



REGISTRATION INSTRUCTIONS CIRCULAR
HOMEGROWN
AUGUST 2025 - DECEMBER 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.	23 JUNE – 7 JULY 2025	Compulsory for all students
2.	The current students' registration will be auto-registered* . Please check your auto-registration status by 1 AUGUST 2025 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS: Session : 0825 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 27 JULY 2025 to ensure smooth auto-registration.		
3.	Commencement of class	4 AUGUST 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.	18 AUGUST 2025	Students have the right to appeal for continuation of study within three (3) days upon notification received.
5.	Course(s) Add / Drop	4 AUGUST - 29 AUGUST 2025	Processing fee of RM30 will be imposed for course Add / Drop after the stipulated period. For late course Add / Drop must be completed before 5 September 2025
6.	Course Verification (CV) via CMS	1 SEPTEMBER – 5 SEPTEMBER 2025	Courses not verified by the deadline will be automatically verified. Please note that Add / Drop requests and section changes will not be permitted thereafter.

***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 – rru@uptm.edu.my