

# COURSE REGISTRATION

- **COMPULSORY** for every semester
- Open two (2) weeks before commencement of classes every semester.
- Refer to **WORK SCHEDULE FOR COURSE REGISTRATION** at [amd.utm.my/work-schedule-pg/](http://amd.utm.my/work-schedule-pg/) for **REGISTRATION, AMENDMENT and WITHDRAWAL** of the courses.
- You will be terminated if you failed to register your course. (Course registration is your **RESPONSIBILITY!!**)



**LATE  
REGISTRATION** will  
be penalized **RM  
100.00/course**

# HOW TO REGISTER THE COURSE?



**COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME  
IS FROM **1<sup>st</sup> TO 16<sup>th</sup> OCTOBER 2020**  
(SEMESTER I, 2020/2021 SESSION)**

Go to MyUTM Portal  
(<http://my.utm.my>)

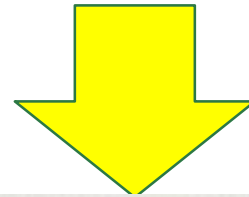
Find Course  
Registration

**Register the Course**  
*\*please refer to your  
faculty for the  
courses offered*

Print Registration  
Slip or Save in Pdf  
File

# How to register the course?

1. Login to MyUTM Portal (<http://my.utm.my>)



Please insert your ACID username and password to log in and click enter



## IT SERVICES UTMID/ACID HOW TO GET YOUR ID

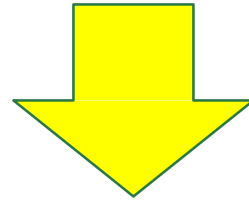
- ✓ **NEW STUDENT**
  - ✓ From Session 2017/2018 onward, All UTM Student can get UTMID on the Registration Day
  - ✓ Generate and Choose your ACID from <https://myacid.utm.my> (Registration Day, Resident College Office, CICT)
  - ✓ IC no (For Malaysian) and ISID no (For international)
  - ✓ Password given to you
- ✓ **FORMER STUDENT / EXISTING STUDENT / UTM STAF**
  - ✓ using your existing account
  - ✓ **\*\* PLEASE CONTACT US IF YOU CAN'T MANAGE TO GET YOUR ACID OR PASSWORD \*\***

Cont..



# How to register the course?

## 2. Find Course Registration



Find Course Registration

**UTM** ONE STOP STUDENT SERVICES

**MAIN MENU**

- My Profile
- Activity List
- Course Registration**
- Software Centre
- Job on Campus
- GSMS
- E-Learning
- Students Evaluation of Teaching
- E-Portfolio
- Hostel
- College Parcel
- Vehicle Sticker NEW
- Scholarship NEW

**ABOUT UTM**

- FAQ UTM Synergy 4.0 NEW
- Achievements
- Admission
- Registration Kit NEW STUDENT
- Faculty & School
- UTM Library

**LINKS**

- UTM Circular
- UTMotion
- UTM BLOSSOM
- OCW
- MOOCs
- UTM Mail
- Laboratory System (LIMS)
- Adu@IT
- Industrial Training System (ITS)
- UTM Library EZProxy
- Central Userid
- Vehicle Reservation
- Service ICT

**MEDIA**

- 58th UTM Convocation
- UTMSmart: Class Attendance - Student Guide
- Job4U Portal Launching

**NEWS** CIRCULAR ACADEMIC FINANCE ACTIVITY JOC Job4U INTERNATIONAL

**UTM CIGT CSI SURVEY 2016**  
In order to improve CIGT's service quality towards the high performance service delivery, we would like you to share your views and comments thru this Customer Satisfaction Survey. Your feedback is very valuable in ensuring the continuity of this effort.  
Please click **HERE**  
Thank you in advance for your kind cooperation.

**Enhancing Entrepreneurial Mindset among Academia**  
Posted on Monday August 27, 2018

**UTM Leading the University Maker Culture**  
Posted on Monday August 27, 2018

**UTM receives RM200,000.00 for Blockchain technology research and development**  
Posted on Monday August 27, 2018

**A Culture of Corporate Giving**  
Posted on Tuesday August 21, 2018

**Former UTM student to receive the prestigious British Chevening Scholarship**  
Posted on Tuesday August 21, 2018

**Student Circle Program Organised By International Student Society (ISS) UTM Kuala Lumpur**  
Posted on Tuesday August 21, 2018

**The Consortium Universities in Osaka Visit UTM Kuala Lumpur**  
Posted on Monday August 20, 2018

**UTM widening access in Iraq**  
Posted on Monday August 20, 2018

**UTM to collaborate with WNI on research and training about weather related disaster**

Cont..

### 3. You Will See The Main Page Of Your Account

- *Check and print your examination results*
- *Update your personal data*
- *Check your Academic Information*
- *Check your Account Status*

**UTM** Academic Information Management Systems (Postgraduate)  
UNIVERSITI TEKNOLOGI MALAYSIA innovative • entrepreneurial • global

[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

4 October 2020 [ [HelpDesk \(Academic Unit\)](#) ] User [REDACTED] [ [Logout](#) ]

1. SUBJECT REGISTRATION FOR SESSION 202020211 (Open from 1 OCTOBER 2020 to 16 OCTOBER 2020)  
**ATTENTION:**
  - 1.1 Subjects must be offered by faculty.
  - 1.2 Subjects should be registered correctly.
  - 1.3 Don't forget to **Logout**.
  - 1.4 Registration is valid if all fees have been paid.
  - 1.5 Please refer to respective faculty for Class Schedule
  - 1.6 **New Fee Structure For Registration Of Full Time Post Graduate Studies** [ [.pdf](#) ] **new**
2. ACADEMIC CALENDAR AND WORK SCHEDULE UTM JB AND UTM KL  
\*\* Please refer to MyUTM.
3. CLASS SCHEDULE FOR UNIVERSITY ELECTIVE COURSES  
\*\* Please refer to SPS.
4. [UPDATE PERSONAL DATA](#) **new**

Cont..

## 4. Click On Subjects Offered OR Refer To Your Faculty

Click on Course Offered to see the List of Courses

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Academic Information Management Systems (Postgraduate)  
innovative • entrepreneurial • global

[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

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- UPDATE PERSONAL DATA** **new**

Cont..

5. *Click on Course Registration to Proceed With the Registration*

*Click on Course Registration*

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[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

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3. CLASS SCHEDULE FOR UNIVERSITY ELECTIVE COURSES  
\*\* Please refer to SPS.

4. **UPDATE PERSONAL DATA** **new**

Cont..

6. Print the Registration Slip OR  
Save the Slip in Pdf File

Click to print or save  
your registration slip


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[||Main||](#) [||Course Registration||](#) [||Registration Slip||](#) [||Course Offered||](#) [||Credit Transferred||](#)

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Session/Semester

 **UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

UNIVERSITI TEKNOLOGI MALAYSIA  
81310 UTM JOHOR BAHRU,  
JOHOR, MALAYSIA.

(COURSE REGISTRATION SLIP)

FACULTY : [REDACTED]  
NAME : [REDACTED]  
NRIC/PASSPORT NO : [REDACTED]  
ADDRESS : [REDACTED]

SESSION/SEMESTER : [REDACTED]  
PROGRAMME : MCSS3  
STATUS OF REGISTRATION : FULL TIME  
TYPE OF STUDY : RESEARCH  
MATRIC CARD NO : [REDACTED]

NO.	CODE	COURSE TITLE	SECTION	CREDIT	STATUS
1	MCSS2100	RESEARCH	01	00	

TOTAL CREDIT REGISTERED 000  
TOTAL CREDIT TRANSFERED  
ACADEMIC ADVISOR/SUPERVISOR [REDACTED]

Date: 4 October 2020



# OTHER DOCUMENT FOR ACADEMIC PURPOSE

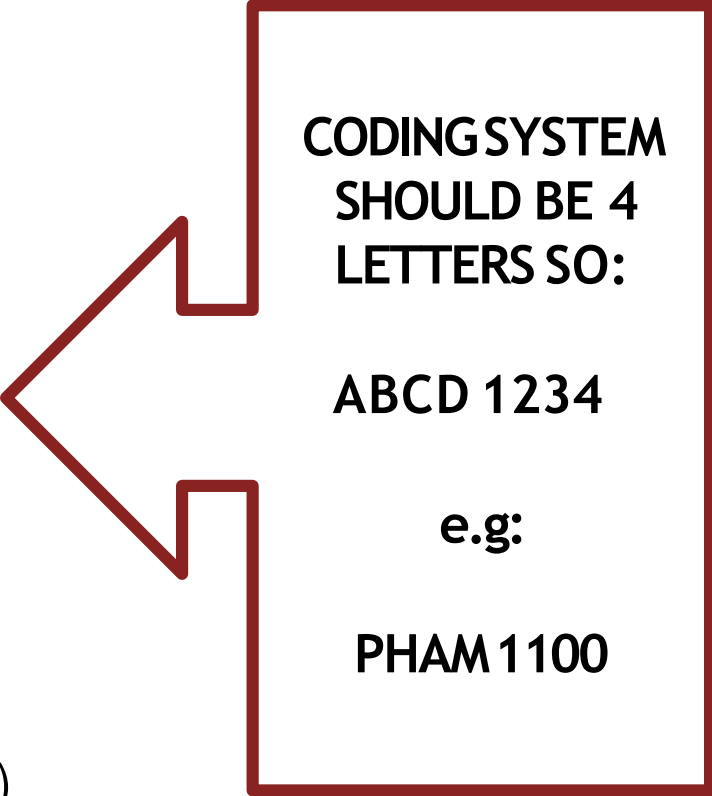
The screenshot displays the UTM One Stop Student Services dashboard. At the top left is the UTM logo and the text "ONE STOP STUDENT SERVICES". A main menu on the left lists services like My Profile, Activity List, Course Registration, Software Centre, Job on Campus, GSMS, E-Learning, Students Evaluation of Teaching, E-Portfolio, Hostel, College Parcel, Vehicle Sticker, and Scholarship. A central banner promotes the "CIGT CSI SURVEY 2018" with a call to action to click "HERE". A "LINKS" section on the right includes UTM Circular, UTMotion, UTM BLOSSOM, and OCW. The main content area is titled "Dashboard Postgraduate Student" and features a navigation bar with "Student Info", "Activity", "Award", and "User Manual". A user profile for "SOEZYANI EDWIN ANAK NUDIE @ KUDIE" is shown. An "Achievement" table displays zero counts for Result, Publication, Activity, and Award. Below this is a "Services" grid with icons for Academic Calendar, Event/Activities, Staff Directory, E-Mail, UTM Library, Bursary, UTM Experts, Help & Support, and Ask Us. A "Quick Links" section at the bottom includes Hostel, ITS, Financial Assistance, Award, Registration Slip, and CO-Q. A central area, outlined in red, contains a "Session/Semester" dropdown set to "2018/2019-1" and six buttons for downloading documents: Course Registration Slip, Pre-Transcript, Examination Slip, Curriculum Vitae (CV), Progress Report, and another Course Registration Slip.

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# CODE FOR RESEARCH COURSE

## CODES FOR RESEARCH COURSE

- A = Level of study
  - L , M, P ,E
- B C= Faculty
- D = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = type of study and registration mode
  - 0 = Full Research
  - 8 = Taught Course & Research
- 4 = zero (0) (research subjects with academic load  $\geq 10$  credits)



**CODING SYSTEM  
SHOULD BE 4  
LETTERS SO:**

**ABCD 1234**

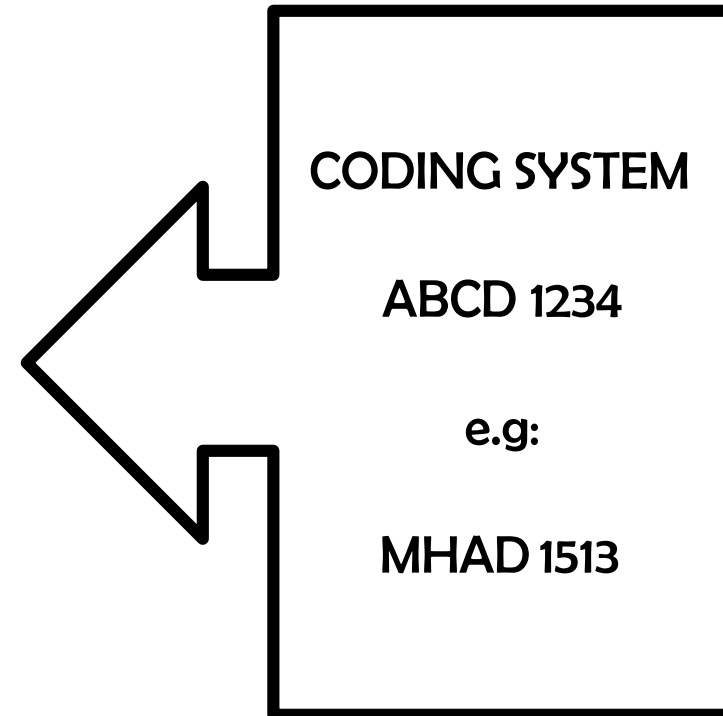
**e.g:**

**PHAM1100**

# CODE FOR COURSE REGISTRATION

## CODES FOR COURSEWORK AND MASTER PROJECT

- A = Level of study
  - L = Postgraduate Diploma
  - M = Master
  - P = PhD
  - E = Eng. Doctorate
- BC = Faculty
- D = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = Specialization or Sub-field of study
- 4 = Credits for the subject



# COURSE REGISTRATION

## EXAMPLE OF COURSE REGISTRATION DOCTOR OF PHILOSOPHY

FULL TIME		
SEMESTER		
YEAR	FIRST	SECOND
1	*PKAW 1100	PKAW 1200
2	PKAW 2100	PKAW 2200
3	PKAW 3100	PKAW 3200
4	PKAW 4100	PKAW 4200
5	PKAW 5100	PKAW 5200
6	PKAW 6100	PKAW 6200
7	PKAW 7100	PKAW 7200
8	PKAW 8100	PKAW 8200

\* PKAW – Example for School of Civil Engineering code of programme

## EXAMPLE OF COURSE REGISTRATION Master by RESEARCH

FULL TIME			
SEMESTER OF STUDY			
YEAR	1 <sup>ST</sup>	2 <sup>ND</sup>	
1	*MKEE 1100	MKEE 1200	* MKEE – Example for School of Electrical Engineering code of programme
2	MKEE 2100	MKEE 2200	
3	MKEE 3100	MKEE 3200	
4	MKEE 4100	MKEE 4200	

## EXAMPLE OF COURSE REGISTRATION Master by COURSEWORK and RESEARCH (MIXED MODE)

FULL TIME			
SEMESTER OF STUDY			
YEAR	1 <sup>ST</sup>	2 <sup>ND</sup>	
1	-	MCSSF1280	* MCSF – Example for School of Computing code of programme
2	MCSF 2180	MCSF 2280	
3	MCSF 3180	MCSF 3280	
4	MCSF 4180	MCSF 4280	