HOW TO REGISTER COURSE ONLINE?
DEGREE PROGRAMME

1. Download the course registration forms	Download forms in the student portal: 1. Course Registration Form 2. Parent/Guardian Information Form 3. Vaccine information Form Survey
2. Install an app to fill and sign the form on smartphone	Search for the *Adobe Fill & Sign: Easy PDF Doc & Form Filler* application in Play Store/App Store and install. Select the downloaded form to fill it out.
3. Fill Up Course Registration form	Please ensure that the following information is correctly filled in: 1. Name 2. MYKAD/Passport Number 3. Matric Number (*e.g. A21SP0001*) 4. Session/Semester (*e.g. 20212022-1*) 5. Email Address 6. Course Code: click here for more details 7. Mailing Address 8. Phone Number 9. Student's signature 10. Date
4. Fill up Parent / Guardian Information Form	Please ensure that the all following Information is correctly filled in: Part A : STUDENT DETAILS Part B : PARENT/GUARDIAN DETAILS
5. Fill up Vaccine survey form	Please ensure that the all information is correctly filled in
6. Do ONLINE registration	Students are COMPULSORY to submit form online (refer ONLINE FORM REGISTRATION in Student Portal:(in Registration Kit) Students are required to attach in order to complete the registration's forms 1. Course Registration form 2. Parent/ Guardian Information form 3. Vaccine information survey form/ Vaccine's certificate

IMPORTANT

- The student names list and class timetable will be uploaded in the Student Portal. Please visit the portal regularly for the latest updates and information on academic matters.
- Find your name in the list, identify your section, your academic advisor and class timetable. **If your name is not in the list**, please email to us at: bba.space@utm.my / bgs@utm.my