



**REGISTRATION INSTRUCTIONS CIRCULAR
PROFESSIONAL (AA211S)
SEPTEMBER 2025 - MARCH 2026
UNIVERSITI POLY-TECH MALAYSIA**

REGISTRATION INFORMATION:

No.	Academic Activities / Registration	Date	Action
1.	<p>Course Pre-Registration (CPR) must be completed online via CMS</p> <p>Note: Processing fee of RM30 will be imposed to student who fail to do CPR after the stipulated period. Student who fail to do CPR will not auto-registered.</p>	<p>25 AUGUST – 12 SEPTEMBER 2025</p>	<p>Compulsory for all students</p>
2.	<p>The current students' registration will be auto-registered*. Please check your auto-registration status by 19 SEPTEMBER 2025 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:</p> <p>Session : 0925 Semester : New Semester Active : Y</p> <p>Please refer to epay.kptm.edu.my for payment of registration/service fee. Payment must be made through epay.kptm.edu.my. Only KUPTM/UPTM emails can be recognized by the system. Students are advised to make all payments including to those with outstanding fees latest by 17 SEPTEMBER 2025 to ensure smooth auto-registration.</p>		
3.	Commencement of class	<p>22 SEPTEMBER 2025</p>	Class Timetable can be access through CMS
4.	Students who fail to register TWO (2) WEEKS from the commencement of class will be terminated from their study.	<p>6 OCTOBER 2025</p>	Students have the right to appeal for continuation of study within three (3) days upon notification received.
5.	Course(s) Add / Drop	<p>22 SEPTEMBER - 31 OCTOBER 2025</p>	Processing fee of RM30 will be imposed for course Add / Drop after the stipulated period. For late course Add / Drop must be completed before 7 November 2025
6.	Course Verification (CV) via CMS	<p>3 -7 NOVEMBER 2025</p>	Courses not verified by the deadline will be automatically verified. Please note that Add / Drop requests and section changes will not be permitted thereafter.

***Please note that students with below status will not be automatically enrolled in a new semester:**

- **Student account blocked by Finance Department**

NOTE: Date and Deadline are subject to change. Students are required to check from website <http://www.uptm.edu.my> for latest information.

If you have any enquiries with the followings please email:

Finance – bursar@uptm.edu.my
Hostel – atif@uptm.edu.my
Registration – rru@uptm.edu.my