



**REGISTRATION INSTRUCTIONS CIRCULAR
PROFESSIONAL
DECEMBER 2025 - JUNE 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.</p>	<p>10 NOVEMBER – 28 NOVEMBER 2025</p>	Compulsory for all students
2.	<p>The current students' registration will be auto-registered*. Please check your auto-registration status by 19 DECEMBER 2025 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:</p> <p>Session : 1225 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 11 DECEMBER 2025 to ensure smooth auto-registration.</p>		
3.	Commencement of class	22 DECEMBER 2025	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.	5 JANUARY 2026	Students have the right to appeal for continuation of study within three (3) days upon notification received.
5.	Course(s) Add / Drop	5 JANUARY - 30 JANUARY 2026	Processing fee of RM30 will be imposed for course Add / Drop after the stipulated period. For late course Add / Drop must be completed before 6 February 2026
6.	Course Verification (CV) via CMS	2 – 6 FEBRUARY 2026	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