



REGISTRATION INSTRUCTIONS CIRCULAR
HOMEGROWN
MAY 2025 - JULY 2025
UNIVERSITI POLY-TECH MALAYSIA

REGISTRATION INFORMATION:

No.	Academic Activities / Registration	Date	Action
1.	Course Pre-Registration (CPR) must be completed online via CMS 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.	28 MAR – 16 APRIL 2025	Compulsory for all students
2.	The current students' registration will be auto-registered* . Please check your auto-registration status by 16 MAY 2025 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS: Session : 0525 Semester : New Semester Active : Y 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 MAY 2025 to ensure smooth auto-registration.		
3.	Commencement of class	19 MAY 2025	Class Timetable can be access through CMS
4.	Students who fail to register ONE (1) WEEK from the commencement of class will be terminated from their study.	26 MAY 2025	Students have the right to appeal for continuation of study within three (3) days upon notification received.
5.	Course(s) Add / Drop	19 – 30 MAY 2025	Processing fee of RM30 will be imposed for course add-drop after the stipulated period.
6.	Course Verification (CV) via CMS	2 – 6 JUNE 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**

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 – registration@uptm.edu.my