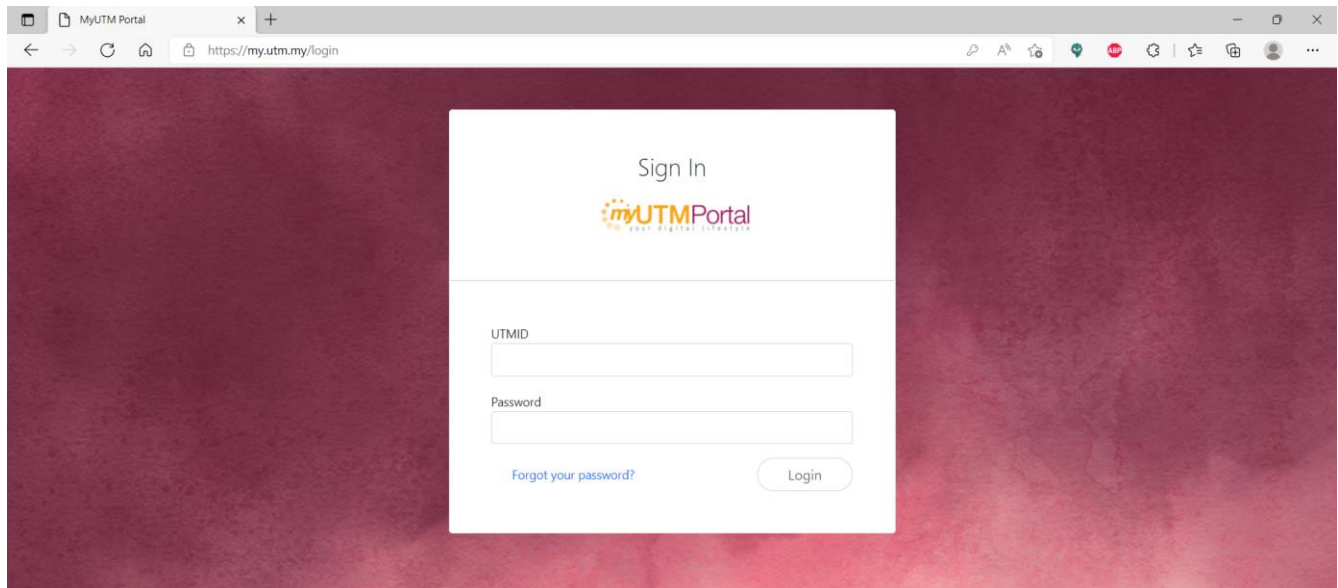
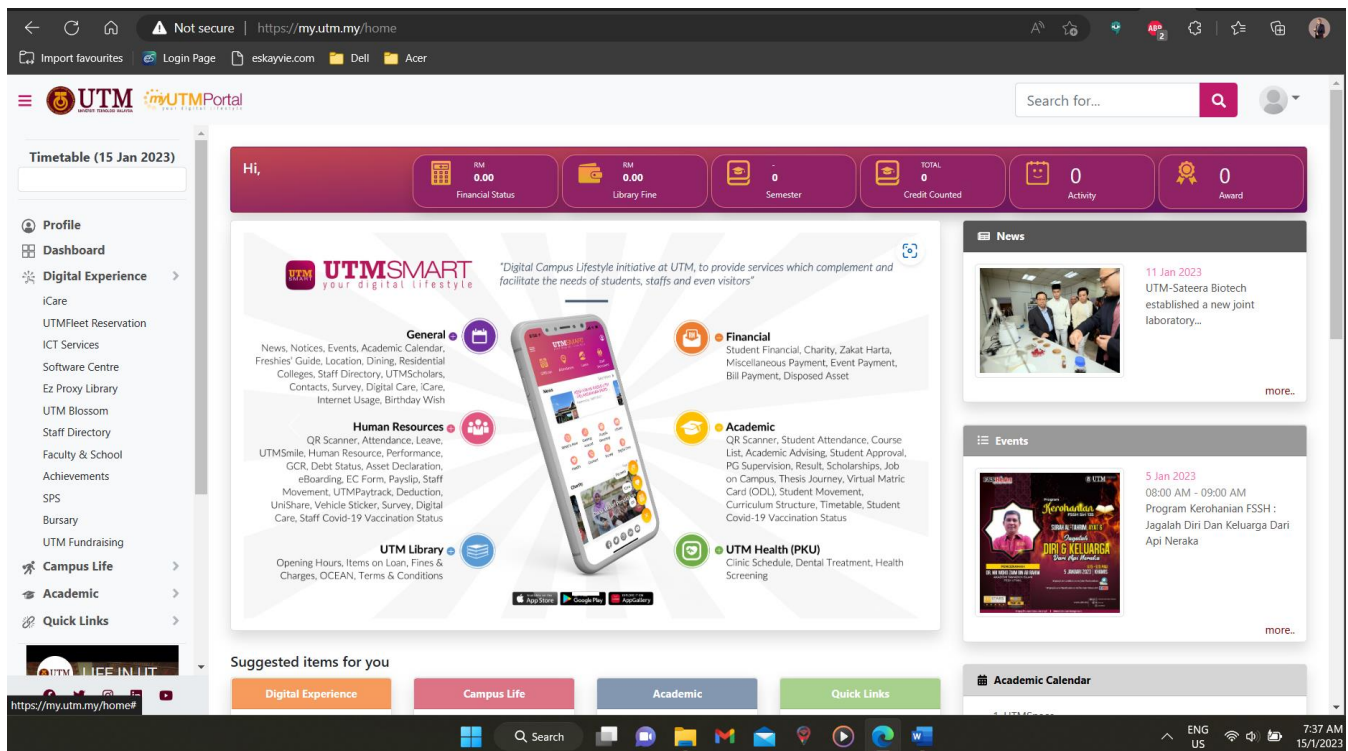


# STEP BY STEP ON HOW TO REGISTER COURSES ONLINE

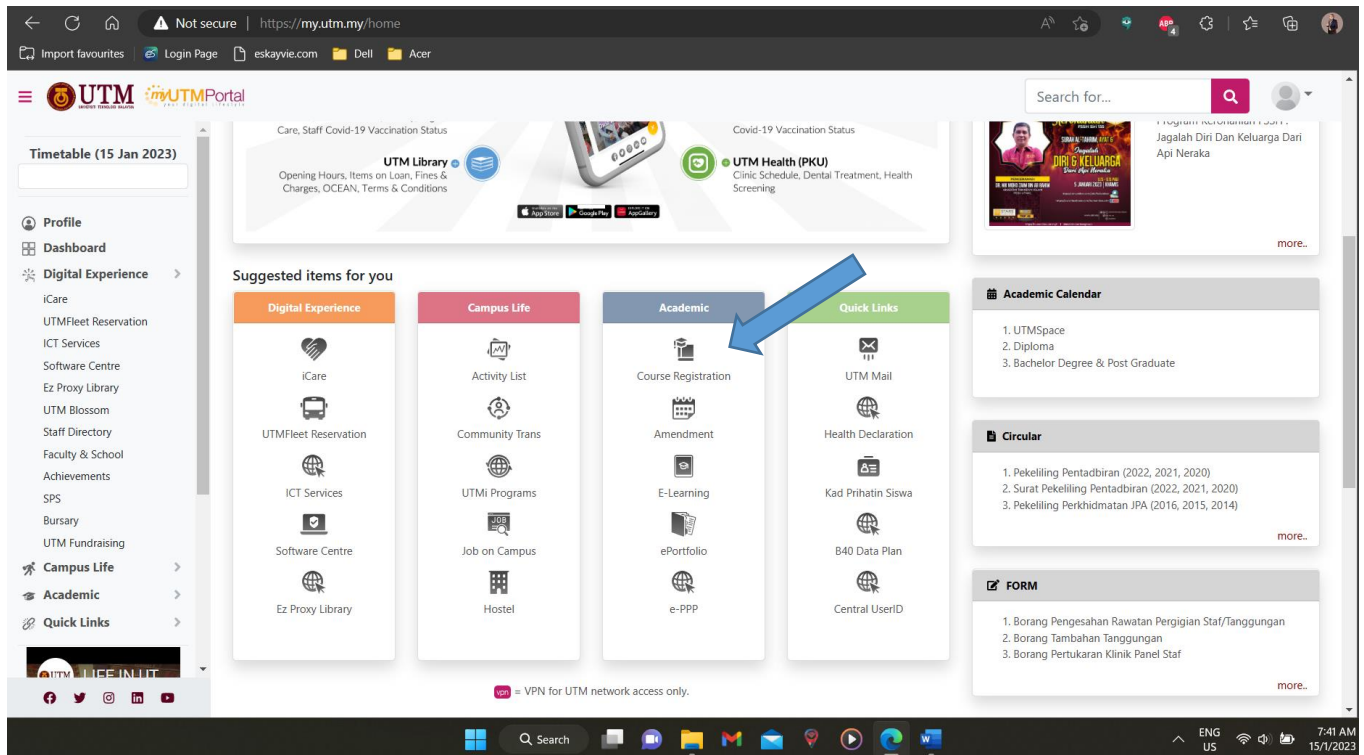
Login to my.utm.my with your **Username and Password**.



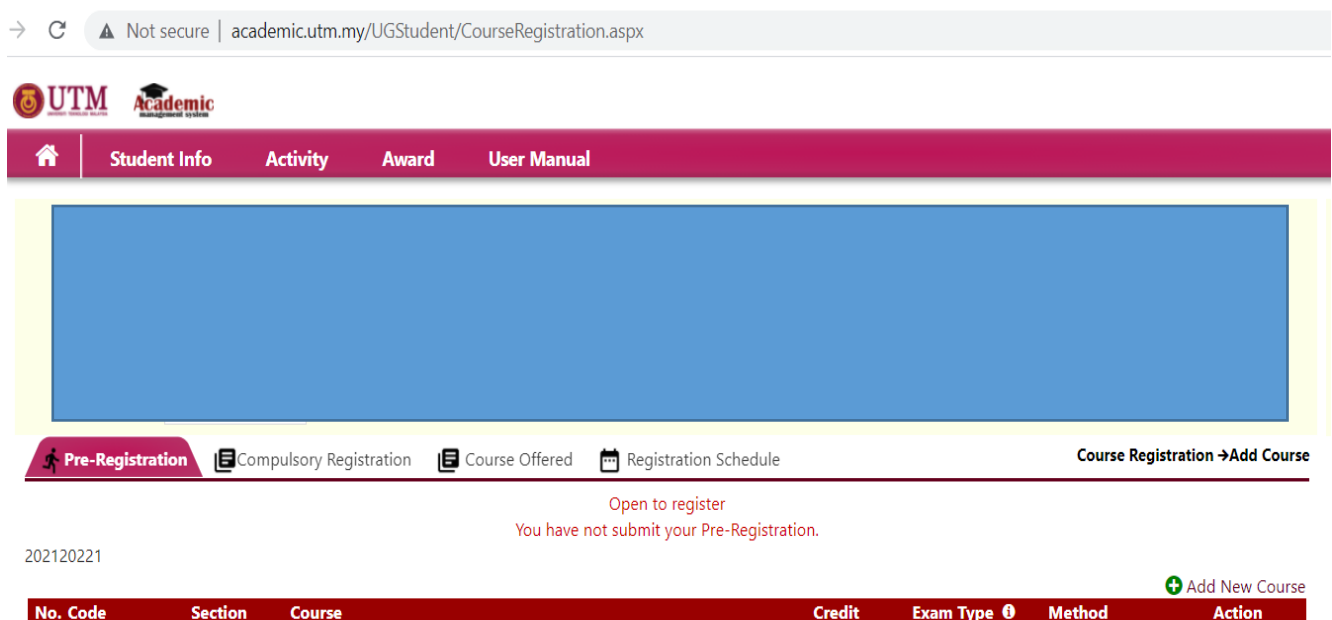
You will redirect to this page.



Scroll down until you find **Academic** Menu and Click on the **Course Registration**.



Your screen will appear as below. Click on **Pre-Registration** (during Pre-Registration period) or click on **Compulsory Registration** (during Compulsory Registration period).



Always refer to the Timetable that I have shared with everyone in Google Drive. ***Do not register any section that is not in the timetable. Because we have a service subject from another school or faculty. So other sections that are not in my timetable are for Kuala Lumpur Campus and other Faculty. SECTION 15-20 IS FOR KUALA LUMPUR STUDENTS ONLY.***

First, you have to check what section is still Available. *This step not applicable for Foreign Language Subjects.* I will teach you 2 steps on how to Add the Course. For Foreign Language Subjects, you can use Step 2.

**STEP 1: Go to Course Offered. (Refer arrow).**

202120221

No.	Code	Section	Course	Credit	Exam Type ⓘ	Method	Action
-----	------	---------	--------	--------	-------------	--------	--------

Once your screen appears like this, you can see **Search by Course Code/Name**. Type the course code. (*Refer timetable*). Make sure you use **CAPITAL LETTER** and **WITHOUT SPACE**.

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

List of Offered Courses For 202120221

Faculty : 5107-Computing

Search by Course Code/Name :

Bil	Code	Course	Credit	Exam Type	Method	Faculty	Section	Date Offer
1	SCSB3032	BIOINFORMATICS PROJECT I	2			J5107		12-Jun-2021
2	SCSB3203	PROGRAMMING FOR BIOINFORMATICS	3			J5107		12-Jun-2021
3	SCSB4114	PRACTICAL TRAINING REPORT	4			J5107		12-Jun-2021
4	SCSB4118	PRACTICAL TRAINING	8			J5107		12-Jun-2021
5	SCSB4134	BIOINFORMATICS PROJECT II	4			J5107		12-Jun-2021
6	SCSD3761	TECHNOPRENEURSHIP SEMINAR	1			J5107		12-Jun-2021
7	SCSJ3032	SOFTWARE ENGINEERING PROJECT 1	2			J5107		12-Jun-2021
8	SCSJ3203	COMPUTER SCIENCE THEORY	3			J5107		12-Jun-2021
9	SCSJ3553	ARTIFICIAL INTELLIGENCE	3			J5107		14-Jun-2021
10	SCSJ4114	PRACTICAL TRAINING REPORT	4			J5107		12-Jun-2021
11	SCSJ4118	PRACTICAL TRAINING	8			J5107		12-Jun-2021
12	SCSJ4134	SOFTWARE ENGINEERING PROJECT II	4			J5107		12-Jun-2021
13	SCSP3133	HIGH PERFORMANCE DATA PROCESSING	3			J5107		12-Jun-2021
14	SCSP3213	BUSINESS INTELLIGENCE	3			J5107		12-Jun-2021
15	SCSP3223	DATA ANALYTICS PROGRAMMING	3			J5107		12-Jun-2021

1 2 3 4 5 6 7 8 9 10 ...

The subject will appear as below. Go to **Section** and click the **BOX**. (*Refer arrow*).

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

List of Offered Courses For 202120221

Faculty : 5107-Computing

Search by Course Code/Name :

Bil	Code	Course	Credit	Exam Type	Method	Faculty	Section	Date Offer
1	SECJ2013	DATA STRUCTURE AND ALGORITHM	3			J5107		12-Jun-2021

**Learning Method Definition:**

OL = Online Learning

FC = Face to face

BL = Blended Learning (Starts with online learning followed by face to face)

Any enquiries please email :- admin-odvcai@utm.my

**Exam Type Definition:**

AA = Alternative Assessment

NFE = No Final Exam

ASYNCO = Asynchronous online exam

SYNCO = Synchronous online exam; no invigilation and no proctoring


SYNCO P = Synchronous online exam using online proctoring

SYNCOV = Synchronous online exam with online invigilation

SYNCP = Synchronous online exam with physical invigilation

FTF = Face-to-face final exam

Another screen will appear as below. You can straight away click on **Add Course**.

<div> <div>  Not secure             academic.utm.my/UGStudent/Section.aspx?kod=SECJ2013&amp;sem=1         </div> </div>							
<div> <div> <b>List of Section For</b> </div> <div> <b>: 1 SECJ2013</b> (Pre)         </div> </div>							
<div> <div> <b>Faculty</b> </div> <div> <b>: 5107-Computing</b> </div> </div>							
<div> <div> <b>Session</b> </div> <div> <b>: 202120221</b> </div> </div>							
Bil	Section	Type	Capacity	Registered	Status	Available	
1	01	B	38	35	Available	3	<a href="#">Add Course</a>
2	02	B	41	41	Full	0	<a href="#">Add Course</a>
3	03	B	36	36	Full	0	<a href="#">Add Course</a>
4	04	B	36	36	Full	0	<a href="#">Add Course</a>
5	05	B	30	15	Available	15	<a href="#">Add Course</a>
6	06	B	37	36	Available	1	<a href="#">Add Course</a>
7	07	B	30	19	Available	11	<a href="#">Add Course</a>
8	08	B	30	26	Available	4	<a href="#">Add Course</a>
9	09	B	30	10	Available	20	<a href="#">Add Course</a>
10	10	B	30	20	Available	10	<a href="#">Add Course</a>
11	11	B	30	30	Full	0	<a href="#">Add Course</a>
12	15	K	30	0	Available	30	<a href="#">Add Course</a>

**Remember: SECTION 15 IS THERE BUT NOT IN THE TIMETABLE  
AND NOT FOR SC STUDENTS.**

The subject you have added just now will be added in your Pre-Registration or Compulsory Registration like this.

Pre-Registration	Compulsory Registration	Course Offered	Registration Schedule	Course Registration → Add Course
<p style="text-align: center;">Open to register You have not submit your Pre-Registration.</p>				
<p>202120221</p>				
<a href="#">+ Add New Course</a>				
No. Code	Section	Course	Credit	Exam Type ⓘ Method Action
1. SECD2523	05	DATA BASE	3	
2. SECJ2013	06	DATA STRUCTURE AND ALGORITHM	3	
3. SECR1213	08	NETWORK COMMUNICATIONS	3	
4. SECV2113	05	HUMAN COMPUTER INTERACTION	3	
5. UKQF2122	01	HANDYCRAFT	2	
			Total Credit	14
<input type="button" value="Submit"/>				

STEP 2: You can type the course code and section in the box as below and Save.

Pre-Registration | Compulsory Registration | Course Offered | Registration Schedule | Course Registration → Add Course

Open to register  
You have not submit your Pre-Registration.

202120221

+ Add New Course

No.	Code	Section	Course	Credit	Exam Type	Method	Action
1.	SECD2523	05	DATA BASE	3			
2.	SECJ2013	06	DATA STRUCTURE AND ALGORITHM	3			
3.	SECR1213	08	NETWORK COMMUNICATIONS	3			
4.	SECV2113	05	HUMAN COMPUTER INTERACTION	3			
5.	UKQF2122	01	HANDYCRAFT	2			

Total Credit 14

UHLA1112 | 01 | BAHASA ARAB | 2 | Save

Submit

If the section is FULL, the screen will appear like this.

Not secure | academic.utm.my/UGStudent/CourseRegistration.aspx

academic.utm.my says

Registration for UHLA1112 course is unsuccessful as the number of students for the section is full. Please choose another course.

OK

Try again until you find the available section. But you can also ask me to check which sections are still AVAILABLE.

If you have registered all the courses you want, don't forget to click on the **Submit** button.

### Important Notes:

- 1) If you have changed your mind and wanted to register for another course or wanted to change the section, you can ask your Academic Advisor (AA) to Not Approve your Pre-

Registration by clicking the Not Approved button. Even though your AA has approved your Pre-Registration, he/she still can click on the Not Approved button. Make sure you submit before the last date of Pre-Registration or Compulsory Registration. After that date, you are considered **NOT REGISTERED ANY SUBJECTS** if you forgot to submit your Pre-Registration or Compulsory Registration.

2) For Co-Curriculum Courses, make sure you try and error both codes.

- student intake 2016/2017 and above, please register code UKQA2xx2, UKQR2xx2, UKQS2xx2 or UKQU2xx2.
- New student intake 2019/2020 and above, please register with the new code UKQF2xx2

3) For Extra-Curricular Experiential Learning (ExCEL) Course, please read the instructions given by UTMiLeague before you want to register the course.

Click the link below:

<https://ileague.utm.my/extra-curricular-experiential-learning-excel/>

If you want to register ExCEL, make sure you try and error both codes. Still need to try to register both because sometimes the system reading your intake is different from what we know.

- student intake 2018/2019 and above, please register code UKQE3001.

- New student intake 2019/2020 and above, please register with the new code UKQT3001.
- 4) If your system prompts an error, please try to log out and login again.
- 5) Who should I contact for anything related to Credit Transfer?  
Please email [azmaniza@utm.my](mailto:azmaniza@utm.my) (Ms. Azmaniza).
- 6) Online Counter with Ms. Hanie will open DAILY from 8am – 5pm.  
I am available for anyone who is still having problems with their pre-registration or wants to ask me anything. Please make sure you can share your screen with me before joining my session.

Please click on the link below to join my session.

<https://meet.google.com/psv-azwr-ues>

Thank you.

Prepared by,  
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