UTM
UNIVERSITI TEKNOLOGI MALAYSIA

COURSE REGISTRATION GUIDE

for

New Bachelor Degree (Full time) Student

SEMESTER I, 2024/2025 SESSION

Innovating Solutions

STUDENT'S ROADMAP

Refer Academic Calendar / Work Schedule / Lecture Schedule

Course Registration via MyUTM Portal

- Late Course Registration with Penalty
- Amendment of Course Registration
- Amendment of Course Registration with Penalty
- Course Withdrawal

Failed to Register - TERMINATED

Lecture / lab *(15-16 weeks)*

Academic Matters & Record

- Deferment of Study
- Change of Programme
- Credit Transfer
- Withdrawal of Study

Fee payment

Succeed / Graduated

Evaluation / Examination *(3 weeks)*

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COURSE REGISTRATION

BY NEW STUDENTS

DATE

29 September 2024

-

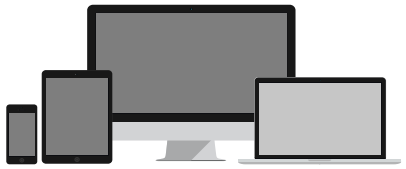
1 October 2024

PLATFORM

myUTMPortal
your digital lifestyle

https://my.utm.my

Student may use any device:



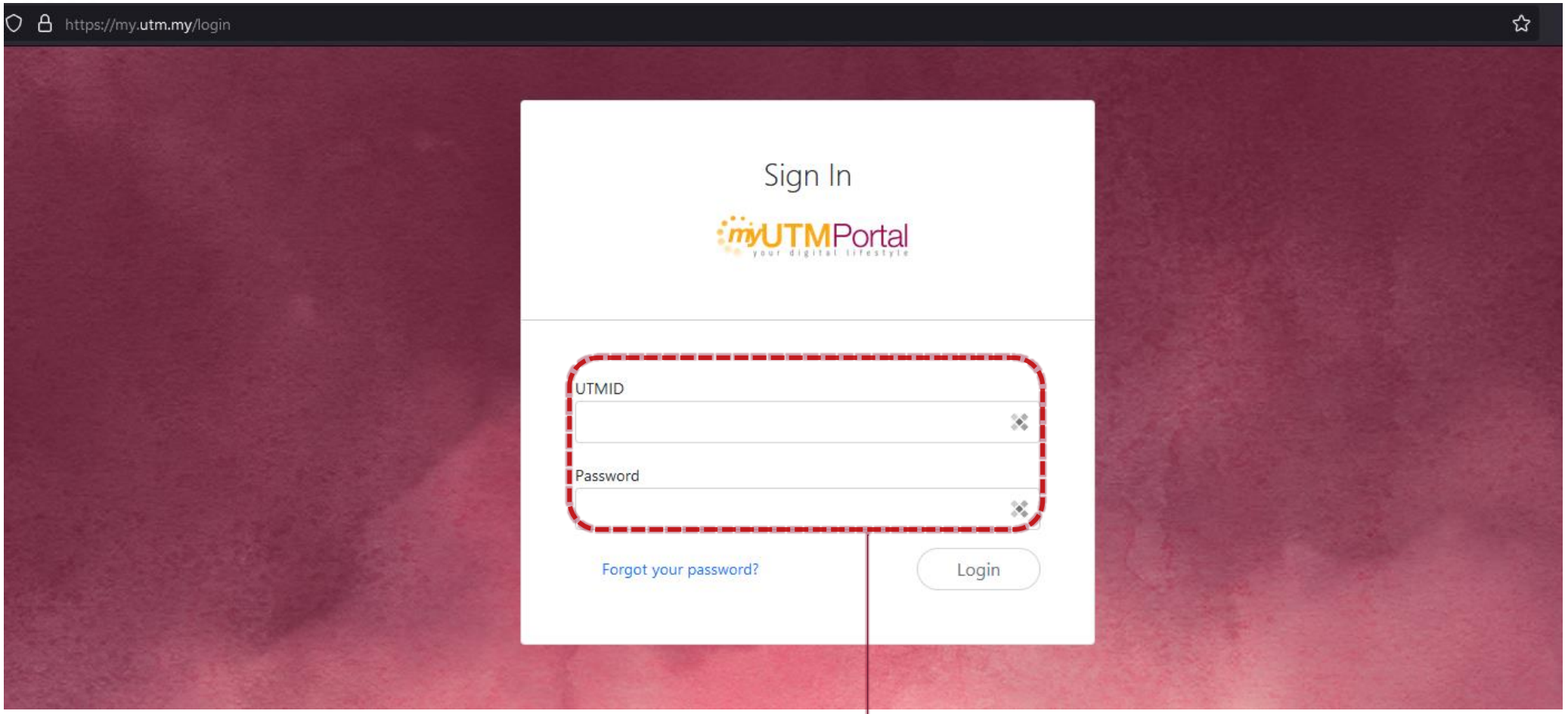
REFERENCE

Student need to register the courses with **Code & Section** as determined by Faculty.

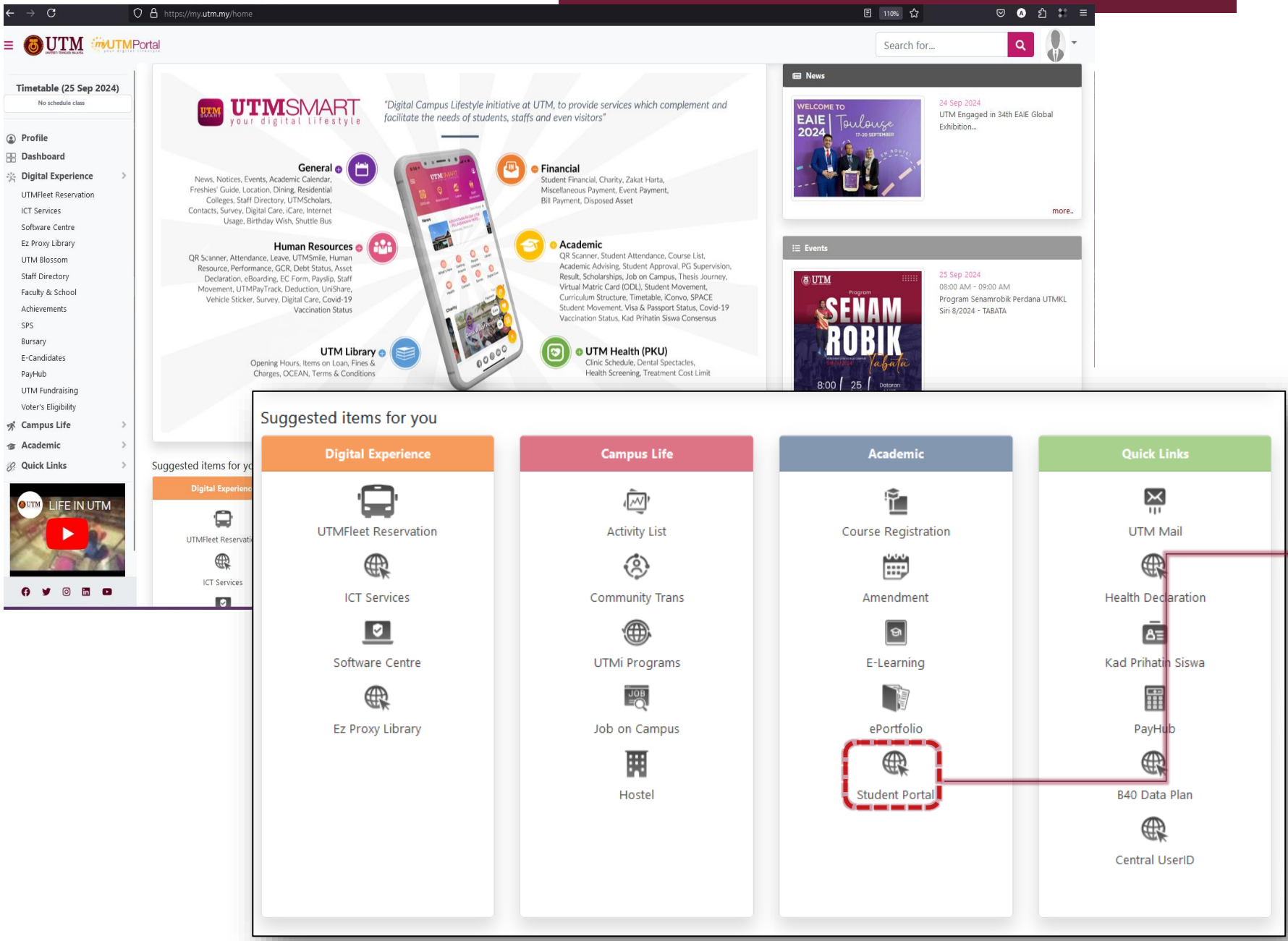
Kindly refer to the list given by Faculty.

Step-by-step

COURSE REGISTRATION MODULE



1 Login to MyUTM Portal (use your UTM ID)



2 Click

Student Portal

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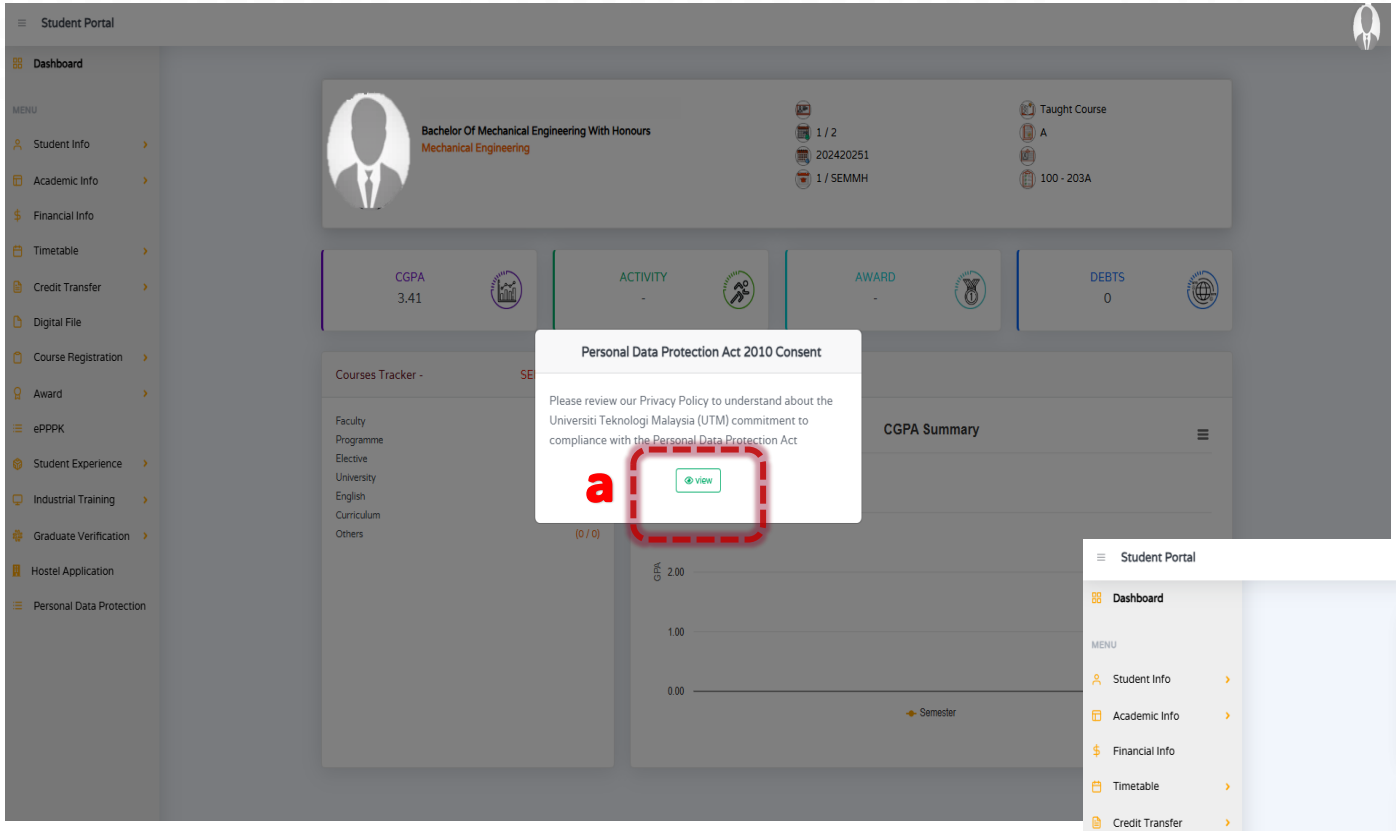
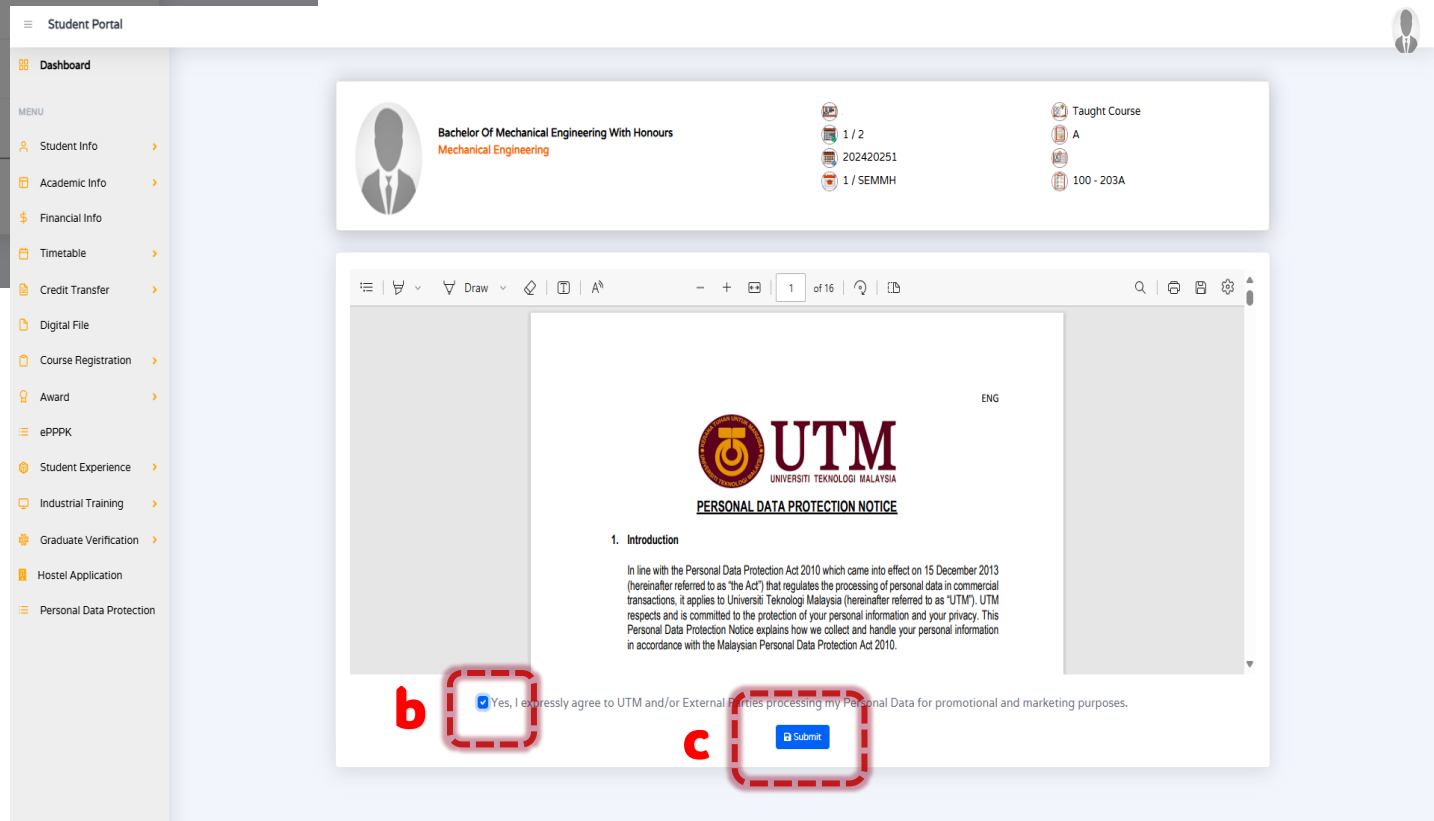
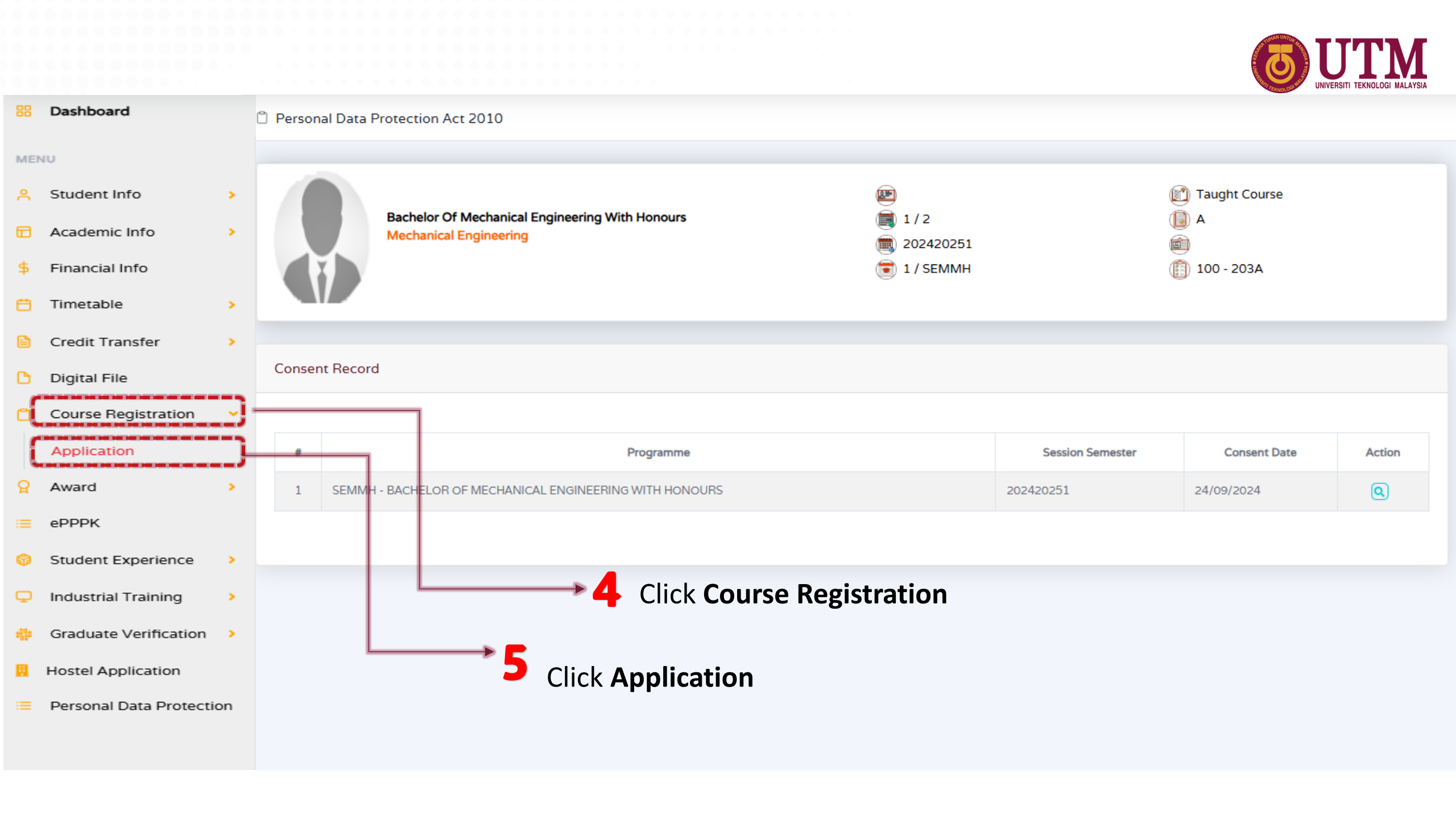
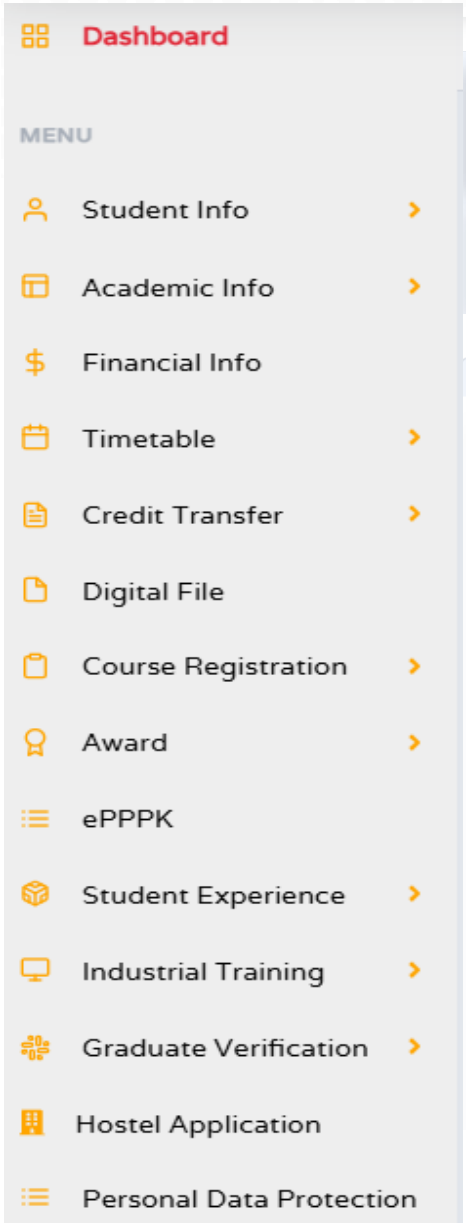
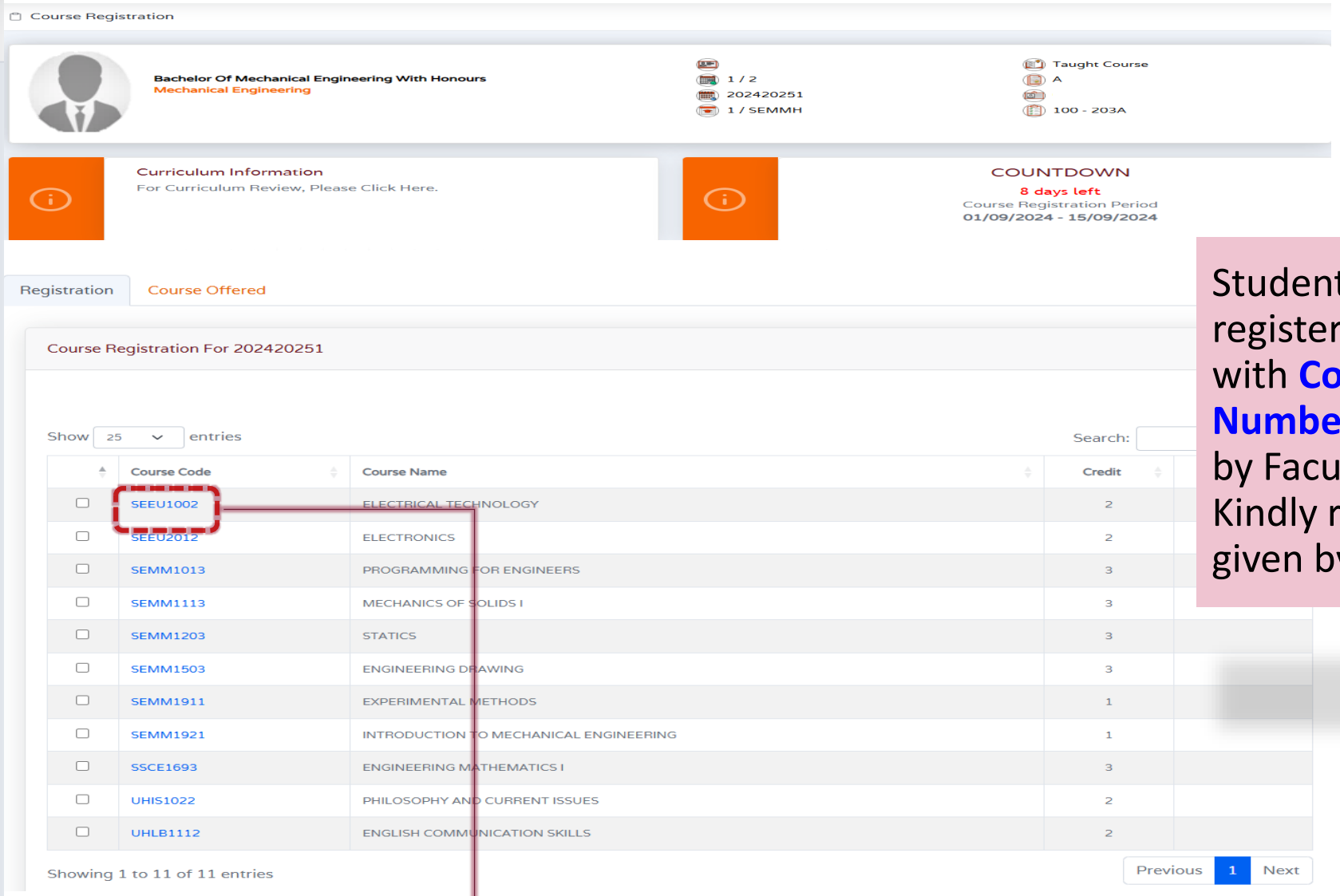
3 Students are required to submit **Personal Data Protection Act 2010 Consent** before proceed the course registration.






Dashboard
MENU
Student Info
Academic Info
Financial Info
Timetable
Credit Transfer
Digital File
Course Registration
Application
Award
ePPPK
Student Experience
Industrial Training
Graduate Verification
Hostel Application
Personal Data Protection
Personal Data Protection Act 2010
Bachelor Of Mechanical Engineering With Honours
Mechanical Engineering
1 / 2
202420251
1 / SEMMH
Taught Course
A
100 - 203A
Consent Record
Programme Session Semester Consent Date Action
1 SEMMH - BACHELOR OF MECHANICAL ENGINEERING WITH HONOURS 202420251 24/09/2024
4 Click Course Registration
5 Click Application





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IMPORTANT

Student need to register the courses with **Code & Section Number** as determined by Faculty.
Kindly refer to the list given by Faculty.

6 Click **Course Code** for section selection

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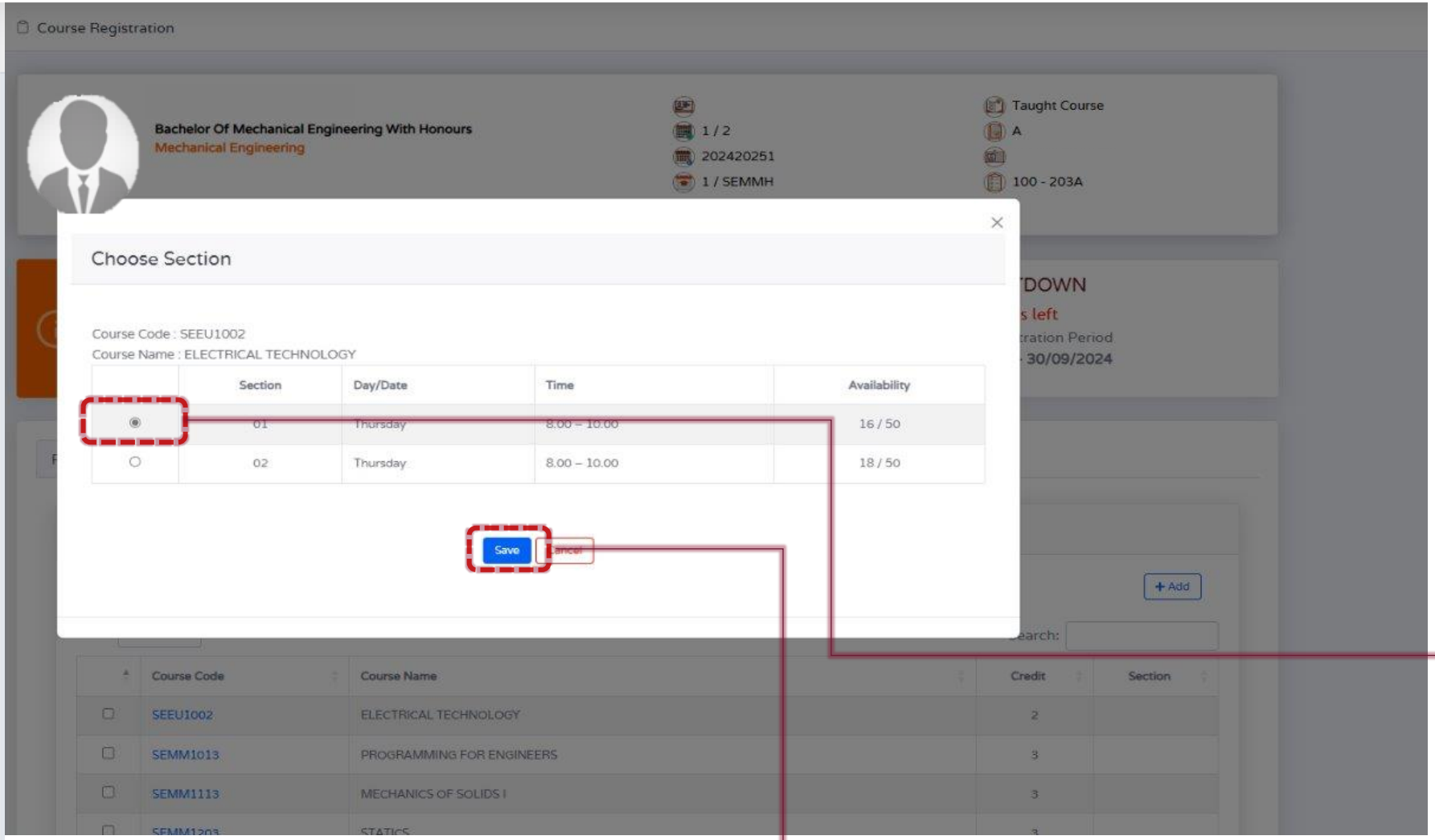
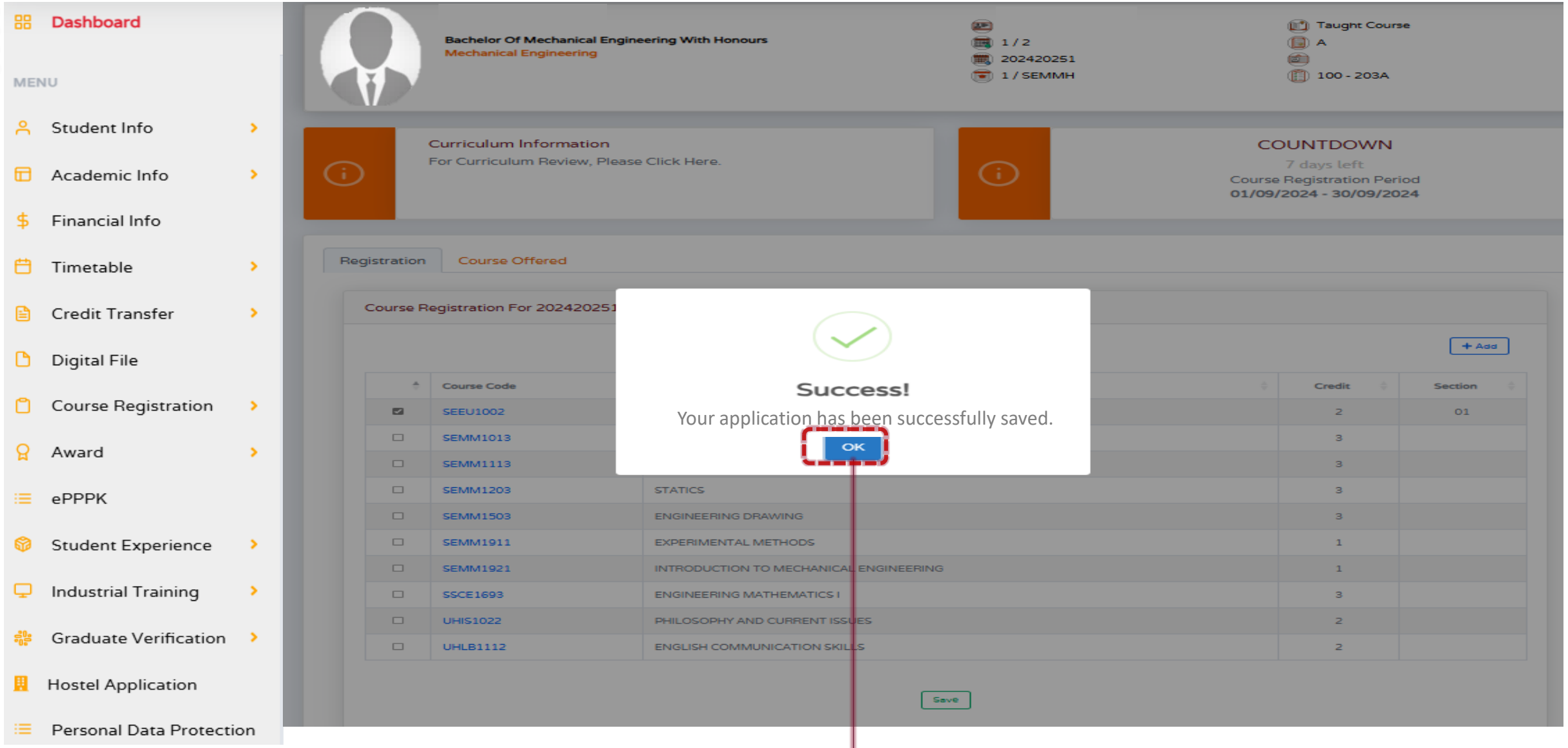


IMPORTANT

Student need to register the courses with **Code & Section Number** as determined by Faculty.
Kindly refer to the list given by Faculty.

7 Choose **Section** for the course code

8 Click **Save**



9 Your application has been successfully saved. Click **OK** to proceed.

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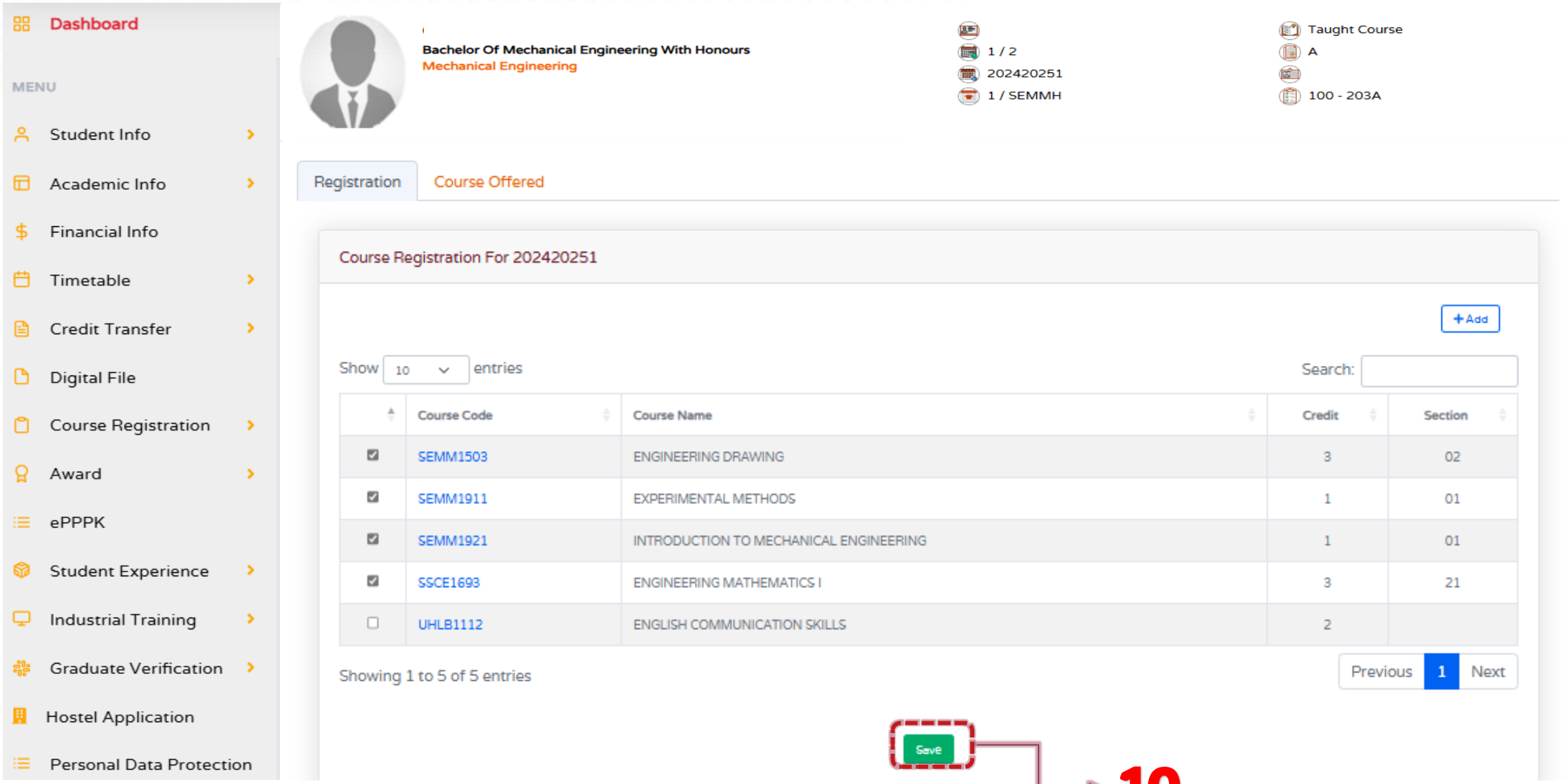

10 Click **Save** to save your progress.

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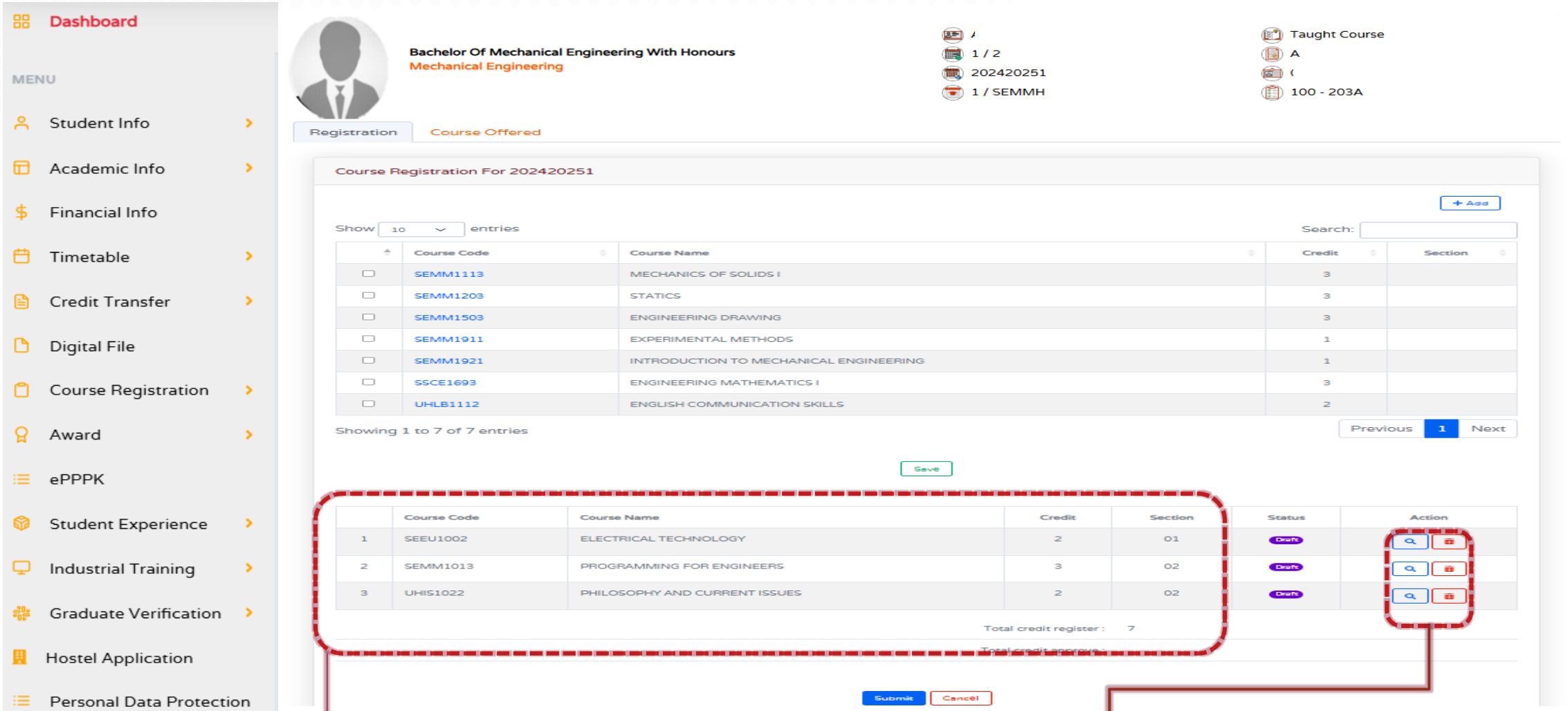

11 Check and make sure all courses listed here are CORRECT **COURSE CODE & SECTION**

12 If you need to amend, click the appropriate button.

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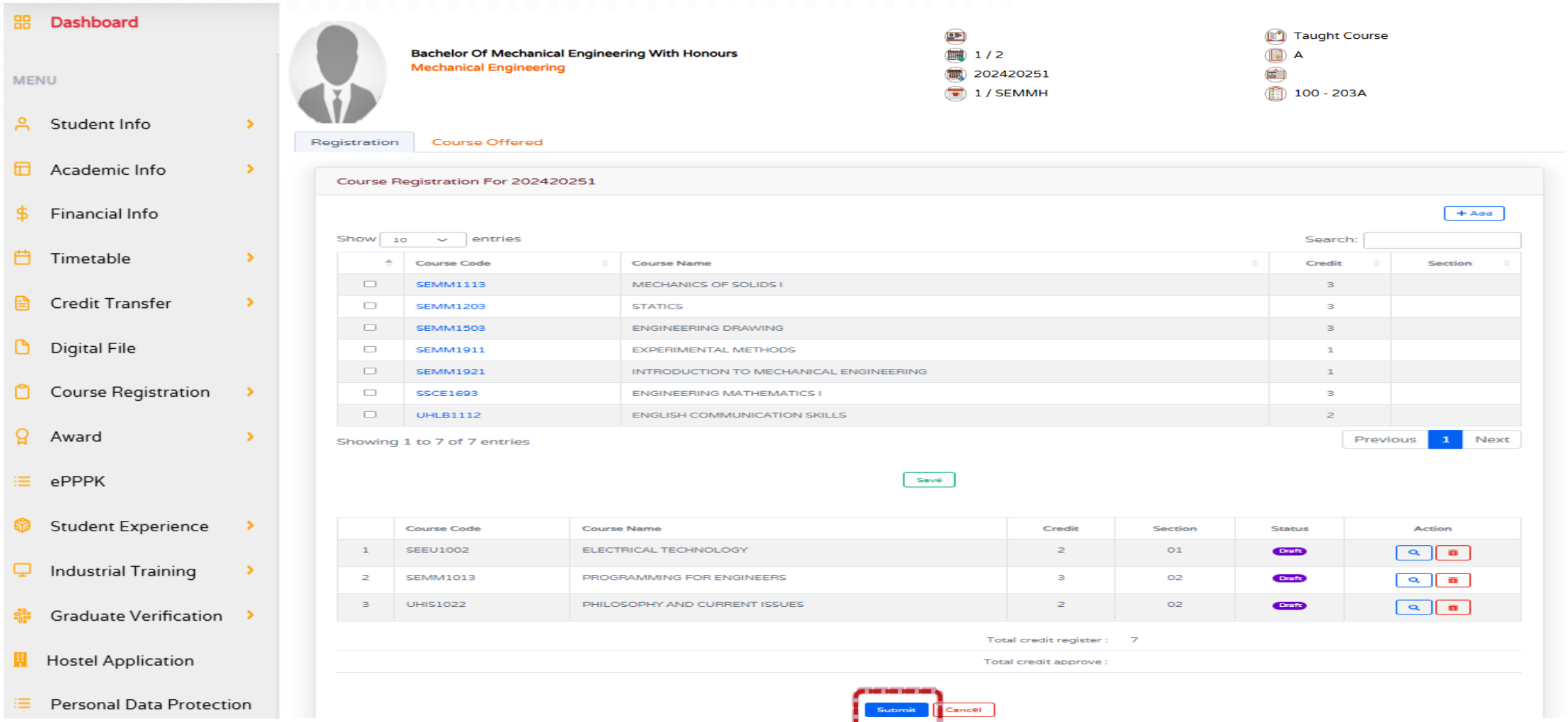

13 Click **Submit** to submit your registration

IMPORTANT

After submission, any amendment to course registration should be done during Amendment of Course Registration Period.

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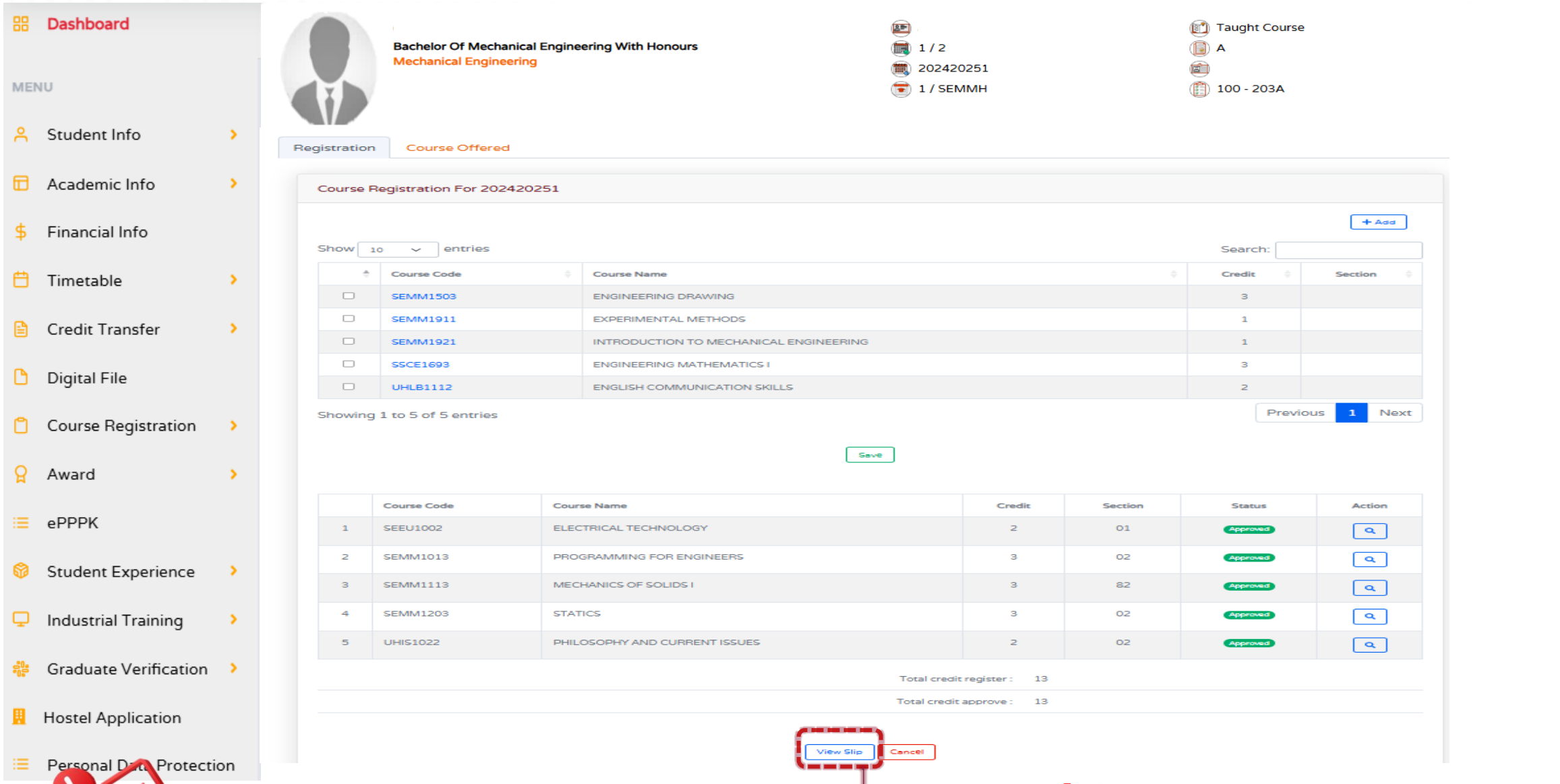

IMPORTANT

For Course Registration by **NEW** Students, all submitted course registration will automatically APPROVED.

14 Click **View Slip** to view course registration slip.

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Example view of **Courses Registration Slip**

UNIVERSITI TEKNOLOGI MALAYSIA
ACADEMIC MANAGEMENT DIVISION
81310 UTM JOHOR BAHRU,
JOHOR, MALAYSIA.

COURSE REGISTRATION SLIP

FACULTY : FAKULTI KEJURUTERAAN MEKANIKAL
NAME :
IC/PASS :
ADDRESS :

SESSION/SEMESTER : 202420251
YEAR/PROGRAMME : 1 / SEMMH
MATRIC CARD NO : .

NO.	CODE	COURSE TITLE	LEARNING METHOD	EXAM TYPE	SECTION	CREDIT	STATUS
1	SEEU1002	ELECTRICAL TECHNOLOGY	FC	FTF	01	2	
2	SEMM1013	PROGRAMMING FOR ENGINEERS	FC		02	3	
3	UHIS1022	PHILOSOPHY AND CURRENT ISSUES			02	2	

TOTAL CREDIT REGISTERED 007
TOTAL CREDIT TRANSFERED 000

VERIFICATION FROM ACADEMIC ADVISOR
VERIFIED BY :
DATE VERIFIED :
REMARKS :

DATE : 24-Sep-2024
#PLEASE CHECK YOUR NAME AND ADDRESS. CORRECTIONS CAN BE MADE AT YOUR FACULTY/SCHOOL.

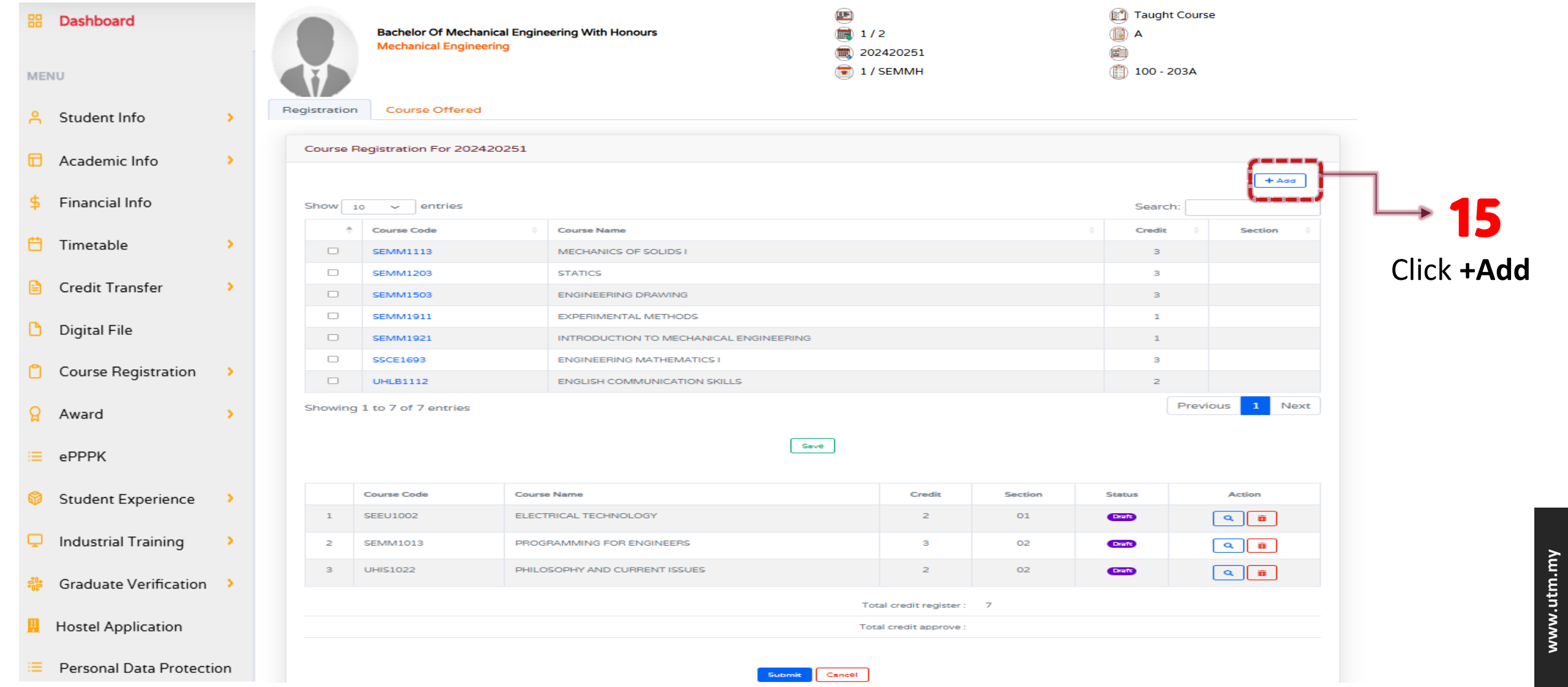
Learning Method Definition:
OL = Online Learning
FC = Face to face
BL = Blended Learning (Starts with online learning followed by face to face)
BLS = Blended Learning Substitution

Examination Type Definition:
AA = Alternative Assessment
NFE = No Final Exam
ASYNC O = Asynchronous online exam
SYNC O = Synchronous online exam; no invigilation and no proctoring
SYNC OP = Synchronous online exam using online proctoring
SYNC OV = Synchronous online exam with online invigilation
SYNC P = Synchronous online exam with physical invigilation
FTF = Face-to-face final exam

ADDITIONAL INFO / CASE

- To register course which is not listed
- To view the full courses in the curriculum
- Maximum credit hours to register

To register course which is not listed



15

Click **+Add**

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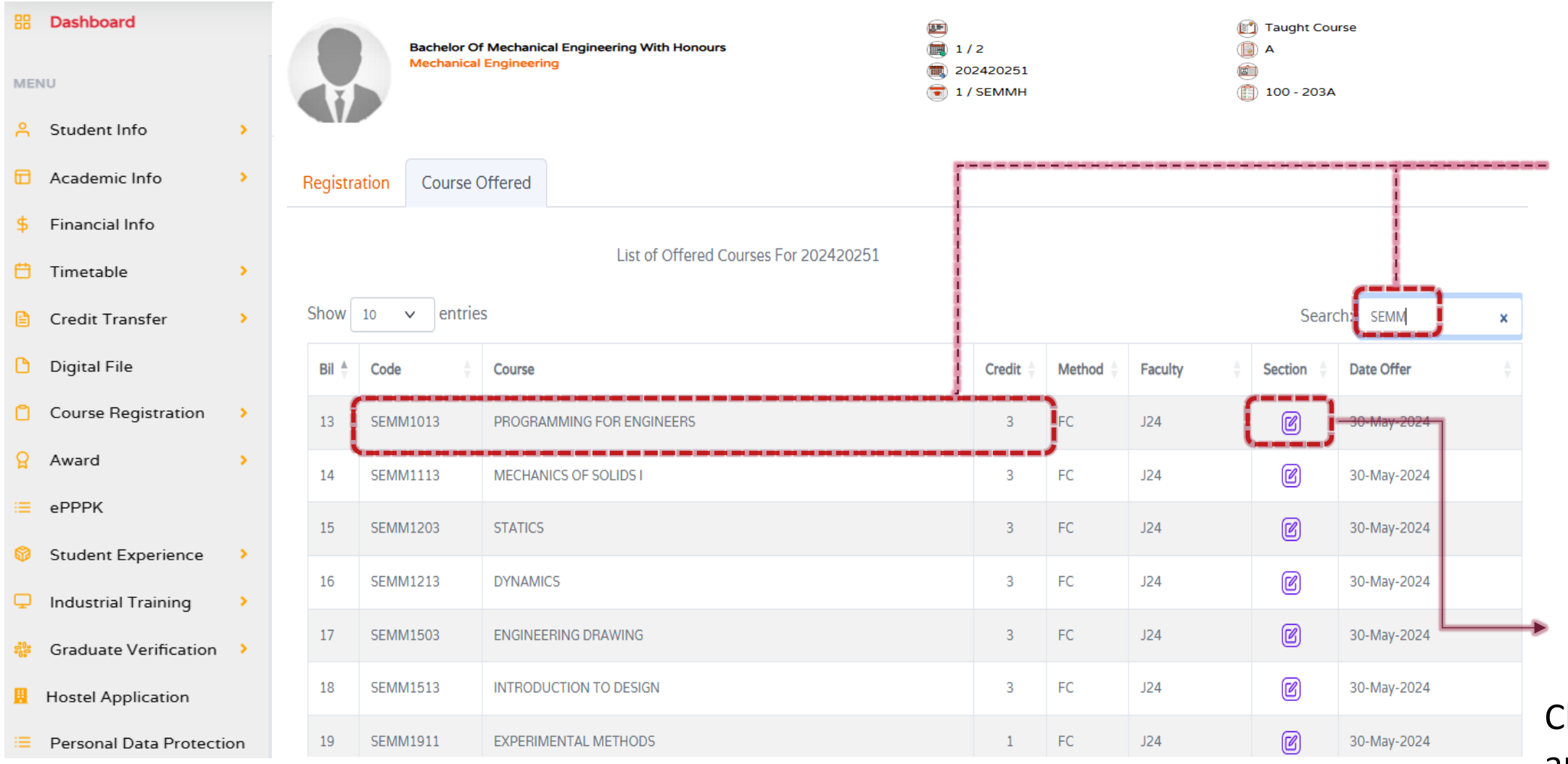
Example view of **List of Courses Offered** for current semester.



16

Find the course in the list or search by keyword. *(If it could not be found, refer your Faculty)*

17

Click and repeat Step 7 - 10.

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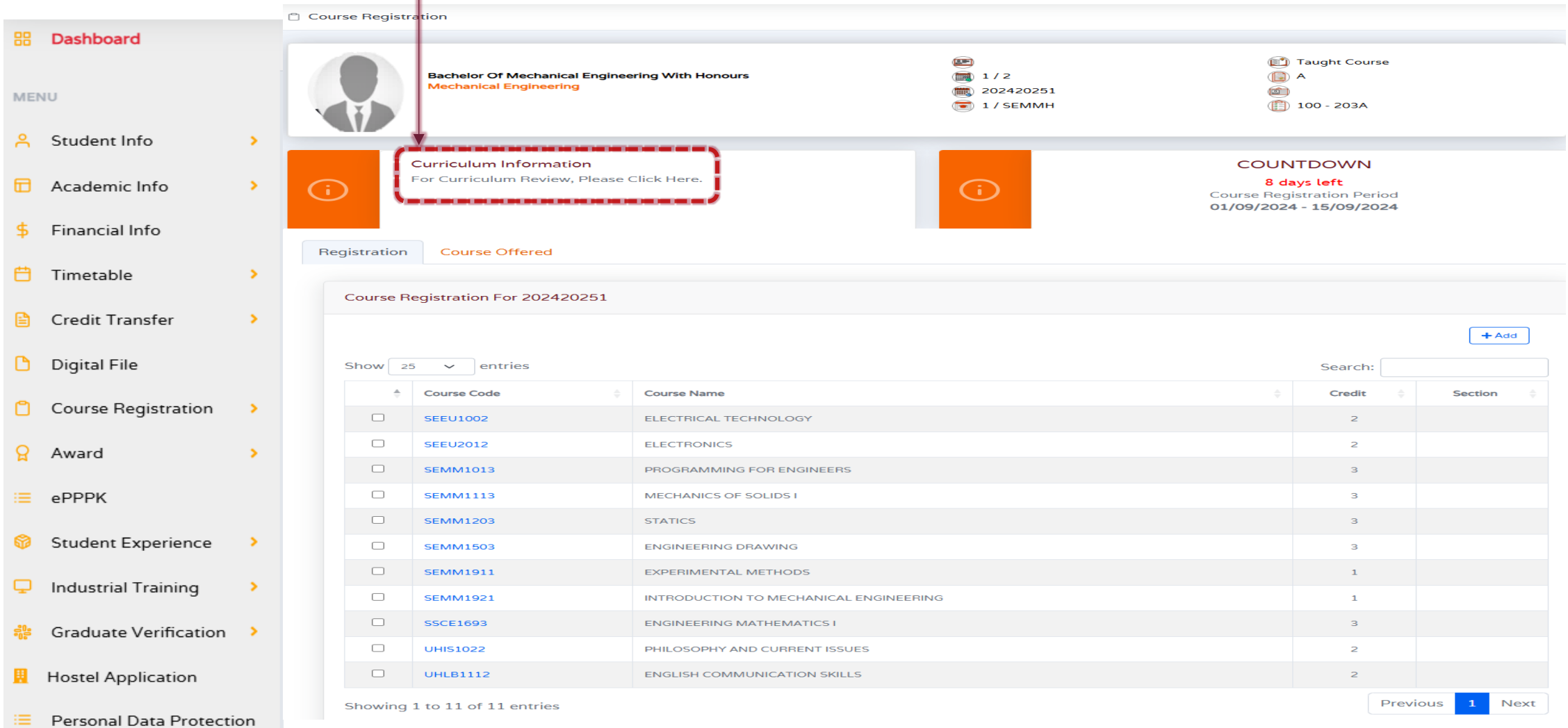
To view the complete courses in the curriculum

18 If course could not be found in the list, it may due to it is not in the Curriculum or it is not offered in the current semester.
Click **Curriculum Information** to view list of courses in the Curriculum.



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Example view of **Curriculum Structure**

Curriculum Structure - [NoKP:]

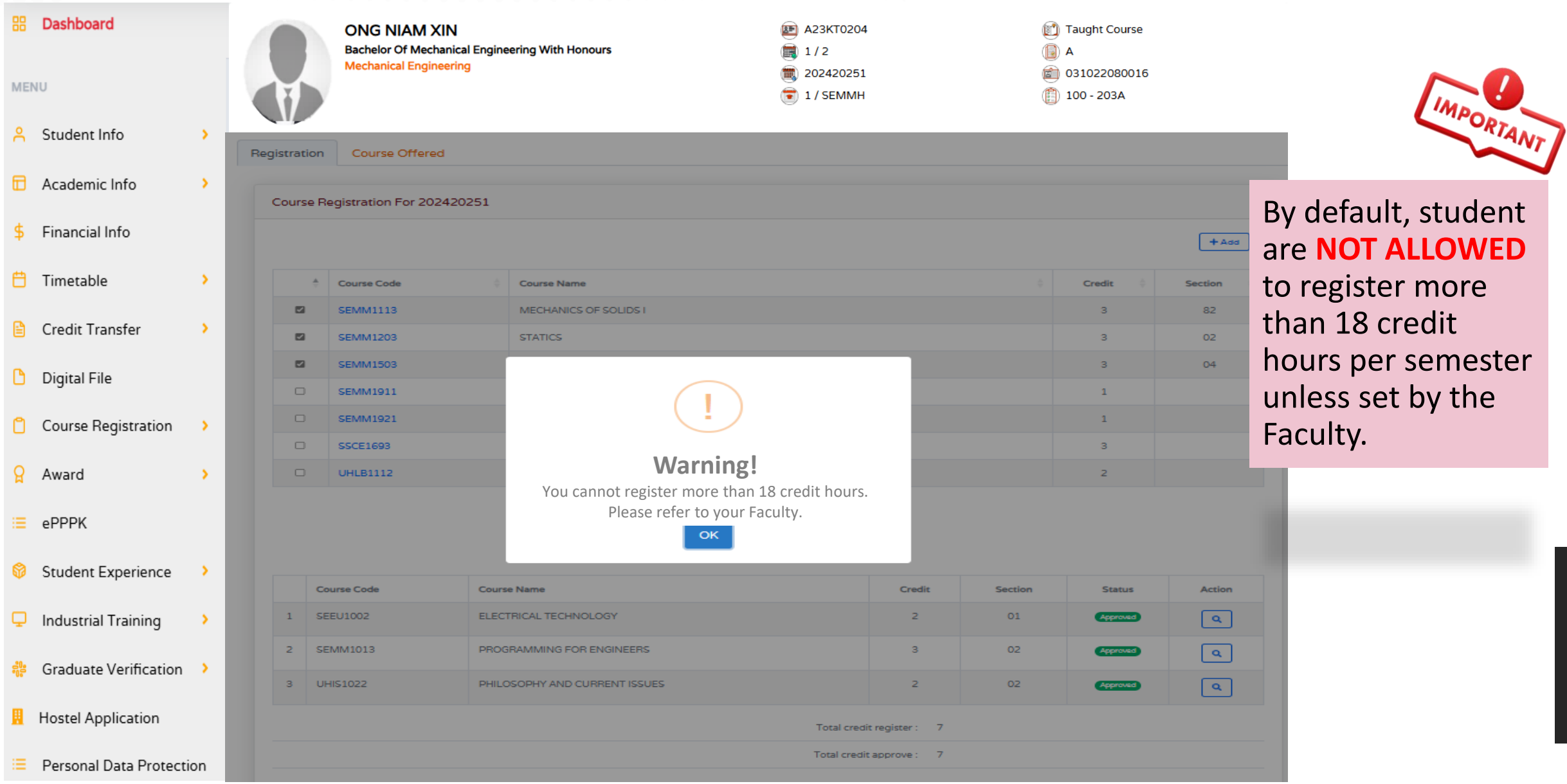
0 / 0
Course Credit
(SEMM02)

Core	Total Credit
Faculty	0 / 0

View Courses –

Semester	Course	Course Code	Grade
	ELECTRICAL TECHNOLOGY	SEEU1002	
	ELECTRONICS	SEEU2012	
	PROGRAMMING FOR ENGINEERS	SEMM1013	
	MECHANICS OF SOLIDS I	SEMM1113	
	STATICS	SEMM1203	
	DYNAMICS	SEMM1213	
	ENGINEERING DRAWING	SEMM1503	
	INTRODUCTION TO DESIGN	SEMM1513	

Maximum total credit hours to register per semester



IMPORTANT

By default, student are **NOT ALLOWED** to register more than 18 credit hours per semester unless set by the Faculty.

CREDIT TRANSFER APPLICATION

For student who want to apply for vertical credit transfer (credit exemption), you may apply through Student Portal within Week 1 and Week 2.

Credit Transfer Application Process

https://bit.ly/Credit-Transfer-UTM

IMPORTANT DATES OF COURSE REGISTRATION

SEMESTER I, 2024/2025 SESSION FOR BACHELOR DEGREE PROGRAMME

Student **MUST** register courses for every semester. Those who **FAIL** to register without acceptable reasons will be **TERMINATED**

SPECIAL COURSE REGISTRATION

LOGIN TO: myUTMPortal

JB: 2 - 4 Oct 2024
KL: 3 - 5 Oct 2024

"Special Course Registration" is only for those who could not register during Course Registration period (in June 2024) due to the status of deferment or cross campus in Semester 2 2023/2024 or any other special case which allowed by the University

Senior student only

LATE COURSE REGISTRATION

WITH PENALTY

JB: 6 - 10 Oct 2024
KL: 7 - 11 Oct 2024

Penalty of **RM100.00** for each course and subjected to approval by the Faculty.

AMENDMENTS OF COURSE REGISTRATION

INSERT DELETE

LOGIN TO: myUTMPortal

JB: 6 - 17 Oct 2024
KL: 7 - 18 Oct 2024

"Amendment" means to register additional course or to delete course or to change section which has been registered before. Student who do not register any course will not be allowed to do any amendment.

AMENDMENTS OF COURSE REGISTRATION

INSERT DELETE

WITH PENALTY

JB: 20 Oct - 24 Dec 2024
KL: 21 Oct - 25 Dec 2024

Maximum penalty of **RM100.00** for each course

COURSE WITHDRAWAL

THROUGH FACULTY

JB: 27 Oct - 28 Nov 2024
KL: 28 Oct - 29 Nov 2024

COURSE REGISTRATION FOR SEMESTER II, 2024/2025 SESSION

LOGIN TO: myUTMPortal

JB: 5 Jan - 16 Jan 2025
KL: 6 Jan - 17 Jan 2025

Prepared by:
Academic Management & Conferment Section (AMaCS)
Academic Management Division (AMD)

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CONTACT US

FACULTY OF CIVIL ENGINEERING (FKA)

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Postgraduate +607-5531744

FACULTY OF ELECTRICAL ENGINEERING (FKE)

Undergraduate undergraduate-office@fke.utm.my | +607- 5557238
Postgraduate postgraduate-office@fke.utm.my | +607- 5557032

FACULTY OF MECHANICAL ENGINEERING (FKM)

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FACULTY OF CHEMICAL & ENERGY ENGINEERING (FKT)

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FACULTY OF SOCIAL SCIENCES & HUMANITIES (FSSH)

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+607-5557790 (SHARPS)
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Undergraduate mjiit.ug@utm.my | +603-22031551
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AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL (AHIBS)

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FACULTY OF ARTIFICIAL INTELLIGENCE (FAI)

Undergraduate fai-acad-ug@utm.my
Postgraduate fai-acad-pg@utm.my

SPACE UTM

Undergraduate bba.space@utm.my/bgs@utm.my | +607-5318061

SCHOOL OF UNDERGRADUATE STUDIES (UGS)

Undergraduate ugs@utm.my | +607-5532284

SCHOOL OF GRADUATE STUDIES (SPS)

Postgraduate graduate@utm.my | +607-5537877/ 37799

ACADEMIC MANAGEMENT DIVISON (AMD)

STUDENT RECRUITMENT & ADMISSION SECTION (SRAdS)

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Postgraduate pgrad@utm.my | +607-5537900
General admission@utm.my | +607-5537777
+60197061748 (CALL ONLY)

ACADEMIC MANAGEMENT & CONFERMENT SECTION (AMaCS)

Undergraduate amdug@utm.my | +607-5335700/ 4719/ 2310/ 2314
Postgraduate amdpg@utm.my | +607-5335614/ 2234/ 2271/ 2268 (JB)
+603-48199181(KL)

STRATEGIC, SENATE & CONVOCATION UNIT

+607-533 2167 / 2236 / 3197 / 2300
konvo@utm.my

Department of the Bursary
Email: bendahari-ukp@utm.my
(please quote your full name and identification number (IC/ISID) and the subject of your query when contacting us)

Digital Services Department
Email: digitalcare@utm.my

FAQs

https://bit.ly/FAQs-AMaCS

THANK YOU

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Academic Management & Conferment Section (AMaCS)
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Johor Bahru, Johor

https://amd.utm.my/

Academic Management & Conferment Section