



**REGISTRATION INSTRUCTIONS CIRCULAR  
PROFESSIONAL (AA211/AA002)  
JUNE 2026 - DECEMBER 2026  
UNIVERSITI POLY-TECH MALAYSIA**

**REGISTRATION INFORMATION:**

No.	Academic Activities / Registration	Date	Action
1.	<p><b>Course Pre-Registration (CPR)</b> must be completed online via CMS</p> <p><b>Note:</b> Processing fee of RM30 will be imposed to student who fail to do CPR <b>after the stipulated period. Student who fail to do CPR will not auto-registered.</b></p>	<b>5 – 14 JUNE 2026</b>	<b>Compulsory</b> for all students
2.	<p>The current students' registration will be <b>auto-registered*</b>. Please check your auto-registration status by <b>19 JUNE 2026</b> using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:</p> <p>Session : 0626 Semester : New Semester Active : Y</p> <p>Please refer to <a href="http://epay.kptm.edu.my">epay.kptm.edu.my</a> for payment of registration/service fee. Payment must be made through <a href="http://epay.kptm.edu.my">epay.kptm.edu.my</a>. 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 <b>12 JUNE 2026</b> to ensure smooth auto-registration.</p>		
3.	<b>Commencement of class</b>	<b>22 JUNE 2026</b>	Class Timetable can be access through CMS
4.	Students who fail to register <b>TWO (2) WEEKS</b> from the commencement of class will automatically change of status to 'Inactive'. Reinstatement of active student status is subject to a formal appeal process.	<b>6 JULY 2026</b>	Students have the right to appeal for continuation of study within stipulated period upon notification received.
5.	<b>Course(s) Add / Drop</b>	<b>22 JUNE – 31 JULY 2026</b>	Processing fee of RM30 will be imposed for course add-drop after the stipulated period.
6.	<b>Course Verification (CV)</b> via CMS	<b>3 – 7 AUGUST 2026</b>	Courses not verified by the deadline will be automatically verified. Students are fully responsible for the courses that have been automatically verified. <b>Please note that Add/Drop requests and section changes will not be permitted thereafter.</b>

**\*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](mailto:bursar@uptm.edu.my)

Hostel – [atif@uptm.edu.my](mailto:atif@uptm.edu.my)

Registration – [rru@uptm.edu.my](mailto:rru@uptm.edu.my)