



REGISTRATION INSTRUCTIONS CIRCULAR
PROFESSIONAL
JUN 2025 - DECEMBER 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>	23 MAY – 6 JUNE 2025	Compulsory for all students
2.	<p>The current students' registration will be auto-registered*. Please check your auto-registration status by 20 JUNE 2025 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:</p> <p>Session : 0625 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 13 JUNE 2025 to ensure smooth auto-registration.</p>		
3.	Commencement of class	23 JUNE 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 JULY 2025	Students have the right to appeal for continuation of study within three (3) days upon notification received.
5.	Course(s) Add / Drop	23 JUNE - 18 JULY 2025	Processing fee of RM30 will be imposed for course add-drop after the stipulated period.
6.	Course Verification (CV) via CMS	21 - 25 JULY 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