10 (c) Perkara Akademik 2003 Regulation 10 (c) Academic Act 2003</p>
<p>RM 100.00</p>	<p>Rayuan Setelah Nama Digugurkan <i>Appeal of Dropping Name</i></p>	<p>Perkara 14 Perkara Akademik 2003 Regulation 14 Academic Act 2003</p>