



REGISTRATION INSTRUCTIONS CIRCULAR
PROFESSIONAL
APRIL 2025 - SEPTEMBER 2025
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>	17 FEBRUARY – 7 MARCH 2025	Compulsory for all students
2.	<p>The current students' registration will be auto-registered*. Please check your auto-registration status by 21 MARCH 2025 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:</p> <p>Session : 0325 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 14 MARCH 2025 to ensure smooth auto-registration.</p>		
3.	Commencement of class	24 MARCH 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.	7 APRIL 2025	Students have the right to appeal for continuation of study within five (5) days upon notification received.
5.	Course(s) Add / Drop	24 MARCH – 18 APRIL 2025	Processing fee of RM30 will be imposed for course add-drop after the stipulated period.
6.	Course Verification (CV) via CMS	21 – 25 APRIL 2025	Compulsory for all students. Processing fee of RM30 will be imposed for course verification after the stipulated period.

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

- **Student account blocked by Finance Department**
- **Fail to do Course Pre-Registration (CPR)**
- **Not submitted SET 1**

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