PUSAT PENGURUSAN AKADEMIK ● *CENTRE FOR ACADEMIC MANAGEMENT*

Ref. : **UKM.AKA.100-1/3/5**

Date : **14 May 2024**

ACADEMIC CIRCULATION NO. 18a/2024

All Undergraduate Students and Postgraduate Students

Dear Mr./Ms.,

COURSE REGISTRATION FOR SEMESTER 3 OF THE 2023/2024 ACADEMIC SESSION

With reference to the above matter, please be informed that Semester 3 of the 2023/2024 Academic Session will be conducted starting from **22nd July 2024 until 8th September 2024.**

2. Therefore, all students are requested to read and take necessary action as stated below:

   2.1. Course Registration for Semester 3 of the 2023/2024 Academic Session will be conducted via http://smplucee.ukm.my/smpweb **from 20th May until 26th May 2024 (one week).**

   2.2. Student are advised not to reveal the Student Registration Number (NPP) to avoid any unauthorized usage.

   2.3 The faculties offering courses are as follows:

      2.3.1 Faculty of Engineering and Built Environment

      2.3.2 Faculty of Economics and Management

      2.3.3 Faculty of Education

      2.3.4 Faculty of Information Science and Technology

      2.3.5 Faculty of Social Science and Humanities

      2.3.6 Faculty of Health Sciences

      2.3.7 Faculty of Pharmacy

      2.3.8 Faculty of Islamic Studies

      2.3.9 Faculty of Law

      2.3.10 School of Liberal Studies

CERTIFIED TO ISO 9001:2015   CERT. NO. QMS 02549   CERTIFIED TO ISO/IEC 27001:2013   CERT. NO. ISMS 00249

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)
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E-mel: akad@ukm.edu.my   Web: www.ukm.my/akademik

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2.4. Information regarding the registration are as follows:

Date	Year	Activities	Venue
20.5.2024 – 26.5.2024	All Years	Add and Drop Course	Via online to website https://smplucee.ukm.my/smpweb
22.7.2024 – 25.8.2024	All Years	Course Withdrawal	
5.8.2024 – 11.8.2024	All Years	Course Registration Confirmation	
19.8.2024 – 25.8.2024	All Years	Examination Timetable Confirmation	

2.5   Students with conditional past status (1.00 $\leq$ PNGK < 2.00) in Semester 1 2023/2024 Session are advised not to register course in Semester 3 2023/2024 Session.

2.6   Terms of registration:

2.6.1   Registration for Semester 3 2023/2024 Session is optional except for some faculties.

2.6.2   Students are allowed to take not more than 3 courses.

2.6.3   Add and drop courses can be done during the course registration week only.

2.6.4   For students who have registered for Semester 3 and decided not to continue, application must be submitted to the Deputy Registrar, Centre for Academic Management once supported by Dean of the faculty before 11th August 2024 for free waiver. The application after that date will be considered course withdrawal and given grade TD.

2.6.5   Grade earned will be counted for next Semester (Semester 1 2024/2025) Cumulative Grade Point Average (CGPA).

2.6.6   Period of study for Semester 3 2023/2024 Session are not accounted for determining the maximum duration allowed for graduation requirement.

2.6.7   Penalty of RM50.00 will be imposed for late course registration.

2.6.8   During registration, students need to select the course registration button for Semester 3 2023/2024 Session.

3.   Any enquires regarding the above matter can be sent via e-mail to smpweb@ukm.edu.my / akad@ukm.edu.my or walk-in to the Centre of Academic Management/Faculty/Institute.

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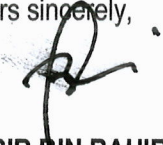E-mel: akad@ukm.edu.my   Web: www.ukm.my/akademik
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Thank you.

Yours sincerely,

BASIR BIN BAHIR
Deputy Director (Academic Governance)
Acting Director
Centre for Academic Management

c.c.   -   Deputy Vice-Chancellor (Academic and International Affairs)

     -    Dean, Faculty of Engineering and Built Environment

     -    Dean, Faculty of Economics and Management

     -    Dean, Faculty of Education

     -    Dean, Faculty of Information Science and Technology

     -    Dean, Faculty of Social Sciences and Humanities

     -    Dean, Faculty of Health Sciences

     -    Dean, Faculty of Pharmacy

     -    Dean, Faculty of Islamic Studies

     -    Dean, Faculty of Law

     -    Dean, School of Liberal Studies

     -    Director, Centre for Information Technology

     -    Director, Centre for Quality Assurance

     -    Director, Shaping Advanced and Professional Education Centre (UKMShape)

     -    Head of Student Finance Unit, Bursar's Office

     -    Chief Librarian

     -    Administrative Officer, Faculty/School

     -    The President,
         Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)

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