

# FAQ

REQUENTLY  
ASKED  
QUESTIONS

Course Registration for Bachelor's Degree  
(Senior Students)





# Course Registration for Bachelor's Degree (Senior Students)



**Who is required to register for courses?**

**How do I know which course I should register for?**

**What should I do if I cannot find a course to register in the shortlisted Course Registration menu?**

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**Why can't I register for less than 12 credit hours?**

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**What is "UG" or Grade Replacement?**

**What should I do if I miss the course registration period?**

**I noticed there's one available seat, but I got a message stating "Section Full, Please Choose Another Section."**

**What happens if I don't register for any courses in a semester?**

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When should I register for courses?**

**Starting from Semester I 2025/2026, the registration period will be based on the year of studies. How is the academic year determined?**

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**Why can't I register for more than 18 credit hours?**

**What should I do if I fail to register for my preferred section for the General and Language Courses?**

**What should I do if I fail to login to MyUTM Portal or Student Portal or if an "error 500" appears?**

**How is placement in a section determined?**

**What is "UK" or Repeat Course?**

**What should I do if I am prevented from registering due to outstanding fees?**

**How can I secure a place in a section?**



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**Who is required to register  
for courses?**



All currently ACTIVE bachelor's degree  
students are required to register.



**What happens if I don't register  
for any courses in a semester?**



Students must register for the courses  
every semester. Those who fail to do so  
without an acceptable reason will be  
terminated from their studies.



# #2

## Course Registration for Bachelor's Degree (Senior Students)



*I have deferred my studies this semester. When should I register for courses?*

*Students who defer or cross campus in the current semester or have any other special cases approved by the University will register for courses during the Special Course Registration period, which the date will be announced later or can be found in the Work Schedule at the AMD website: <https://amd.utm.my/work-schedule>*



# #3

## Course Registration for Bachelor's Degree (Senior Students)



*Starting from Semester I 2025/2026, the course registration period will be based on student's current year of study. How is the academic year determined?*

*The academic year is determined based on your **Cumulative Credit Obtained**, including any approved vertical credit transferred ( if applicable). Please note that the year of study is NOT based on the number of semesters. Kindly refer to your Academic Office for further details.*



# #4

## Course Registration for Bachelor's Degree (Senior Students)



**How can I register for courses?**

You may refer to the Course Registration Guide for Bachelor's Degree (Senior Students) at the AMD website:

<https://amd.utm.my/course-registration-guidelines-3/>

or follow these steps:

1. Go to the MyUTM Portal : <https://my.utm.my>
2. Log in using your UTM ID
3. Go to the Course Registration menu



<https://amd.utm.my>



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# #5

## Course Registration for Bachelor's Degree (Senior Students)



**How do I know which course I  
should register for?**

*The list of courses for your upcoming semester will be shortlisted in the Course Registration menu. However, you are still required to cross-check with your study plan, which is provided by your respective faculty or Academic Advisor.*



# #6

## Course Registration for Bachelor's Degree (Senior Students)



**What should I do if I cannot find a course in the shortlisted Course Registration menu?**

You may manually add the course by clicking the "+Add" button as explained in the Course Registration Guide for Bachelor's Degree (Senior Students) at the AMD website:  
<https://amd.utm.my/course-registration-guidelines-3/>



# #7

## Course Registration for Bachelor's Degree (Senior Students)



**What should I do if I still cannot  
find the course to register?**

If the course is not listed even after the "Add" function, it may be due to one or more of the following reasons:

- i) The course is not part of your curriculum structure
- ii) The course is not being offered this semester
- iii) Other technical or academic-related reasons

You are advised to consult your Academic Office at the faculty for further assistance.



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**Why can't I register for less than 12 credit hours?**

According to the Academic Regulations for Full-Time Undergraduate Programmes, the minimum number of credits that must be registered in a semester is TWELVE (12) credit hours. This includes courses with Audit Course (HS) and Compulsory Attendance (HW) status. Exceptions apply to students with Probation Status (KS) and/or students in their final two (2) semesters.



# #9

## Course Registration for Bachelor's Degree (Senior Students)



**Why can't I register for more than 18 credit hours?**

*As stated in the Academic Regulations for Full-Time Undergraduate Programmes, the maximum number of credits allowed per semester is EIGHTEEN (18) credit hours, including courses with Audit Course (HS) and Compulsory Attendance (HW) status. However, exceptions may apply if a higher credit load is specified in your curriculum structure.*



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# #10

## Course Registration for Bachelor's Degree (Senior Students)

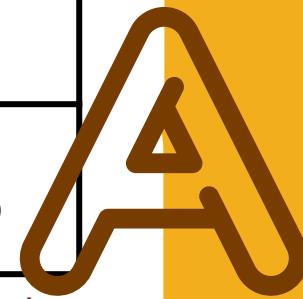


**What should I do if I fail to register for my preferred section for the General and Language Courses?**

*Make sure select the correct section according to your campus:*

Type of Course	UTMJB	UTMKL
General Courses & Language Courses for Degree Programme	Section 01 - 89	Section 90 - 99
General Courses for BGS & BBA Programme	Section S1 - S10	-
Free Elective Courses	Section EB01 - EB09	Section EB10 - EB19

*If the section you want is full, you may need to select another available section or consult your Academic Office for assistance.*



# #11

## Course Registration for Bachelor's Degree (Senior Students)



*After submitting my course registration, do I need approval from my Academic Advisor?*

**No.** Starting Short Semester, 2024/2025 Session, all SUBMITTED (not "Draft") will be **automatically approved** by default. However, Academic Advisor (AA) reserve the right to review and disapprove the application within the specified period. If you need to make changes, kindly request your AA to "Disapprove" your registration. This will allow you to amend and resubmit your course registration before the deadline.



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# #12

## Course Registration for Bachelor's Degree (Senior Students)



*What should I do if I need to amend my course registration after it has been approved?*

Any amendment to your course registration (e.g., adding, deleting, or changing sections) should be made during the **Amendment of Course Registration Period**.

Please refer to the work schedule at the AMD website: <https://amd.utm.my/work-schedule> for details.



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What is "UK" or Repeat Course?

If you fail any compulsory course, it will be marked with the status "UK" (Ulang Kursus), meaning you must repeat the course until you pass. You are strongly advised to prioritize registering for your UK course in the following semester.



What is "UG" or Grade Replacement?

You may repeat a course for grade improvement if you previously obtained a grade B- or below. The course will be marked with the status "UG" (Ulang Gred). The better grade will be used in the calculation of your GPA and CGPA. A fee of RM75.00 per credit hour will be imposed for grade replacement courses.





**What should I do if I still have problems registering for courses?**

Please ensure the following:

1. You have **no outstanding fees**
2. You register on the **correct date** based on your year of study
3. You have followed the **correct steps** as outlined in the Course Registration Guidelines
4. If you are still facing problems, kindly contact your Academic Office for further assistance.



**What should I do if I fail to log in to MyUTM Portal or Student Portal, or if an "Error 500" appears?**

Kindly report the issue via the ICT Services at <https://support.utm.my> for assistance.



# #15

## Course Registration for Bachelor's Degree (Senior Students)



*What should I do if I miss the  
course registration period?*

*You may still register during the Late Registration Period, subject to faculty approval. Please note that a penalty of RM100.00 per course will be imposed. Kindly consult your respective faculty for further instructions.*



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# #16

## Course Registration for Bachelor's Degree (Senior Students)



*What should I do if I am prevented from registering due to outstanding fees?*

*Please contact the appropriate office:*

**Mainstream students:** the Bursary Office via [bendahari-ukp@utm.my](mailto:bendahari-ukp@utm.my).

**IDP students:** the UTMSpace Office via [space@utm.my](mailto:space@utm.my).

*You may proceed with course registration once the outstanding fees are settled and before the registration deadline.*





*How is placement in a section determined?*

*After you have successfully submitted your application (status: APPROVED).*



*How can I secure a place in a section?*

*As your application will be automatically approved after you submit, your place is secured unless your AA disapproved it.*



*I noticed there's one available seat, but I got a message stating "Section Full, Please Choose Another Section."*

*This indicates that another student has already completed their submission before you.*

