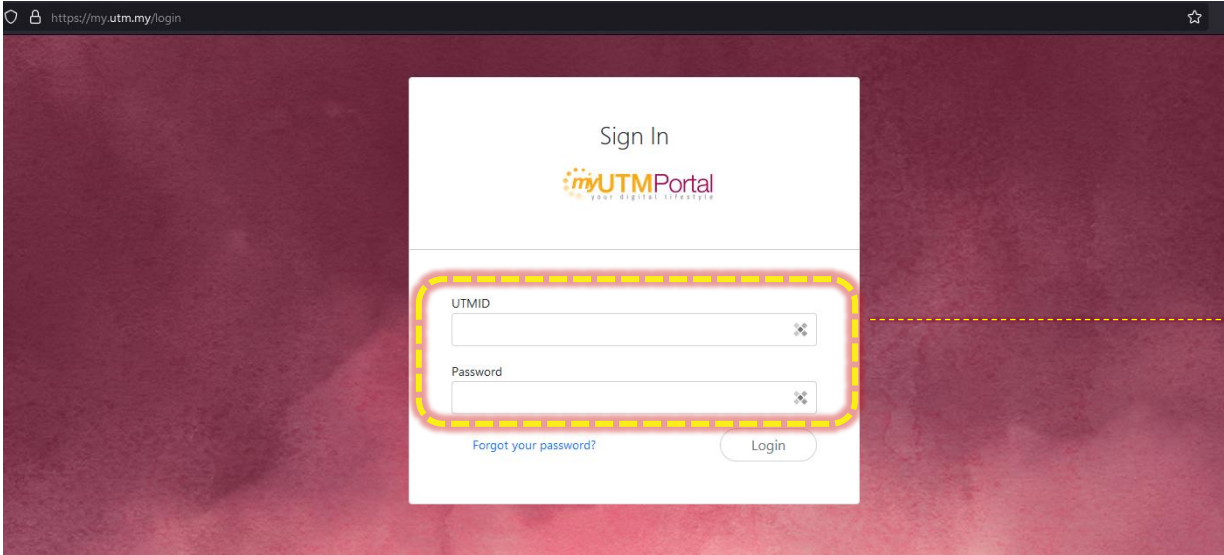
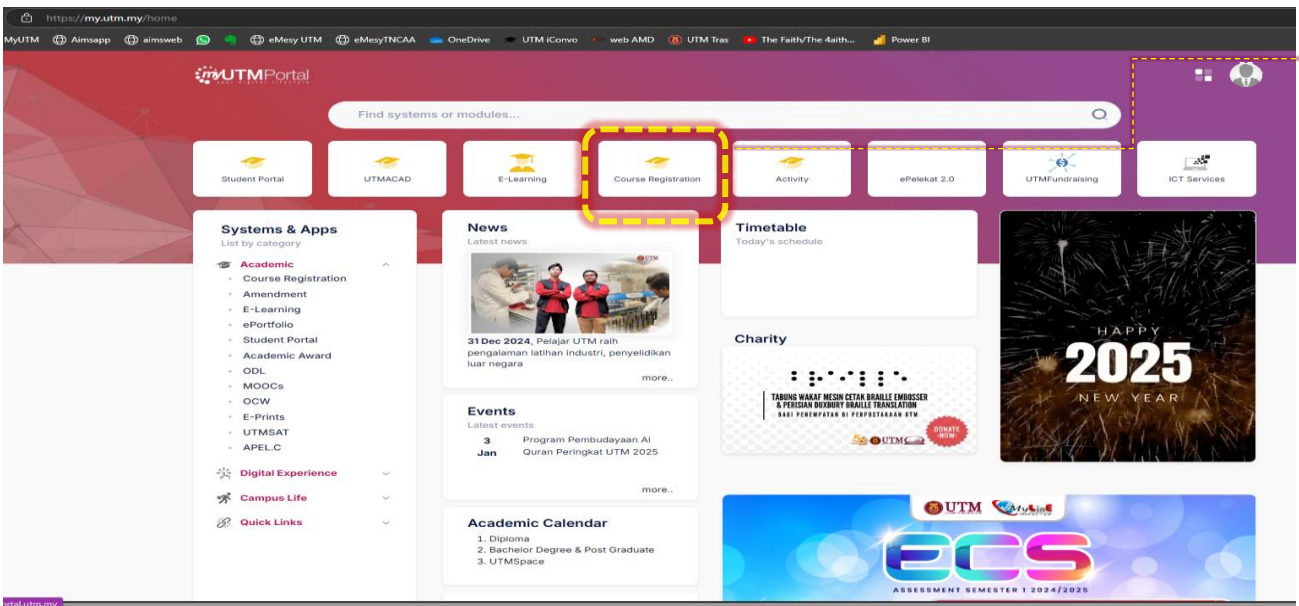


Step-by-step
**COURSE
REGISTRATION
for SHORT SEMESTER**
*Bachelor's Degree Student
(Fulltime)*



1 Login to MyUTM Portal
(use your UTM ID)



2 Click Course Registration

Dashboard

MENU

- Student Info
- Academic Matters
- Financial Info
- Timetable
- Credit Transfer
- Digital File
- Course Registration
- UG Application
- Award
- ePPPK
- Student Experience
- Industrial Training
- Graduate Verification
- Hostel
- Personal Data Protection
- Mobility
- Ethesis



Bachelor Of Science In Architecture With Honours
Built Environment And Surveying

6 / 6
3 / SBEAH
Taught Course

A / AKTIF
030108090018
4.5 - 2021

CGPA
3.42
(202320242)



ACTIVITY
9



AWARD
-



Curriculum Information
For Curriculum Review, Please Click Here.

CGPA Summary



3 Click Course Registration

4 Click UG Application

Student Portal Academic Session : 202420252

Dashboard

MENU

- Student Info
- Academic Matters
- Financial Info
- Timetable
- Credit Transfer
- Digital File
- Course Registration
- UG Application
- Award
- ePPPK
- Student Experience
- Industrial Training
- Graduate Verification

Bachelor Of Management With Honours Management

4 / 6
2 / SFMDH
Taught Course

A / AKTIF
4.0 - 22

CGPA
3.25
(202420251)

CGPA Summary

GPA

4.00
3.00
2.00

AWARD
-

Are you sure to register for the course for this Short Semester?

Yes, proceed **Cancel**

5

Make confirmation that you want to register course for Short Semester

6 Choose course to register

Registration

Course Offered

[User Manual](#) [Curriculum Information](#)

Course Registration - [Session:202420253] - [DMPS]

- Please prioritize to register your **Failed Courses (UK)**
- Registering **Grade Replacement (UG)** courses will result in a charge of RM75/credit

Show entries

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SBEA3169	DESIGN 6	9		<input type="button" value="+"/>
<input type="checkbox"/>	SBEA3413	ARCHITECTURAL MANAGEMENT & PRACTICE	3		<input type="button" value="+"/>
<input type="checkbox"/>	SBEA3733	BUILDING INTEGRATION & PERFORMANCE	3		<input type="button" value="+"/>
<input type="checkbox"/>	SBEA3853	ARCHITECTURAL HERITAGE AND CONSERVATION	3		<input type="button" value="+"/>

Showing 1 to 4 of 4 entries

Previous

1

Next

+Add

+Add UK

+Add UG

Save

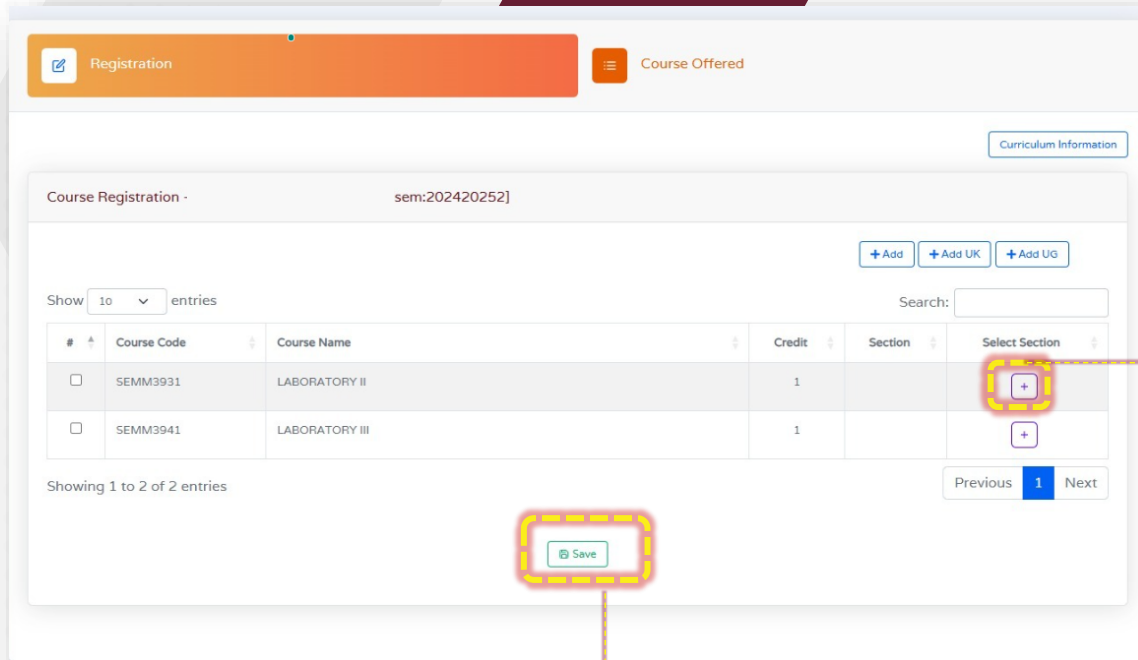
1. By default, the system will list the courses as referred to your curriculum for the Short semester.

2. However, if the course you need is not on the list, you can add it manually using the "+Add" button.

3. Please prioritize to register your **Failed Courses (UK)**.

4. If you plan to register for **Grade Replacement (UG)** courses, please note that a fee of RM75 per credit will apply.

7 Choose **Section** for the course



The screenshot shows the 'Course Registration' interface. At the top, there are tabs for 'Registration' and 'Course Offered'. Below the tabs, there's a 'Curriculum Information' button. The main area is titled 'Course Registration' and shows a semester 'sem:202420252'. There are buttons for '+ Add', '+ Add UK', and '+ Add UG'. A search bar is present. Below the search bar is a table with columns: '#', 'Course Code', 'Course Name', 'Credit', 'Section', and 'Select Section'. The table contains two entries: SEMM3931 (LABORATORY II) and SEMM3941 (LABORATORY III). The 'Select Section' column has a '+' button for each entry. A 'Save' button is located at the bottom right of the table. A red dashed box highlights the 'Save' button.

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SEMM3931	LABORATORY II	1		<input data-bbox="1026 672 1090 708" type="button" value="+"/>
<input type="checkbox"/>	SEMM3941	LABORATORY III	1		<input data-bbox="1026 715 1090 751" type="button" value="+"/>

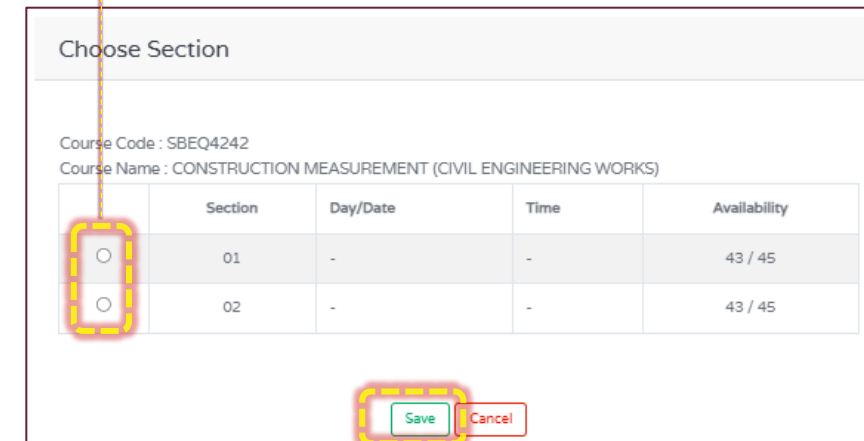
Showing 1 to 2 of 2 entries

Previous 1 Next

d Click **Save** to confirm the section and course/s

a Click button "+"

b Choose Section



The screenshot shows the 'Choose Section' dialog box. It displays the 'Course Code : SBEQ4242' and 'Course Name : CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)'. Below this is a table with columns: 'Section', 'Day/Date', 'Time', and 'Availability'. The table contains two entries: 01 and 02. The 'Section' column has a radio button for each entry. A 'Save' button and a 'Cancel' button are at the bottom right. A red dashed box highlights the radio button for section 01.

Section	Day/Date	Time	Availability
<input type="radio"/>	01	-	43 / 45
<input type="radio"/>	02	-	43 / 45

c Click **Save**

8 Submit your application

IMPORTANT NOTICE:

- After submission, you can ONLY resubmit if your application is NOT APPROVED by Academic Advisor and within the Course Registration period.
- Any amendment (Add/Drop course or change section) can only be done during the **Amendment of Course Registration Period**.

Course Registration

- Please prioritize to register your **Failed Courses (UK)**
- Registering **Grade Replacement (UG)** courses will result in a charge of RM75/credit

+ Add + Add UK + Add UG

Show 10 entries

#	Course Code	Course Name	Credit	Section	Select Section
<input checked="" type="checkbox"/>	SBEA3169	DESIGN 6	9	01	<input data-bbox="1014 649 1044 666" type="button" value="+"/>
<input checked="" type="checkbox"/>	SBEA3413	ARCHITECTURAL MANAGEMENT & PRACTICE	3	01	<input data-bbox="1014 685 1044 702" type="button" value="+"/>
<input checked="" type="checkbox"/>	SBEA3733	BUILDING INTEGRATION & PERFORMANCE	3	01	<input data-bbox="1014 721 1044 738" type="button" value="+"/>
<input checked="" type="checkbox"/>	SBEA3853	ARCHITECTURAL HERITAGE AND CONSERVATION	3	01	<input data-bbox="1014 756 1044 773" type="button" value="+"/>

Showing 1 to 4 of 4 entries

Previous 1 Next

a. Click Save

	Course Code	Course Name	Credit	Section	Availability	Remark	Status	Action
1	SBEU3905	INDUSTRIAL TRAINING - PRACTICAL & SEMINAR	5	01	84/120		Draft	<input data-bbox="2420 542 2451 559" type="button" value="🔍"/> <input data-bbox="2458 542 2489 559" type="button" value="🗑️"/>
2	SBEU1032	PHYSICS THEORY FOR SURVEYORS	2	01	0/30		Draft	<input data-bbox="2420 578 2451 595" type="button" value="🔍"/> <input data-bbox="2458 578 2489 595" type="button" value="🗑️"/>

Total credit register : 7

Total credit approve : 0

b. Click Submit

	Course Code	Course Name	Credit	Section	Availability	Remark	Status	Action
1	SBEA1313	STRUCTURE & CONSTRUCTION 1	3	01	2/30		Approved by PA	<input data-bbox="1617 1049 1648 1066" type="button" value="🔍"/>
2	SBEU3905	INDUSTRIAL TRAINING - PRACTICAL & SEMINAR	5	02	9/30		Approved by PA	<input data-bbox="1617 1085 1648 1102" type="button" value="🔍"/>

Total credit register : 8

Total credit approve : 8

☒

Success!

Your application has been Successfully Saved

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

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Department of the Bursary (For Mainstream Student)

Email: bendahari-ukp@utm.my

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

SPACE UTM (For IDP Student)

Email: space@utm.my

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



Digital Services Department

<https://support.utm.my>

(For first-time users, click "New Feedback" and complete the complaint/feedback information including the personal information – IC No, UTM official email: staff (@utm.my) or student (@graduate.utm.my). Then click "New Register" and enter your username & password.
When completing the complaint/feedback information form, please select the "ICT Services" Category and the relevant UTM system or infrastructure.

THANK YOU



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<https://amd.utm.my/>



**Academic Management &
Conferment Section**