REGISTRATION INSTRUCTIONS CIRCULAR
HOMEGROWN
DECEMBER 2024 – MAY 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.**	**11 NOVEMBER 2024 – 13 DECEMBER 2024**	**Compulsory** for all students
2.	The current students' registration will be **auto-registered***. Please check your auto-registration status by **27 DECEMBER 2024** using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS: Session : 1224 Semester : New Semester Active : Y Students' must make registration payment using **epay.kptm.edu.my.** The epay system only **recognizes UPTM email.** Students are advised to make all payments including to those with outstanding fees latest by **20 DECEMBER 2024** to ensure smooth auto-registration.		
3.	**Commencement of class**	**30 DECEMBER 2024**	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.	**13 JANUARY 2025**	Students have the right to appeal for continuation of study within five (5) days upon notification received.
5.	**Course(s) Add / Drop**	**30 DECEMBER 2024 - 24 JANUARY 2025**	Processing fee of RM30 will be imposed for course add-drop after the stipulated period.
6.	**Course Verification (CV)** via CMS	**27 JANUARY 2024 – 2 FEBRUARY 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:

- o **Student account blocked by Finance Deparment**

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