

Step-by-step

AMENDMENT OF COURSE

REGISTRATION

(INSERT & DELETE)

Bachelor Degree (Fulltime)

Senior Student

IMPORTANT NOTICE

Change Section

1. Changing Section for the same course code will be **automatically approved** (*does not required approval of the Academic Advisor*)
2. 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**")

https://my.utm.my/login

Sign In



UTMID

Password

[Forgot your password?](#)

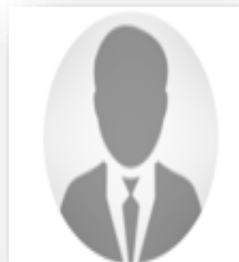
Login

1 Login to MyUTM Portal
(use your UTM ID)

🗄 Dashboard

MENU

- 👤 Student Info >
- 📁 Academic Matters >
- 💰 Financial Info
- 📅 Timetable >
- 📄 Credit Transfer >
- 📁 Digital File
- 📁 Course Registration
- 📁 UG Application
- 🏆 Award >
- ☰ ePPPK
- 🏠 Student Experience >



Bachelor Of Computer Science (Software Engineering) With H
Computing

CGPA

3.99

(202220232)



ACTIVITY

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Curriculum Information

For Curriculum Review, Please Click Here.

2 Click Course Registration

3 Click UG Application

4 To change section for the same course code

Course Registration - [Session:202420252]

• 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

Existing Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Action
1	SBSD1053	PRINCIPLES OF MACROECONOMICS	3	02	-	-	-	 

Total Credit Approval : 0
Total Credit Register : 0

Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
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a Click  to change section

b Choose Section

entries

Choose Section

Course Code : SECJ4134
Course Name : SOFTWARE ENGINEERING PROJECT II

	Section	Day/Date	Time	Availability
☒	01	-	-	160 / 180
☐	15	-	-	10 / 40

Save Cancel

c Click **Save**

IMPORTANT NOTICE:

Section amendment only can be applied once.
No other amendment allowed. Please Apply carefully

5 To add correct courses

Course Registration - [Session:202420252]

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

- Please prioritize to register your **Failed Courses (UK)**
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Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
--	-------------	-------------	--------	---------	----	----	----	--------------	------------------	--------	--------

a Click add to register a new courses

b Choose Section

entries

Choose Section

Course Code : SECJ4134
Course Name : SOFTWARE ENGINEERING PROJECT II

	Section	Day/Date	Time	Availability
☒	01	-	-	160 / 180
☐	15	-	-	10 / 40

Save

Cancel

to 40 of 248 entries

Previous 1 2 3

c Click Save

6 To delete incorrect courses

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

Course Registration - [IC/ISID:] - [Session:202420252]

- 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](#)

Existing Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Action
1	SBSD1053	PRINCIPLES OF MACROECONOMICS	3	02	-	-	-	 

Total Credit Approval : 0

Total Credit Register : 0

Amendment Courses

	Course Code	Course Name	Credit	Section	HS	UM	TD	Availability	Application Type	Status	Action
--	-------------	-------------	--------	---------	----	----	----	--------------	------------------	--------	--------

Click  to **DELETE** the incorrect course

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Check all your transaction for the amendment of courses

Amendment Courses

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





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

8 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		
2	SBET3264	INDUSTRIAL TRAINING (SEMINAR)	4	01	-	-	-	33/40	Insert	DRAFT	 

Click **Submit**







Amendment Courses

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

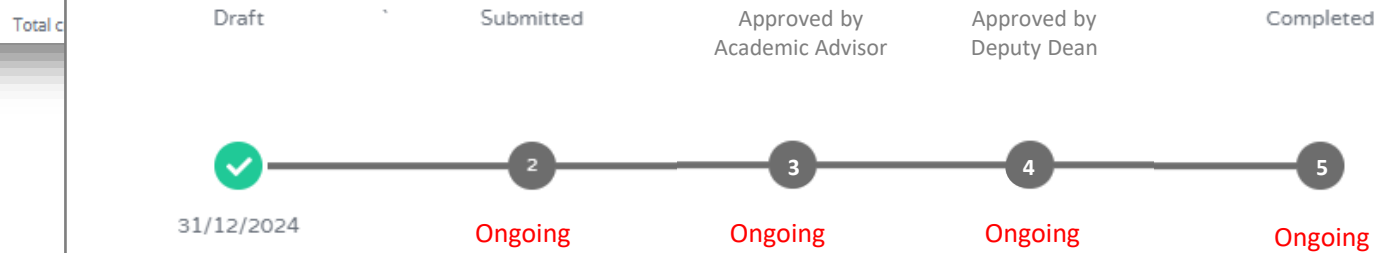
Student must **complete the application** by SUBMITTING the application (the status will change to **"SUBMITTED"**)

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

9 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	<button>Submit</button>	<button>Q</button>
2	SBEA2148	DESIGN 4	8	01	11/15	<button>Submit</button>	<button>Q</button>
3	SBEQ4242	CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)	2	01	44/45	<button>Submit</button>	<button>Q</button>
4	UKQF2082	COMMUNITY & SCIENCE	2	01	4/35	<button>Submit</button>	<button>Q</button>

Application Timeline - SBEQ4242



Application that exceed the **maximum or minimum** total credit limits need to be approved by the Deputy Dean after recommendation by Academic Advisor

FACULTY OF CIVIL ENGINEERING (FKA)

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Postgraduate +607-5531744

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

FACULTY OF MECHANICAL ENGINEERING (FKM)

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Postgraduate fkm_pg@utm.my | +607-5557058

FACULTY OF CHEMICAL & ENERGY ENGINEERING (FKT)

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Postgraduate fai-acad-pg@utm.my

SPACE UTM

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SCHOOL OF UNDERGRADUATE STUDIES (UGS)

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SCHOOL OF GRADUATE STUDIES (SPS)

Postgraduate graduate@utm.my | +607-5537877/ 37799

ACADEMIC MANAGEMENT DIVISON (AMD)

STUDENT RECRUITMENT & ADMISSION SECTION (SRAdS)

Undergraduate ugrad@utm.my | +607-5332204
Postgraduate pgrad@utm.my | +607-5537900
General admission@utm.my | +607-5537777
+60197061748 (CALL ONLY)

ACADEMIC MANAGEMENT & CONFERMENT SECTION (AMaCS)

Undergraduate amdug@utm.my | +607-5335700/ 4719/ 2310/ 2314
Postgraduate amdpg@utm.my | +607-5335614/ 2234/ 2271/ 2268 (JB)
+603-48199181(KL)

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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<https://support.utm.my>

THANK YOU



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**Academic Management &
Conferment Section**