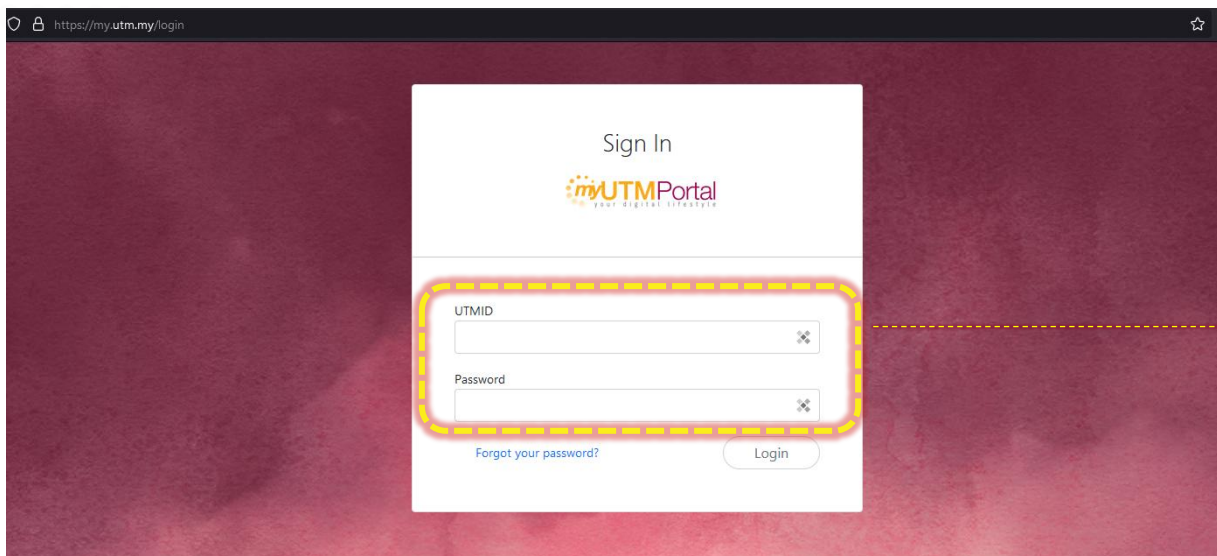
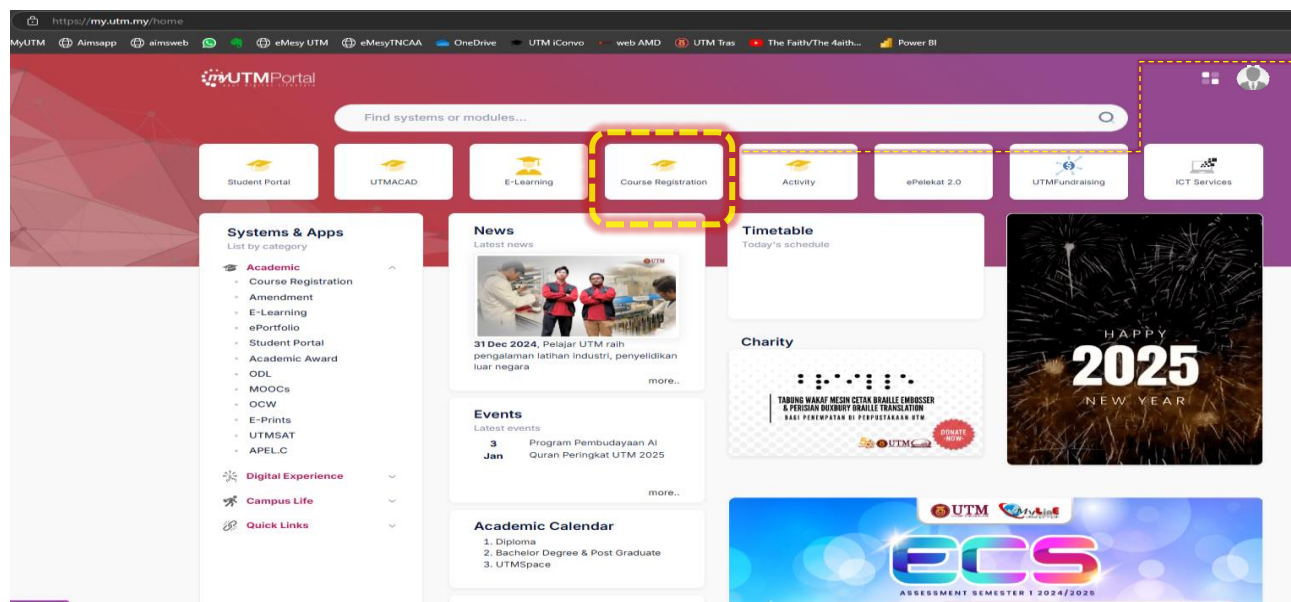


*Step-by-step*  
**COURSE  
REGISTRATION  
for SHORT SEMESTER**  
*Bachelor's Degree Student  
(Fulltime)*



**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  
📄 0301080900018  
📅 4.5 - 2021

CGPA  
**3.42**  
(202320242)



ACTIVITY  
**9**

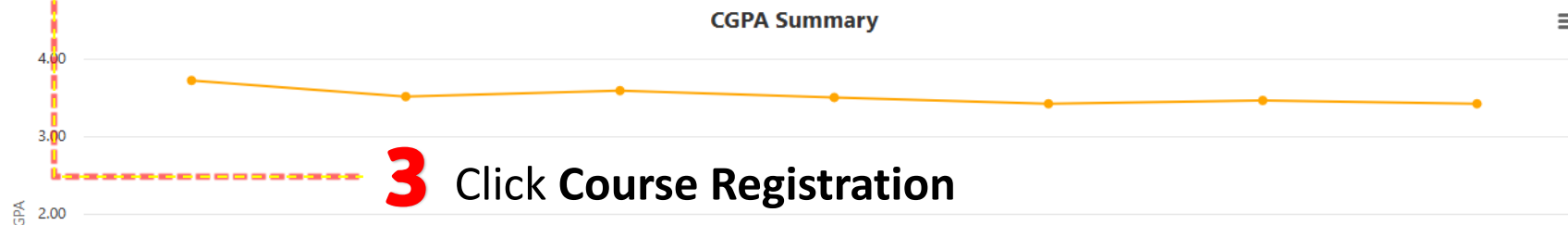


AWARD  
**-**



**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 10 entries

+Add +Add UK +Add UG

Search:

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SBEA3169	DESIGN 6	9		<input data-bbox="1854 796 1888 815" type="button" value="+"/>
<input type="checkbox"/>	SBEA3413	ARCHITECTURAL MANAGEMENT & PRACTICE	3		<input data-bbox="1854 853 1888 872" type="button" value="+"/>
<input type="checkbox"/>	SBEA3733	BUILDING INTEGRATION & PERFORMANCE	3		<input data-bbox="1854 911 1888 929" type="button" value="+"/>
<input type="checkbox"/>	SBEA3853	ARCHITECTURAL HERITAGE AND CONSERVATION	3		<input data-bbox="1854 968 1888 986" type="button" value="+"/>

Showing 1 to 4 of 4 entries

Previous

1

Next

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

Registration Course Offered

Curriculum Information

Course Registration · sem:202420252

+ Add + Add UK + Add UG

Show 10 entries Search:

#	Course Code	Course Name	Credit	Section	Select Section
<input type="checkbox"/>	SEMM3931	LABORATORY II	1		<input data-bbox="1031 678 1082 706" type="button" value="+"/>
<input type="checkbox"/>	SEMM3941	LABORATORY III	1		<input data-bbox="1031 721 1082 749" type="button" value="+"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

**a** Click button "+"

**b** Choose Section

Choose Section

Course Code : SBEQ4242

Course Name : CONSTRUCTION MEASUREMENT (CIVIL ENGINEERING WORKS)

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

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

**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 646 1039 661" type="button" value="+"/>
<input checked="" type="checkbox"/>	SBEA3413	ARCHITECTURAL MANAGEMENT & PRACTICE	3	01	<input data-bbox="1014 686 1039 701" type="button" value="+"/>
<input checked="" type="checkbox"/>	SBEA3733	BUILDING INTEGRATION & PERFORMANCE	3	01	<input data-bbox="1014 726 1039 741" type="button" value="+"/>
<input checked="" type="checkbox"/>	SBEA3853	ARCHITECTURAL HERITAGE AND CONSERVATION	3	01	<input data-bbox="1014 766 1039 781" 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="2423 544 2448 558" type="button" value="Search"/> <input data-bbox="2448 544 2474 558" type="button" value="Delete"/>
2	SBEU1032	PHYSICS THEORY FOR SURVEYORS	2	01	0/30		Draft	<input data-bbox="2423 584 2448 598" type="button" value="Search"/> <input data-bbox="2448 584 2474 598" type="button" value="Delete"/>

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="1625 1043 1651 1058" type="button" value="Search"/>
2	SBEU3905	INDUSTRIAL TRAINING - PRACTICAL & SEMINAR	5	02	9/30		Approved by PA	<input data-bbox="1625 1083 1651 1098" type="button" value="Search"/>

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**

# CONTACT US

## FACULTY OF CIVIL ENGINEERING (FKA)

Undergraduate ska-ug@utm.my | +607-5533072  
Postgraduate +607-5531744

## FACULTY OF ELECTRICAL ENGINEERING (FKE)

Undergraduate undergraduate-office@fke.utm.my | +607- 5557238  
Postgraduate postgraduate-office@fke.utm.my | +607- 5557032

## FACULTY OF MECHANICAL ENGINEERING (FKM)

Undergraduate skm-ug@utm.my | +607-5557064  
Postgraduate fkm\_pg@utm.my | +607-5557058

## FACULTY OF CHEMICAL & ENERGY ENGINEERING (FKT)

Undergraduate academic-fcee@utm.my | +607-5535806  
Postgraduate tp-fkkt@utm.my | +607-5535908

## FACULTY OF COMPUTING (FC)

Undergraduate sc-ug@utm.my/ tp-fc@utm.my | +607-5538827  
Postgraduate tp-fc@utm.my | +607-5538828

## FACULTY OF BUILT ENVIRONMENT & SURVEYING (FABU)

Undergraduate fabu-ug@utm.my | +6075557401/06/13  
Postgraduate pgfabu@utm.my | +607-5530878/30873/ 30583

## FACULTY OF SCIENCE (FS)

Undergraduate ugfs@utm.my | +607-5534043/46  
Postgraduate pgfs@utm.my | +6019-7590026

## FACULTY OF SOCIAL SCIENCES & HUMANITIES (FSSH)

Undergraduate humanities@utm.my | +607-5534410 (SoE)  
+607-5557790 (SHARPS)  
Postgraduate fssh@utm.my | +607-5532156/32205/32157

## FACULTY OF MANAGEMENT (FM)

Undergraduate fm@utm.my | +607-56 10188  
Postgraduate academic-fm@utm.my | +607-56 10188

## FACULTY OF EDUCATIONAL SCIENCE & TECHNOLOGY (FEST)

Undergraduate ugfest@utm.my  
Postgraduate pgfest@utm.my

## MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY (MJIIT)

Undergraduate mjiit.ug@utm.my | +603-22031551  
Postgraduate mjiit.pg@utm.my | +603-22031551

## AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL (AHIBS)

Postgraduate academic.ahibs@utm.my | +603-21805023/5025

## FACULTY OF ARTIFICIAL INTELLIGENCE (FAI) PREVIOUSLY KNOWN AS RAZAK FACULTY OF TECHNOLOGY & INFORMATICS (FTIR)

Undergraduate rf-akademik@utm.my | +603-21805143  
Postgraduate rf-akademik@utm.my | +603-21805146

## SPACE UTM

Undergraduate bba.space@utm.my/bgs@utm.my | +607-5318061

## SCHOOL OF UNDERGRADUATE STUDIES (UGS)

Undergraduate ugs@utm.my | +607-5532284

## SCHOOL OF GRADUATE STUDIES (SPS)

Postgraduate graduate@utm.my | +607-5537799 / 377897 / 37816

## ACADEMIC MANAGEMENT DIVISON (AMD)

### STUDENT RECRUITMENT & ADMISSION SECTION (SRAdS)

Undergraduate ugrad@utm.my | +607-5537573/ 7632/ +06-9742806  
Postgraduate pgrad@utm.my | +607-5537900  
General admission@utm.my | +60197061748 (CALL ONLY)

### ACADEMIC MANAGEMENT & CONFERMENT SECTION (AMaCS)

Undergraduate amd@utm.my | +607-5332217/ 4719/ 2310/ 2268/ 2287/  
2223 (JB)  
Postgraduate amd@utm.my | +607-5335614/ 2271/ 3197/ 2286 (JB)  
+603-48199181(KL)  
General Inquiry amd@utm.my | +607-5332234 / 5700 (JB)

### SENATE & CONVOCATION UNIT

Senate amd@utm.my | +607-5332236/ 2167  
Convocation konvo@utm.my | +607-5332314/ 2300



## Department of the Bursary (For Mainstream Student)

Email: [bendahari-ukp@utm.my](mailto: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](mailto: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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**Academic Management & Conferment  
Section (AMaCS)**

Ground Floor, Block F54, UTM 81310  
Johor Bahru, Johor



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



**Academic Management &  
Conferment Section**