

GUIDELINES FOR ONLINE COURSE REGISTRATION

(For Undergraduate Student)

ACADEMIC MANAGEMENT DIVISION (AMD)



Guideline for Online Course Registration

When?

8 – 15 October 2020

Who?

- **Student's who has yet to complete the pre-registration (Status : Draft, Submitted, Rejected)**
- **Students who have not done the pre-registration**



Guideline for Online Course Registration

my.utm.my

1. Login to
<https://my.utm.my/>

2. Insert 'Username' and
'Password'



	<input type="text" value="Acid ID (UTM)"/>
	<input type="password" value="Password"/>



[Forgot Password ?](#)

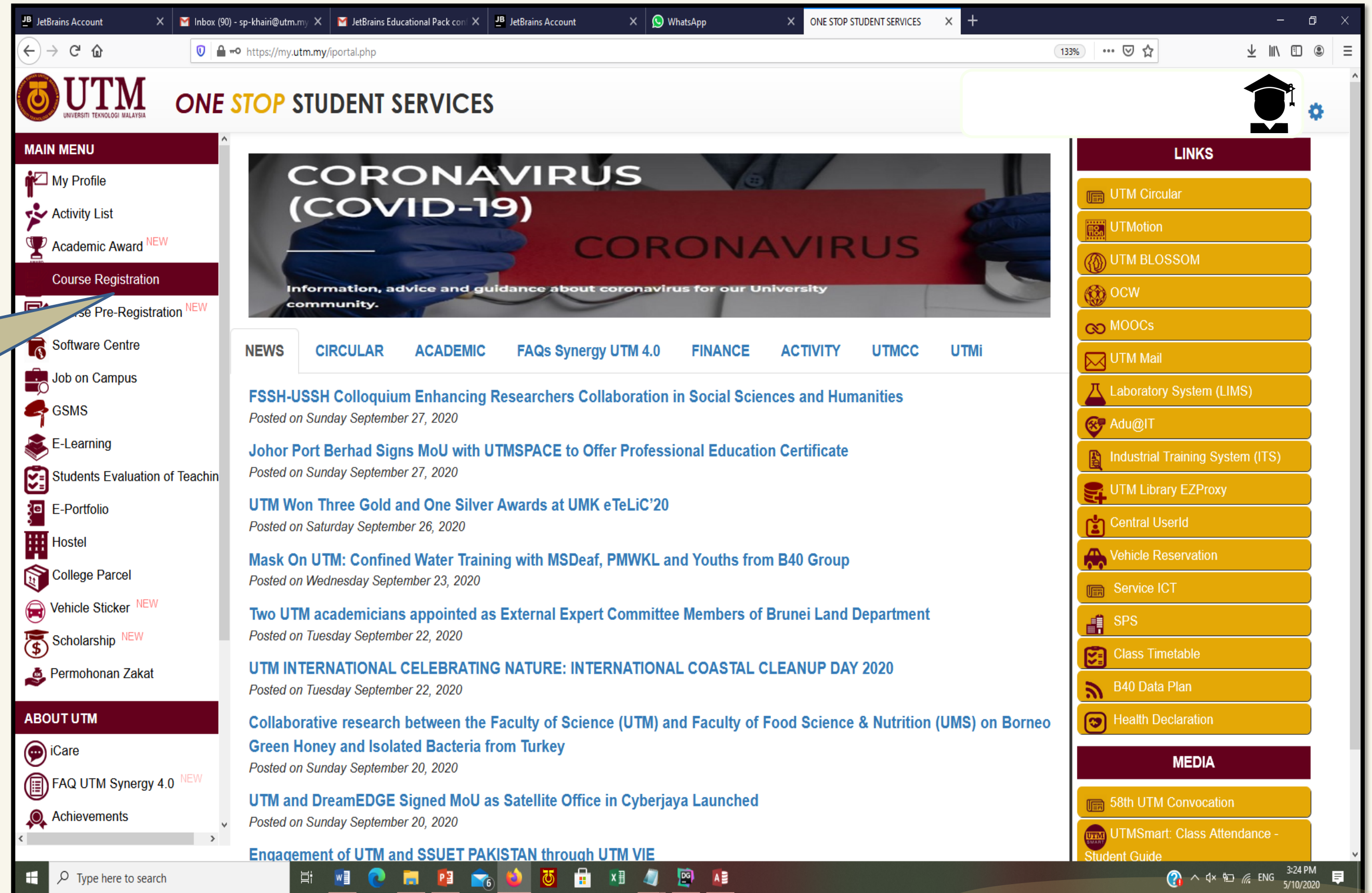
[Don't Have ACID ?](#)

[How to login](#)

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Guideline for Online Course Registration

3. Select 'Course Registration'



The screenshot displays the UTM ONE STOP STUDENT SERVICES portal. The browser tabs at the top include 'JetBrains Account', 'Inbox (90) - sp-khairi@utm.my', 'JetBrains Educational Pack con', 'WhatsApp', and 'ONE STOP STUDENT SERVICES'. The address bar shows 'https://my.utm.my/portal.php'. The portal header features the UTM logo and the text 'ONE STOP STUDENT SERVICES'. A user profile icon with a graduation cap and a settings gear is in the top right corner.

The left sidebar contains a 'MAIN MENU' with the following items: 'My Profile', 'Activity List', 'Academic Award' (marked NEW), 'Course Registration' (highlighted with a green box and a callout bubble), 'Course Pre-Registration' (marked NEW), 'Software Centre', 'Job on Campus', 'GSMS', 'E-Learning', 'Students Evaluation of Teaching', 'E-Portfolio', 'Hostel', 'College Parcel', 'Vehicle Sticker' (marked NEW), 'Scholarship' (marked NEW), and 'Permohonan Zakat'. Below this is an 'ABOUT UTM' section with 'iCare', 'FAQ UTM Synergy 4.0' (marked NEW), and 'Achievements'.

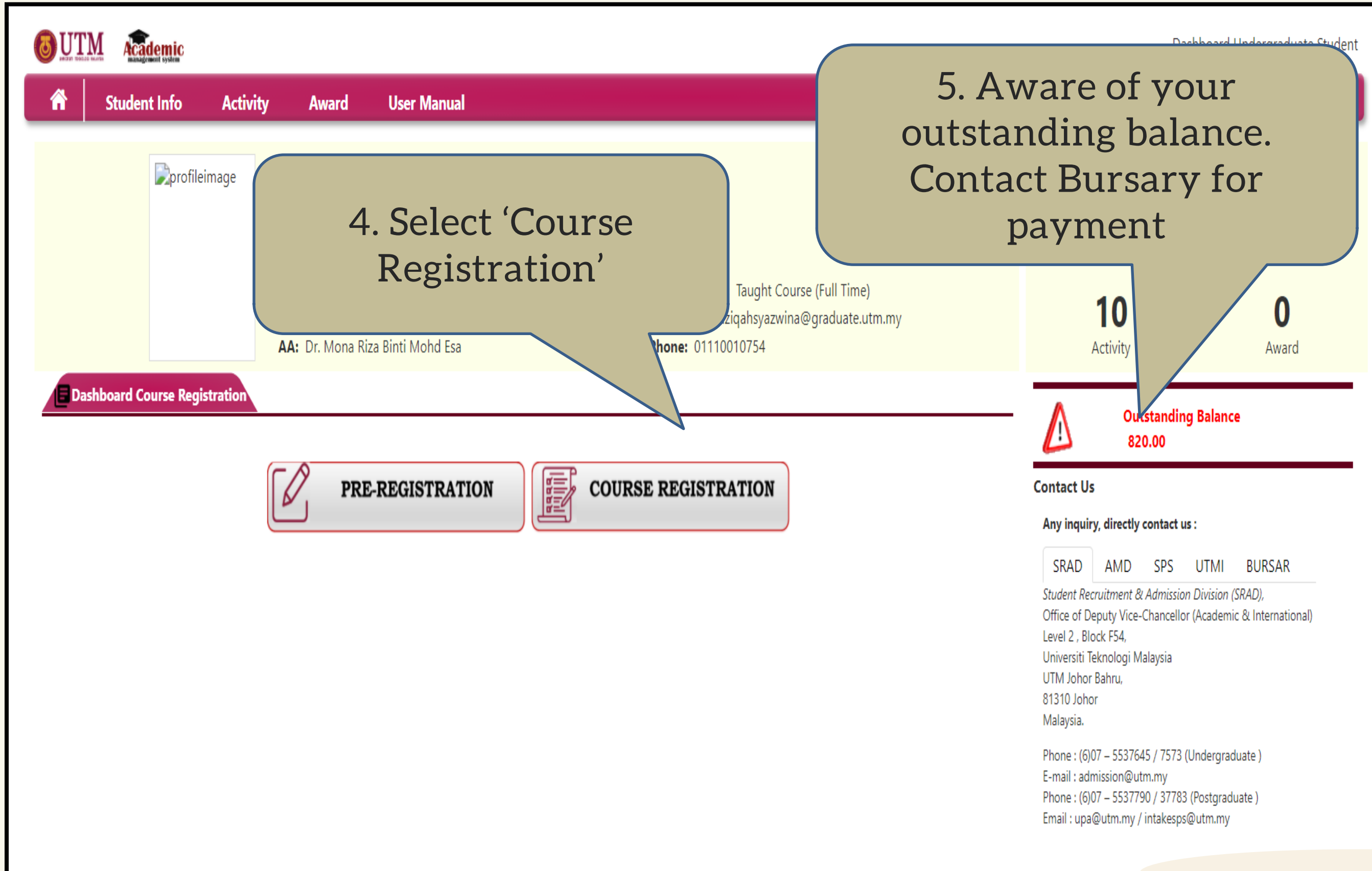
The main content area features a banner for 'CORONAVIRUS (COVID-19)' with the text 'Information, advice and guidance about coronavirus for our University community.' Below the banner is a 'NEWS' section with a navigation bar for 'CIRCULAR', 'ACADEMIC', 'FAQs Synergy UTM 4.0', 'FINANCE', 'ACTIVITY', 'UTMCC', and 'UTMi'. The news items include:

- FSSH-USSH Colloquium Enhancing Researchers Collaboration in Social Sciences and Humanities** (Posted on Sunday September 27, 2020)
- Johor Port Berhad Signs MoU with UTMSPACE to Offer Professional Education Certificate** (Posted on Sunday September 27, 2020)
- UTM Won Three Gold and One Silver Awards at UMK eTeLiC'20** (Posted on Saturday September 26, 2020)
- Mask On UTM: Confined Water Training with MSDeaf, PMWKL and Youths from B40 Group** (Posted on Wednesday September 23, 2020)
- Two UTM academicians appointed as External Expert Committee Members of Brunei Land Department** (Posted on Tuesday September 22, 2020)
- UTM INTERNATIONAL CELEBRATING NATURE: INTERNATIONAL COASTAL CLEANUP DAY 2020** (Posted on Tuesday September 22, 2020)
- Collaborative research between the Faculty of Science (UTM) and Faculty of Food Science & Nutrition (UMS) on Borneo Green Honey and Isolated Bacteria from Turkey** (Posted on Sunday September 20, 2020)
- UTM and DreamEDGE Signed MoU as Satellite Office in Cyberjaya Launched** (Posted on Sunday September 20, 2020)
- Engagement of UTM and SSUET PAKISTAN through UTM VIE**

The right sidebar contains a 'LINKS' section with the following items: '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', 'SPS', 'Class Timetable', 'B40 Data Plan', 'Health Declaration', and a 'MEDIA' section with '58th UTM Convocation' and 'UTMSmart: Class Attendance - Student Guide'.

The Windows taskbar at the bottom shows the search bar, task view, and several open applications including Word, Edge, File Explorer, PowerPoint, Outlook, and the UTM portal. The system clock indicates 3:24 PM on 5/10/2020.

Guideline for Online Course Registration



UTM Academic management system

Dashboard Undergraduate Student

Home Student Info Activity Award User Manual

profileimage

4. Select 'Course Registration'

Taught Course (Full Time)
ziqahsyazwina@graduate.utm.my
AA: Dr. Mona Riza Binti Mohd Esa
Phone: 01110010754

10 Activity
0 Award

Dashboard Course Registration

PRE-REGISTRATION COURSE REGISTRATION

5. Aware of your outstanding balance. Contact Bursary for payment

Outstanding Balance
820.00

Contact Us

Any inquiry, directly contact us :

SRAD AMD SPS UTMI BURSAR

Student Recruitment & Admission Division (SRAD),
Office of Deputy Vice-Chancellor (Academic & International)
Level 2, Block F54,
Universiti Teknologi Malaysia
UTM Johor Bahru,
81310 Johor
Malaysia.

Phone : (6)07 – 5537645 / 7573 (Undergraduate)
E-mail : admission@utm.my
Phone : (6)07 – 5537790 / 37783 (Postgraduate)
Email : upa@utm.my / intakesps@utm.my

Dashboard Undergraduate Student

Guideline for Online Course Registration

9. View 'Status and Availability'

8. Search 'Course Name/Code'

10. Add Course if agreed. Repeat step 5, 6 and 7 for additional course.

Dashboard Undergraduate Student

NURHAZIQAH SYAZWINA BINTI ABD AZIZ

Achievement

3.46
CGPA

10
Activity

0
Award

Outstanding Balance
820.00

Contact Us

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Pre-Registration Compulsory Registration **Course Offered** Registration Schedule

List of Offered Courses For 202020211

Faculty : 5104-Electrical Engineering

Search by Course Code/Name :

Bil	Code	Course	Credit	Method	Faculty	Section	Date Offer
1	SEEE1012	INTRODUCTION TO ELECTRICAL ENGINEERING	2	BL	J5104		04-Jun-2020
2	SEEE1013	ELECTRICAL CIRCUIT ANALYSIS	3	BL	J5104		04-Jun-2020
3	SEEE1022	INTRODUCTION TO SCIENTIFIC PROGRAMMING	2	BL	J5104		04-Jun-2020
			3	BL	J5104		16-Jun-2020
			3	BL	J5104		16-Jun-2020
			3	BL	J5104		04-Jun-2020
		MEASUREMENT	3	BL	J5104		04-Jun-2020
		SYSTEMS	3	BL	J5104		04-Jun-2020
		ING	2	BL	J5104		16-Jun-2020
			2	BL	J5104		04-Jun-2020
			3	BL	J5104		04-Jun-2020
			3	BL	J5104		04-Jun-2020
			3	BL	J5104		07-Jun-2020
			2	BL	J5104		04-Jun-2020

List of Section For : 1 SKEE2523 DSOW

Faculty : 5104-Electrical Engineering

Session : 202020211

Bil	Section	Type	Capacity	Registered	Status	Available	
1	01	K	27	14	Available	13	Add Course
2	02	K	27	27	Full	0	Add Course
3	03	K	27	22	Available	5	Add Course
4	04	K	30	1	Available	29	Add Course
5	05	K	30	21	Available	9	Add Course

Guideline for Online Course Registration

Dashboard Undergraduate Student

NURHAZIQA SYAZWINA BINTI ABD AZIZ

Student Info Activity Award User Manual

Matric No.: A19EE
Semester/Norm:
AA: Dr. Mona Riza

Pre-Registration **Compulsory Registration** Course Offered Registration Schedule

Open to register
You have not submit your Registration.

202020211

No. Code	Course Title	Section	Credit	Method	Action
1. SEEE2073	SIGNALS AND SYSTEMS	04	3	BL	
2. SEEE2423	FUNDAMENTALS OF ELECTRICAL POWER SYSTEMS	03	3	BL	
3. SEEU2003	ELECTRICAL TECHNOLOGY	01	3	BL	
4. SSCE1993	ENGINEERING MATHEMATICS II	32	3	OL	
5. UHLB2122	ACADEMIC COMMUNICATION SKILLS	39	2	OL	
6. UHMT1012	GRADUATE SUCCESS ATTRIBUTES	32	2	OL	
7. UKQF2911	POLICE VOLUNTEER II	01	1	OL	
Total Credit			17		

Submit

Remarks from your Academic Advisor :

Hit Counter : 03211826

12. Reminder of Credit Hours Exceeds limit. Return and make sure not exceeding 18 credit hours.

11. Click 'Submit' and wait for Academic Advisor's approval

Contact Us

Any inquiry, directly contact us :

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Level 2, Block F54,
Universiti Teknologi Malaysia
UTM Johor Bahru,
81310 Johor Bahru,
Malaysia.

Phone : (6)07
E-mail : adm
Phone : (6)07
Email : upa@

localhost:49596 says

You cannot register more than 18 credit hours. Please refer to your faculty.

OK

NURHAZIQA SYAZWINA BINTI ABD AZIZ

Engineering (Electrical)
Engineering

9EE0134

m: 3 / 8

Riza Binti Mohd Esa

Type of Study: Taught Course (Full Time)

E-mail: nurhaziqahsyazwina@graduate.utm.my

Phone: 01110010754

Guideline for Online Course Registration



Emails and Telephone No.



Faculty of Engineering : tpug-fe@utm.my | +607-5558438

Faculty of Built Environment and Surveying : fabu@utm.my | +607-5557401

Faculty of Science : ugfs@utm.my | +607-5534043/46

Faculty of Social Sciences and Humanities : fssh@utm.my | +607-5534099 (SoE), +607-5557790 (SHARPS)

Razak Faculty of Technology and Informatics : rf-akademik@utm.my | +603-21805138

Malaysia-Japan International Institute of Technology : mjiit.ug@utm.my | +603-22031551

Azman Hashim International Business School :
academic-ahibsjb@utm.my | +607-5610188 (JB), +603-21805023/24 (KL)

School of Professional and Continuing Education : bba.space@utm.my, bgs@utm.my | +607-5318061