

# Step-by-step **AMENDMENT OF COURSE** REGISTRATION (INSERT & DELETE) **Bachelor Degree (Fulltime)** Senior Student

## **IMPORTANT NOTICE**

### **Change Section**

- Changing Section for the same course code will be automatically approved (does not required approval of the Academic Advisor)
- Once a section change has been saved, returning to the previous section is not permitted.

## Delete / Add Course

- 1. All courses that have been Saved will be labelled with "DRAFT" status.
- 2. You may **delete or change section** of the course when the status is still "DRAFT"
- 3. Application that exceed the **maximum or minimum** total credit limits need to be approved by the Deputy Dean after recommendation by Academic Advisor

Student must complete the application by SUBMITTING the application (the status will change to "SUBMITTED")







#### Dashboard MENU Bachelor Of Computer Science (Software Engineering) With H ~ Student Info > Computing Academic Matters > \$ Financial Info Ħ٩. Timetable > CGPA ACTIVITY Credit Transfer > 3.99 60na 9 (202220232) C Digital File Course Registration ല UG Application **Curriculum Information** (i)8 Award For Curriculum Review, Please Click Here. ePPPK Student Experience **2** Click **Course Registration 3** Click **UG Application**

☐ Academic Session : 202420252

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Student Portal

## To change section for the same course code



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No other amendment allowed. Please Apply carefully

## To add or delete courses





## Check all your transaction for the amendment of courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
1	SEEU1002	ELECTRICAL TECHNOLOGY	2	01	-	-	-	34/45	Change		٩
2	SEMM1213	DYNAMICS	3	11	-	-	-	/	Delete	DRAFT	Q

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You may delete or change section of the course when the status is still "DRAFT"



## Submit your application

#### Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
1	SBEQ4552	INTERNATIONAL CONTRACTING	2	02	-	-	-	43/45	Change		٩
2	SBET3264	INDUSTRIAL TRAINING (SEMINAR)	4	01	-	-	-	33/40	Insert	DRAFT	

Click Submit Click Submit C View Slip

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
1	SEMM3033	FINITE ELEMENT METHODS	3	60	-		÷	30/30	Change		٩
2	SEMM3813	INDUSTRIAL ENGINEERING	3	02			÷	30/30	Change		٩
3	SEMI3833	PRODUCTION PLANNING AND CONTROL	3	30		20	+	16/30	Insert	SUBMITTED TO PA	٩
4	SEMM3941	LABORATORY III	1	03	2	120	- 20	20/26	Delete	SUBMITTED TO PA	Q

Student must complete the application by SUBMITTING the application (the status will change to "SUBMITTED")

After successfully submitted, the status will change from **Draft** to **Submit** 

## 8 Check your application progress status

	Course Code	Course Name	Credit	Section	Availability	Status	Action
1	ULRS1182	APPRECIATION OF ETHICS AND CIVILIZATIONS	2	S1	2/35	Submit	
2	SBEA2148	DESIGN 4	8	01	11/15	Submit	٩
3	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	2	01	44/45	Submit	٩
4	UKQF2082	COMMUNITY & SCIENCE	2	01	4/35	Submit	٩



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#### FACULTY OF CIVIL ENGINEERING (FKA)

Undergraduate ska-ug@utm.my | +607-5533072 Postgraduate +607-5531744

#### FACULTY OF ELECTRICAL ENGINEERING (FKE)

Undergraduate undergraduate-office@fke.utm.my | +607- 5557238 Postgraduate postgraduate-office@fke.utm.my | +607- 5557032

#### FACULTY OF MECHANICAL ENGINEERING (FKM)

Undergraduate skm-ug@utm.my|+607-5557064 Postgraduate fkm\_pg@utm.my|+607-5557058

#### FACULTY OF CHEMICAL & ENERGY ENGINEERING (FKT)

Undergraduate academic-fcee@utm.my|+607-5535806 Postgraduate tp-fkkt@utm.my|+607-5535908

#### FACULTY OF COMPUTING (FC)

Undergraduate sc-ug@utm.my/tp-fc@utm.my|+607-5538827 Postgraduate tp-fc@utm.my|+607-5538828

#### **FACULTY OF BUILT ENVIRONMENT & SURVEYING (FABU)**

Undergraduate fabu-ug@utm.my | +6075557401/06/13 Postgraduate pgfabu@utm.my | +607-5530878/30873/ 30583

#### FACULTY OF SCIENCE (FS)

Undergraduate ugfs@utm.my | +607-5534043/46 Postgraduate pgfs@utm.my | +6019-7590026

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## **CONTACT US**

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#### FACULTY OF ARTIFICIAL INTELLIGENCE (FAI)

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SCHOOL OF UNDERGRADUATE STUDIES (UGS)

Undergraduate ugs@utm.my | +607-5532284

#### SCHOOL OF GRADUATE STUDIES (SPS)

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#### ACADEMIC MANAGEMENT DIVISON (AMD)

#### **STUDENT RECRUITMENT & ADMISSION SECTION (SRAdS)**

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 ugrad@utm.my| +607-5332204

 Postgraduate
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#### ACADEMIC MANAGEMENT & CONFERMENT SECTION (AMaCS)

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#### STRATEGIC, SENATE & CONVOCATION UNIT

+607-533 2167 / 2236 / 3197 / 2300 konvo@utm.my



#### **Department of the Bursary**

#### Email: bendahari-ukp@utm.my

(please quote your full name and identification number (IC/ISID) and the subject of your query when contacting us)



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# THANK YOU



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