



REGISTRATION INSTRUCTIONS CIRCULAR
PROFESSIONAL (AA211/ AA002)
SEPTEMBER 2026 SESSION (0926)
SEPTEMBER 2026 - MARCH 2027
UNIVERSITI POLY-TECH MALAYSIA

HOMEGROWN

REGISTRATION INFORMATION:

No.	Academic Activities/ Registration	Date	Action
1.	Course Pre-Registration (CPR) must be completed online via CMS Note: A processing fee of RM30.00 will be imposed on students who fail to complete CPR after the stipulated period. Students who fail to complete CPR will not be automatically registered.	14-20 SEPTEMBER 2026	Compulsory for all students
2.	Current students will be automatically registered . Please check your registration status via CMS by 25 SEPTEMBER 2026 . If you have been successfully registered, you will see the following in CMS: Session : 0926 Semester : New Semester Active : Y Please refer to epay.kptm.edu.my for payment of the registration/ service fee. Payment must be made through the portal. Please note that only UPTM/ KUPTM email addresses are recognized by the system. Students are kindly reminded to make all payments, including any outstanding fees, no later than 21 SEPTEMBER 2026 to ensure a smooth auto-registration process.		
3.	Commencement of class	28 SEPTEMBER 2026	The class timetable can be accessed through CMS
4.	Students who fail to register within ONE (1) WEEK after the commencement of classes will have their status automatically changed to "Inactive (INA)" . Reinstatement to active student status is subject to a formal appeal process.	5 OCTOBER 2026	Students have the right to appeal for continuation of their studies within the stipulated period after receiving the notification.
5.	Course(s) Add/ Drop	28 SEPTEMBER 2026 – 23 OCTOBER 2026	A processing fee of RM30.00 will be imposed for course add/ drop requests made after the stipulated period.
6.	Course Verification (CV) via CMS	26-30 OCTOBER 2026	Courses not verified by the deadline will be automatically verified. Students are fully responsible for the courses that have been automatically verified. Please note that add/ drop requests and section changes will not be permitted thereafter.

*** Please note that students whose accounts are blocked by the Finance Department will not be automatically enrolled in the new semester**

NOTE: Dates and deadlines are subject to change. Students are advised to check the UPTM website at <http://www.uptm.edu.my> for the latest information.

For any enquiries regarding the following matters, please contact the respective departments via email:

Finance: bursar@uptm.edu.my

Hostel: atif@uptm.edu.my

Registration: rru@uptm.edu.my