COURSE REGISTRATION GUIDELINES

HOW TO REGISTER FOR COURSES ONLINE?
BRIDGING PROGRAMME

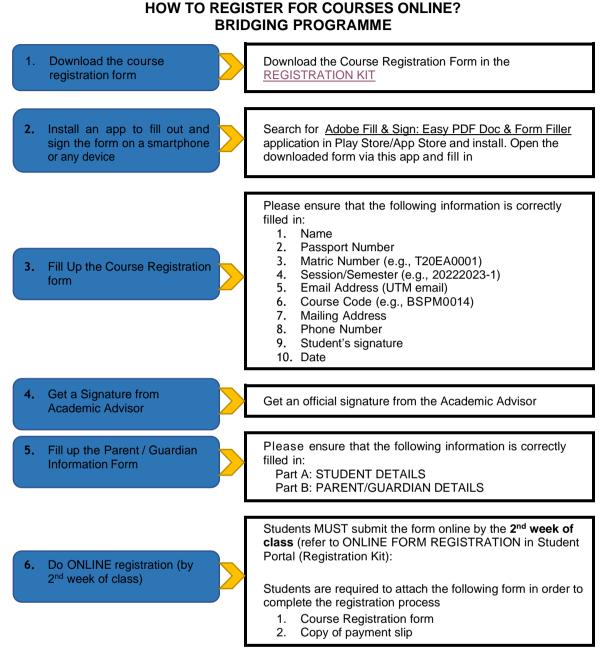|	
1. Download the course registration form	Download the Course Registration Form in the REGISTRATION KIT
2. Install an app to fill out and sign the form on a smartphone or any device	Search for Adobe Fill & Sign: Easy PDF Doc & Form Filler application in Play Store/App Store and install. Open the downloaded form via this app and fill in
3. Fill Up the Course Registration form	Please ensure that the following information is correctly filled in: 1. Name 2. Passport Number 3. Matric Number (e.g., T20EA0001) 4. Session/Semester (e.g., 20222023-1) 5. Email Address (UTM email) 6. Course Code (e.g., BSPM0014) 7. Mailing Address 8. Phone Number 9. Student's signature 10. Date
4. Get a Signature from Academic Advisor	Get an official signature from the Academic Advisor
5. Fill up the Parent / Guardian Information Form	Please ensure that the following information is correctly filled in: Part A: STUDENT DETAILS Part B: PARENT/GUARDIAN DETAILS
6. Do ONLINE registration (by 2nd week of class)	Students MUST submit the form online by the **2nd week of class** (refer to ONLINE FORM REGISTRATION in Student Portal (Registration Kit): Students are required to attach the following form in order to complete the registration process 1. Course Registration form 2. Copy of payment slip

IMPORTANT

- The students name list and class timetable will be uploaded to 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 on the list, please email us at: bridging@utmspace.edu.my.

STUDENT PORTAL:
BRIDGING PROGRAMME