



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

COURSE REGISTRATION PROCESS

DEGREE PROGRAMMES

BBA/BGS

1. LOG IN TO UTMSMART OR myUTM <https://sso.utm.my/login>
2. Click Course Registration

The screenshot displays the UTM ONE STOP STUDENT SERVICES website. The header includes the UTM logo and the text 'ONE STOP STUDENT SERVICES'. A navigation bar at the top lists various categories: NEWS, CIRCULAR, ACADEMIC, PAWS synergy UTM 4.0, FINANCE, ACTIVITY, UTMCC, and UTM. On the left, a 'MAIN MENU' sidebar lists several services, with 'Course Registration' highlighted by a blue circle. Other items in the menu include My Profile, Activity List, Academic Award, Course Pre-Registration, Software Centre, Job on Campus, GSMS, E-Learning, Students Evaluation of Teaching, E-Portfolio, Hostel, College Parcel, Vehicle Sticker, Scholarship, and Permohonan Zakat. The main content area features a list of news items, each with a title and a posting date. On the right, a vertical sidebar contains links to various services such as UTM Mail, Laboratory System (LIMS), Adu@IT, Industrial Training System (ITS), UTM Library EZProxy, Central UserId, Vehicle Reservation, Service ICT, SPS, Class Timetable, B40 Data Plan, Health Declaration, and a 'MEDIA' section with links to the 58th UTM Convocation, UTMSmart: Class Attendance - Student Guide, and Job4U Portal Launching. At the bottom of the right sidebar, a note says 'Go to Settings to activate Windows.'

3. Pre registration (Register during Pre-registration dateline)

202020211

No. Code	Section	Course	Credit	Method	Action
No record found.					
					Total Credit

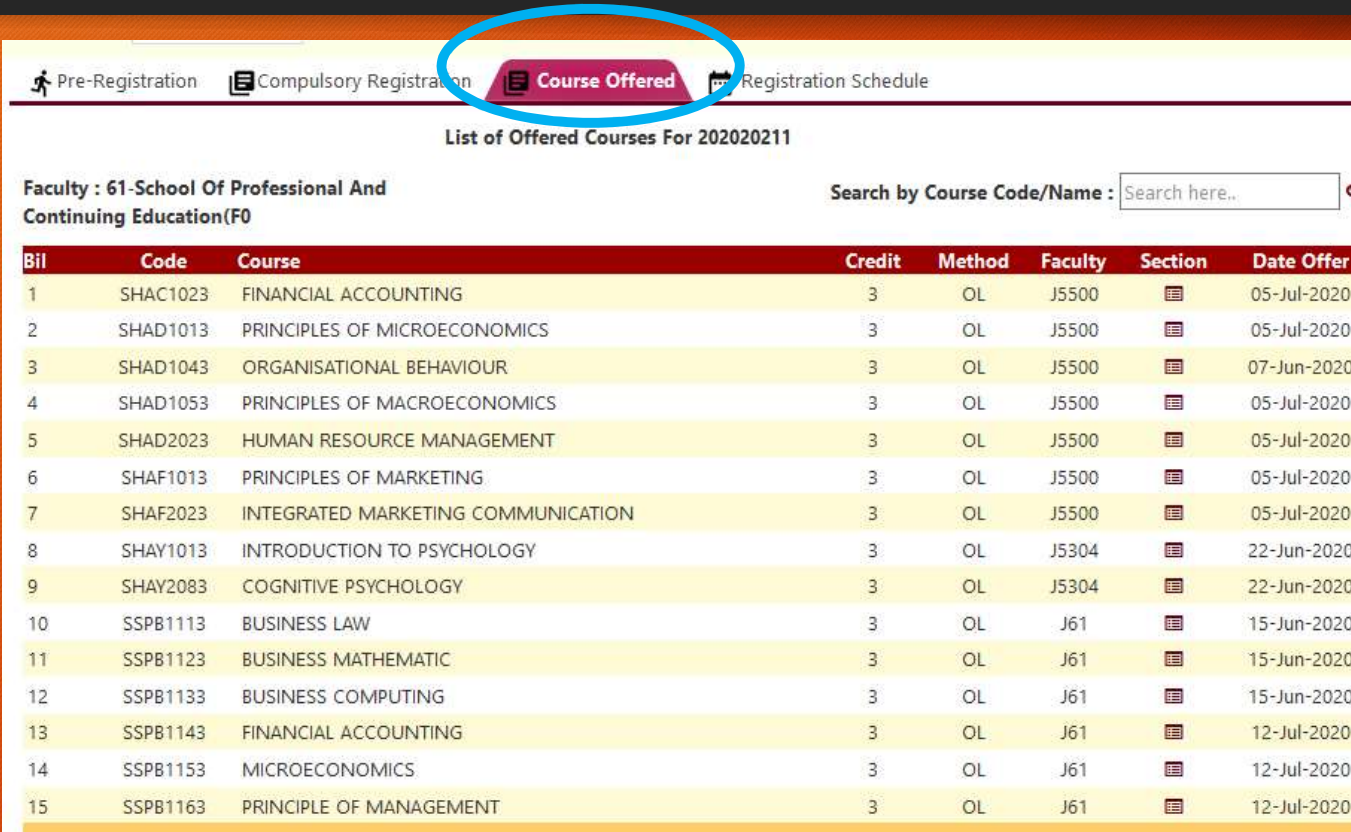
4. Click Compulsory Registration (refer to academic calendar)
5. Add new Course

The screenshot displays the UTM Academic Management System interface. At the top, there is a header with the UTM logo and the text "Academic Management System". Below this is a navigation bar with links: "Student Info", "Activity", "Award", and "User Manual". The main content area is divided into several tabs: "Pre-Registration", "Compulsory Registration", "Course Offered", "Registration Schedule", and "Course Registration → Add Course". The "Compulsory Registration" tab is highlighted with a blue circle. Below the tabs, there is a table with columns: "No.", "Code", "Course Title", "Section", "Credit", "Method", and "Action". The table is currently empty, with the text "No record found." displayed. The "Add New Course" button, located in the "Action" column, is also highlighted with a blue circle.

No.	Code	Course Title	Section	Credit	Method	Action
No record found.						

Total Credit

6. See course offered. Refer to your programme registered
7. Submit



Pre-Registration Compulsory Registration **Course Offered** Registration Schedule

List of Offered Courses For 2020/2021

Faculty : 61-School Of Professional And Continuing Education(F0) Search by Course Code/Name :

Bil	Code	Course	Credit	Method	Faculty	Section	Date Offer
1	SHAC1023	FINANCIAL ACCOUNTING	3	OL	J5500		05-Jul-2020
2	SHAD1013	PRINCIPLES OF MICROECONOMICS	3	OL	J5500		05-Jul-2020
3	SHAD1043	ORGANISATIONAL BEHAVIOUR	3	OL	J5500		07-Jun-2020
4	SHAD1053	PRINCIPLES OF MACROECONOMICS	3	OL	J5500		05-Jul-2020
5	SHAD2023	HUMAN RESOURCE MANAGEMENT	3	OL	J5500		05-Jul-2020
6	SHAF1013	PRINCIPLES OF MARKETING	3	OL	J5500		05-Jul-2020
7	SHAF2023	INTEGRATED MARKETING COMMUNICATION	3	OL	J5500		05-Jul-2020
8	SHAY1013	INTRODUCTION TO PSYCHOLOGY	3	OL	J5304		22-Jun-2020
9	SHAY2083	COGNITIVE PSYCHOLOGY	3	OL	J5304		22-Jun-2020
10	SSPB1113	BUSINESS LAW	3	OL	J61		15-Jun-2020
11	SSPB1123	BUSINESS MATHEMATIC	3	OL	J61		15-Jun-2020
12	SSPB1133	BUSINESS COMPUTING	3	OL	J61		15-Jun-2020
13	SSPB1143	FINANCIAL ACCOUNTING	3	OL	J61		12-Jul-2020
14	SSPB1153	MICROECONOMICS	3	OL	J61		12-Jul-2020
15	SSPB1163	PRINCIPLE OF MANAGEMENT	3	OL	J61		12-Jul-2020