



REGISTRATION INSTRUCTIONS CIRCULAR
HOMEGROWN : MAY 2024 SESSION
MAY - JULY 2024
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>	<p>21 MAC – 12 MAY 2024</p>	<p>Compulsory for all students</p>
2.	<p>The current students' registration will be auto-registered*. Please check your auto-registration status by 26 MAY 2024 using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:</p> <p>Session : 0524 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 12 MAY 2024 to ensure smooth auto-registration.</p>		
3.	<p>Commencement of class</p>	<p>27 MAY 2024</p>	<p>Class Timetable can be access through CMS</p>
4.	<p>Students who fail to register ONE (1) WEEK from the commencement of class will be terminated from their study.</p>	<p>3 JUNE 2024</p>	<p>Students have the right to appeal for continuation of study within five (5) days upon notification received.</p>
5.	<p>Course(s) Add / Drop</p>	<p>27 MAY - 7 JUNE 2024</p>	<p>Processing fee of RM30 will be imposed for course add-drop after the stipulated period.</p>
6.	<p>Course Verification (CV) via CMS</p>	<p>10 JUNE – 14 JUNE 2024</p>	<p>Compulsory for all students. Processing fee of RM30 will be imposed for course verification after the stipulated period.</p>

***Please note that students with below status will not be automatically enrolled in a new semester:**

- **Student account blocked by Finance Department**
- **Fail to do Course Pre-Registration (CPR)**
- **Not submitted SET 1**

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 – asr@uptm.edu.my