

Notice Board:
29//06/2020 till
04/12/2020.

**ONLINE COURSE REGISTRATION
FIRST SEMESTER 2020/2021**

DATE i) **29 June – 19 July 2020**
 ii) **11–24 September 2020**
 iii) **19 October – 01 November 2020**

REGISTRATION : *Through the Internet*

ATTENTION

- a) *Students are advised to always comply with the registration regulations of students in accordance with regulation prescribed in the Universiti Putra Malaysia Constitution (Academic Matters for Undergraduates) 2014 (Amendment 2016) 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 reopened from 11-24 September 2020 and the first two weeks of the new semester. **Students who have not done any early registration must complete their registration by week one of the new semester.***
- c) *Students can register courses less than 12 credits as follows:*
 - i) *Students may register for <12 credits during the course registration period (a period 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 are 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 (19 October 2020). It is exceptional for the final semester students and students from entry of category PRAUNIMSN who can 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 01 November 2020, 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 (Amendment 2016).*
- 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 candidacies as a UPM student.*
- v) *Changes in course registration can be made from 19/10/2020 to 01/11/2020 (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 19/10/2020 to 25/10/2020.*
- vii) *Late Course Registration (with a fine of RM 50.00 for each course listed) is from 26/10/2020 to 01/11/2020 (for students who do not make course registration within period specified).*
- viii) *Dropping a course from 02/11/2018 to 06/12/2020 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.*