



Ref. : UKM.AKA.100-1/3/5  
Date : 28<sup>th</sup> August 2024

**ACADEMIC CIRCULATION NO. 30a/2024**

All Undergraduate Students

Dear Mr./Ms.,

**COURSE REGISTRATION FOR SEMESTER 1 OF THE 2024/2025 ACADEMIC SESSION**

I refer to the above matter.

2. All students are requested to review this circular and take the necessary action as stated below:
  - 2.1. Course Registration for Semester 1 of the 2024/2025 Academic Session will be conducted via <https://smplucee.ukm.my/smpweb>.
  - 2.2. Student are not allowed to reveal the Student Registration Number (NPP) because it is confidential.
  - 2.3. Information regarding the registration are as follows:

Date	Year	Activities	Venue
30.09.2024 - 06.10.2024	First Year (1)	Course Registration and Add / Drop Courses	Via online to website <a href="https://smplucee.ukm.my/smpweb">https://smplucee.ukm.my/smpweb</a>
07.10.2024 - 20.10.2024	All Years	Add / Drop Courses	
21.10.2024 - 03.11.2024	All Years	Drop Courses	
04.11.2024 - 10.11.2024	All Years	Course Registration Information	
04.11.2024 - 01.12.2024	All Years	Course Withdrawal	



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CERT. NO. QMS 02549

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CERT. NO. ISMS 00249

**PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)**

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Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461

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

- 2.4. **Existing Students who have not registered during the early registration period, penalty of RM50.00 will be recorded** by Student Finance Unit automatically.
- 2.5. **Student deferring registration in previous semester and registrar after 7<sup>th</sup> October 2024 will also be imposed a fine RM50.00 and will be recorded** by Student Finance Unit automatically.
- 2.6. Students are required to **register courses not less than twelve (12) credits and not more than twenty (20) credits**. Registration of **less than twelve (12) credits or more than twenty (20) credits is only allowed with the approval of the dean of the faculty**.
- 2.7. **Students are required to confirm the courses registered in week five of the semester starting 4<sup>th</sup> - 10<sup>th</sup> November 2024**.
- 2.8. Students are responsible:
  - 2.8.1. Register, check and verify all courses have been registered.
  - 2.8.2. Ensuring personal particulars are updated in SMPWeb every semester such as name, correspondence address, email address and identity card number.
  - 2.8.3. Aware of the latest notice and circulars posted on SMPWeb by Centre of Academic Management.
  - 2.8.4. Review Academic Reports to ensure graduation requirement are complete.

Any enquires regarding the above matter can be sent via e-mail to [smpweb@ukm.edu.my](mailto:smpweb@ukm.edu.my) / [akad@ukm.edu.my](mailto:akad@ukm.edu.my).

Thank you.

Yours sincerely,



**ASSOCIATE PROFESSOR DR. IRMAN BIN ABDUL RAHMAN**  
 Director  
 Centre for Academic Management



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**ILMU, MUTU DAN BUDI**

[www.ukm.my](http://www.ukm.my)

- c.c. - Deputy Vice-Chancellor (Academic and International Affairs)
- Dean, Faculty of Economics and Management
- Dean, Faculty of Education
- Dean, Faculty of Islamic Studies
- Dean, Faculty of Social Sciences and Humanities
- Dean, Faculty of Law
- Dean, Faculty of Pharmacy
- Dean, Faculty of Dentistry
- Dean, Faculty of Medicine
- Dean, Faculty of Health Sciences
- Dean, Faculty of Engineering and Built Environment
- Dean, Faculty of Science and Technology
- Dean, Faculty of Information Science and Technology
- Dean, School of Liberal Studies
- Director, Centre for Information Technology
- Director, Centre for Quality Assurance (UKM-Quality)
- Director, Centre for Shaping Advanced & Professional Education (UKMShape)
- Head of Student Finance Unit, Bursar's Office
- Chief Librarian
- Head of Administration, Faculty/School
- Administrative Officer (Undergraduate), Faculty/School
- President, Kesatuan Mahasiswa Universiti Kebangsaan Malaysia (KMUKM)



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