

**ONLINE COURSE REGISTRATION  
SECOND SEMESTER 2017/2018**

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**DATE**                    i) *11 September 2017 – 01 Oktober 2017*  
                              ii) *10 November 2017 – 23 November 2017*  
                              iii) *20 November 2017 – 03 Disember 2017*

**TIME**                    : *Office Hours*  
**VENUE**                 : *Respective Faculty*

**ATTENTION**

- a) *Students are advised to always comply with the registration regulations of students in accordance with regulation prescribed in the University Putra Malaysia Constitution (Academic Matters for Undergraduates) 2014 within the period specified in the academic calendar.*
- b) *Students may register for courses with prerequisites after the results of pre-requisite course(s) are announced one day after the Senate meeting. Online registration will be open from **10-23 November 2017** and the first two weeks of the next semester. Students who do not do any early registration must complete their registration by week one of the next semester.*
- c) *Students are allowed to register courses less than 12 credits as follows:*
  - i) *Students may register for <12 credits during the course registration period (a period of time commencing from the first day of the twelfth week of a semester and ending on the last day of the fourteenth week of the semester).*
  - ii) *Students who registered <12 credits is required to update the registration within two weeks after the Senate confirmation of the final results announced and the first day of the new semester (20 November 2017). It is exceptional for the final semester students and students from entry of category PRAUNIMSN who are allowed to register <12 credits.*
  - iii) *If the student (who registered <12 credits) does not update registration made to fulfill the registration to be at least 12 credits after the 20 November 2017, the course registered will be dropped automatically from SMP.*
- d) *Students are not allowed to attend any lecture / class without first registering the course.*

- e) *Registration for courses after the designated registration period is not allowed.*
- f) *Students are to follow the instructions / regulations as stated in the University and University Colleges Act 1971, Universiti Putra Malaysia Constitution, Universiti Putra Malaysia Rules (Academic Matters for Undergraduates) 2014.*
- g) *Students will have to bear full responsibility for non-compliance to the above.*
- h) *Any student who is automatically prevented from registering a course is deemed not continuously registered at the University and his/her status as a student shall be terminated and his/her name is dropped from the university student register.*
- i) *Any student who is terminated and dropped from the university student register as a result of his/her failure to continuously register with the University, may appeal to be reinstated as a student and to continue his/her studies. The student whose appeal is accepted may only continue his/her studies in the next semester and NOT in the semester where his/her registration is terminated and his/her name dropped from the university student register.*
- j) *Should a student postpone his/her studies after the second week of the commencement of the semester, the tuition fee is not refunded except with the approval of the Vice Chancellor. A student who withdraws from his/her programme of study cannot obtain a refund of any payment made to the University.*

**NOTE** : *Course Registration is compulsory:*

- i) *Course Registration and Timetable can be accessed through the following Website <http://www.smp.upm.edu.my>*
- ii) *Student with debts or outstanding fees shall be denied from registering a course for the next semester (refer to the Bursar's Office).*
- iii) *Full time students are required to register a minimum of 12 credit hours and a maximum of 20 credit hours per semester (Please refer to the faculty if total credits of course registration (final semester student) is less than 12 credits/exceed 20 credits).*
- iv) *Students who do not register in the SMP after the second week of the semester will be dropped from the list of candidacy as a UPM student.*
- v) *Changes in course registration can be made from 20/11/2017 to 03/12/2017 (Only for students who registered for courses on week 12-14 and after the Senate announced the final results).*
- vi) *Late Course Registration is from 20/11/2017 to 26/11/2017.*
- vii) *Late Course Registration (with a fine of RM 50.00 for each course listed) is from 27/11/2017 to 03/12/2017 (for students who do not make course registration within period specified).*
- viii) *Dropping a course from 04/12/2017 to 07/01/2018 will incur a fine of RM 50.00 each course listed.*
- ix) *Students need to print the registration slip after completing the registration / change of course registration.*
- x) *Students should check the course registration and print copies of the registration slip as a reference upon completion of the online registration.*