

COURSE REGISTRATION GUIDELINES

Things to REMEMBER!!



Academic Calendar



Course Registration



Pay your Fees



Progress Report for Research



**Complete and Attend Examination
for Coursework**

COURSE REGISTRATION

- Registration for the programmes
 - Full Time
 - Part Time
- Course Registration
 - **COMPULSORY** for every semester
 - Open one week before commencement of classes every semester
 - Please refer to **ACADEMIC CALENDAR** at SPS website for **AMENDMENT** and **WITHDRAWAL** of the courses
 - **LATE REGISTRATION** will be penalty **RM 25.00/course**
 - Failure to register course will be **TERMINATED**



**COURSE
REGISTRATION IS
YOUR
RESPONSIBILITY !!**

COURSE REGISTRATION

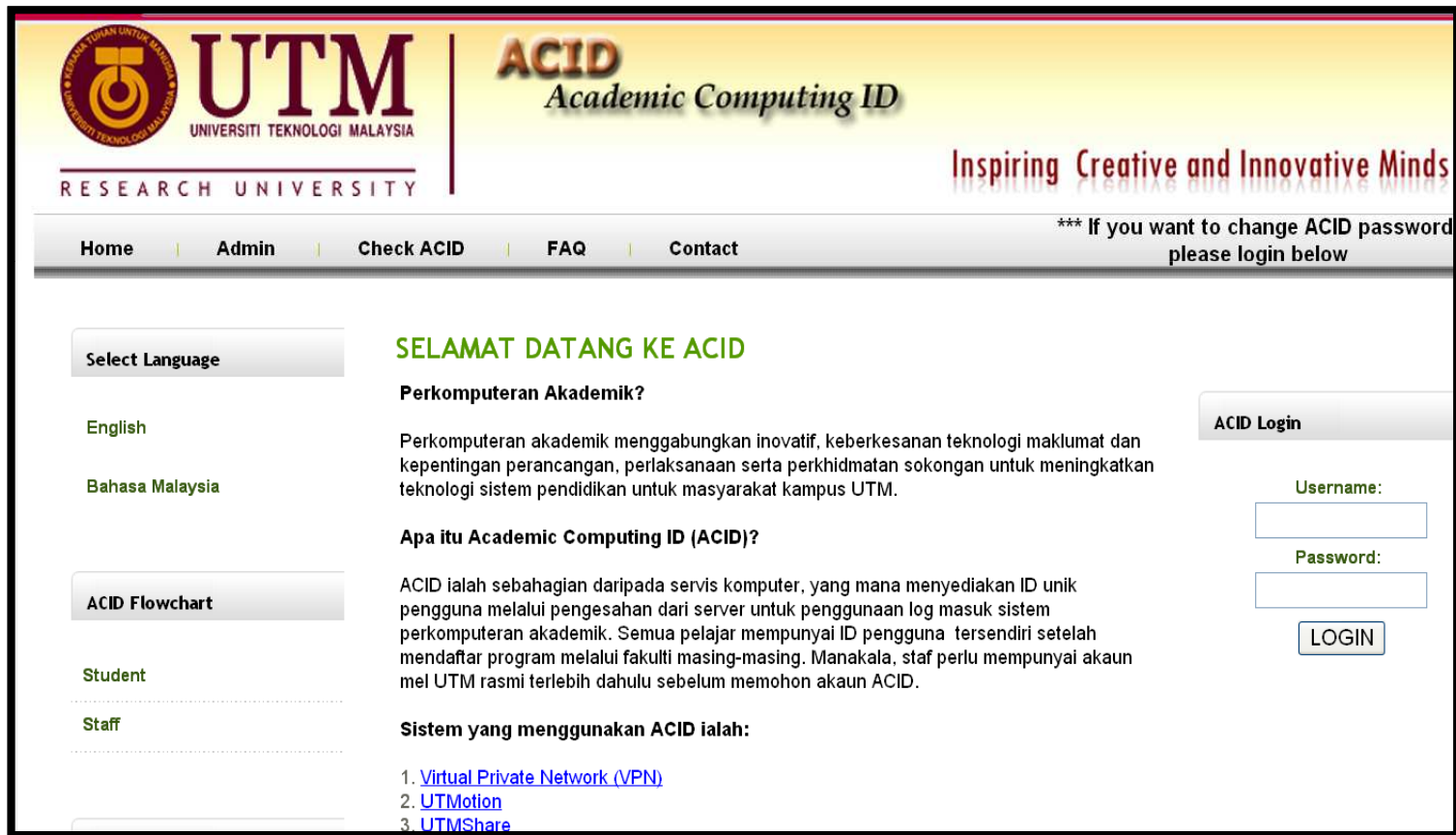
- International students are required to take either:
 - a) Malay Language, or
 - b) Malaysian Culture
- Exemption - have already fulfilled such requirement
- **Audit OR Hadir Sahaja (HS)** - assessed based on **ATTENDANCE** only.
- **Hadir Wajib (HW)** - stipulated by the faculty and is subjected to **NORMAL ASSESSMENT**. Grade of HL (Pass) or HG (Fail). Included in the Credit Obtained but not in the Credit Count. A student who **FAILS MUST REPEAT AND PASS THE COURSE**.



As part of graduation
requirement

How to get ACID?

1. Student must get the ACID username to register the course. Go to <http://acid.utm.my>



The screenshot shows the ACID website with the UTM logo and 'ACID Academic Computing ID' header. The tagline 'Inspiring Creative and Innovative Minds' is visible. A navigation bar includes links for Home, Admin, Check ACID, FAQ, and Contact. A note states: '*** If you want to change ACID password please login below'. On the left, there is a 'Select Language' dropdown with options for English and Bahasa Malaysia, and an 'ACID Flowchart' section with links for Student and Staff. The main content area features a green heading 'SELAMAT DATANG KE ACID' followed by a section 'Perkomputeran Akademik?' which describes the system's purpose. Below this is a section 'Apa itu Academic Computing ID (ACID)?' explaining the ID system. At the bottom, it lists 'Sistem yang menggunakan ACID ialah:' followed by a numbered list: 1. Virtual Private Network (VPN), 2. UTMotion, and 3. UTMSHare. On the right, there is an 'ACID Login' section with input fields for Username and Password, and a LOGIN button.

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ACID
Academic Computing ID

Inspiring Creative and Innovative Minds

Home | Admin | Check ACID | FAQ | Contact

*** If you want to change ACID password please login below

Select Language

English

Bahasa Malaysia

ACID Flowchart

Student

Staff

SELAMAT DATANG KE ACID

Perkomputeran Akademik?

Perkomputeran akademik menggabungkan inovatif, keberkesanan teknologi maklumat dan kepentingan perancangan, pelaksanaan serta perkhidmatan sokongan untuk meningkatkan teknologi sistem pendidikan untuk masyarakat kampus UTM.

Apa itu Academic Computing ID (ACID)?

ACID ialah sebahagian daripada servis komputer, yang mana menyediakan ID unik pengguna melalui pengesahan dari server untuk penggunaan log masuk sistem perkomputeran akademik. Semua pelajar mempunyai ID pengguna tersendiri setelah mendaftar program melalui fakulti masing-masing. Manakala, staf perlu mempunyai akaun mel UTM rasmi terlebih dahulu sebelum memohon akaun ACID.

Sistem yang menggunakan ACID ialah:

1. [Virtual Private Network \(VPN\)](#)
2. [UTMotion](#)
3. [UTMSHare](#)

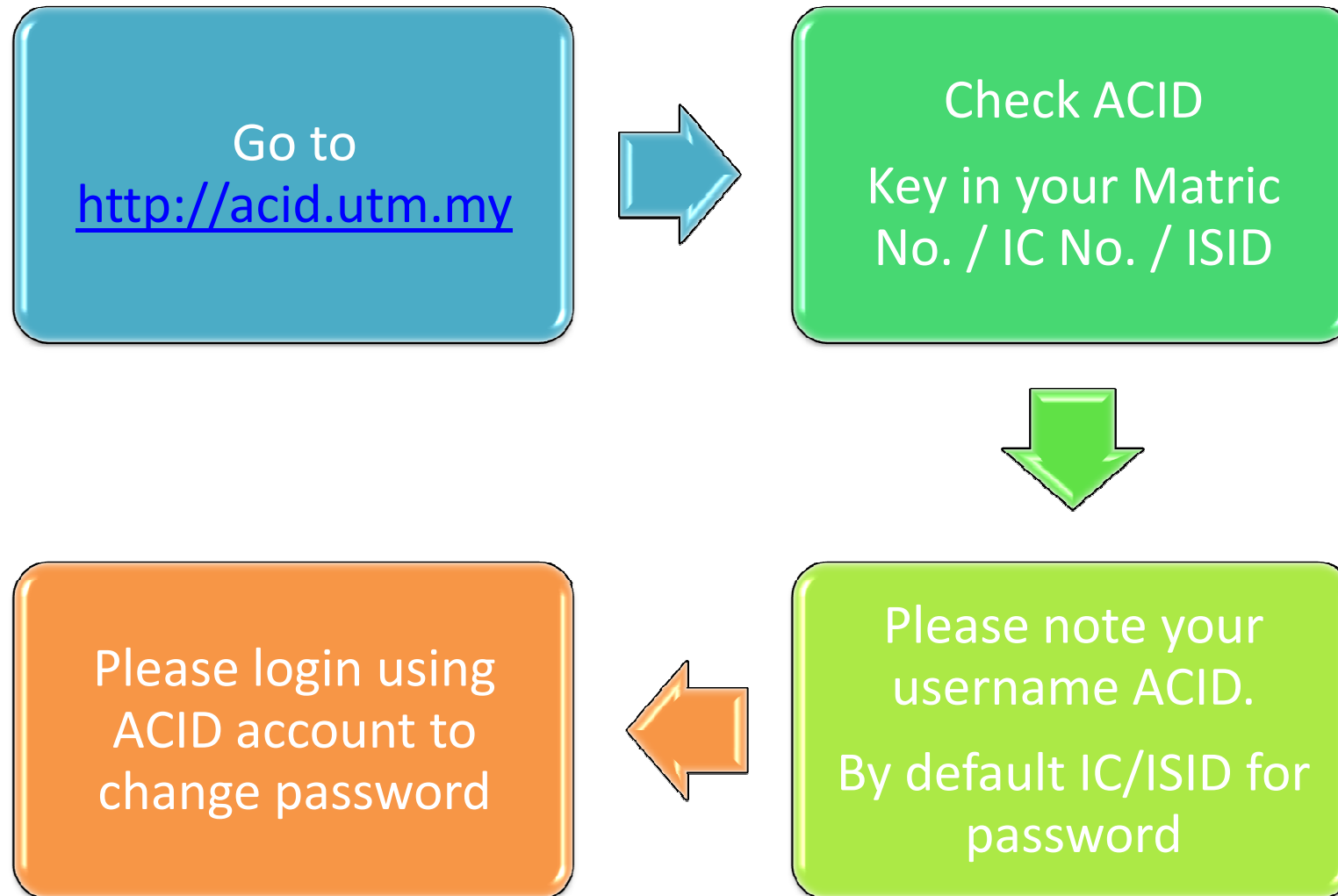
ACID Login

Username:

Password:

LOGIN

How to get ACID?



How to register the course?

Get ACID (<http://acid.utm.my>)

Go to STUDENT RECORD AND SUBEJCT
REGISTRATION (<http://pendaftaran.utm.my/sps>)

Register the Course

**please refer to your faculty for the course*

Print Registration Slip

CODE FOR COURSE REGISTRATION

CODES FOR COURSEWORK AND MASTERS PROJECT

- A = Level of study
 - L = Postgraduate Diploma
 - M = Master
 - P = PhD
 - E = Eng. Doctorate
- B = Faculty
- C = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = Specialization or Sub-field of study
- 4 = Credits for the subject

CODING SYSTEM

A B C 1 2 3 4

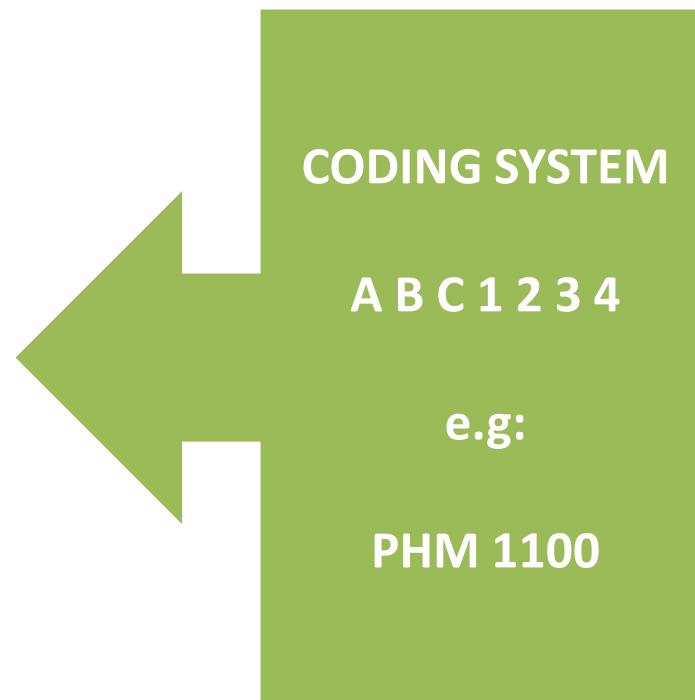
e.g:

MHD 1513

CODE FOR RESEARCH COURSE

CODES FOR RESEARCH COURSE

- A = Level of study
 - L, M, P, E
- B = Faculty
- C = Specialization (Department)
- 1 = Year of study
- 2 = Field of study (determined by faculty)
- 3 = type of study and registration mode
 - 0 = research, full time
 - 1 = research, part time
 - 8 = taught course & research, full time
 - 9 = taught course & research, part time
- 4 = zero (0) (research subjects with academic load ≥ 10 credits)



CODE FOR FACULTY

CODE	FACULTY	CODE	FACULTY
A	Faculty of Civil Engineering	L	School of Graduate Studies
B	Faculty of Built Environment	M	Faculty of Mechanical Engineering
C	Faculty of Computer Science and Information System	N	UTM AIS
D	UTM Razak School	P	Faculty of Education
E	Faculty of Electrical Engineering	Q	Faculty of Bioscience and Bioengineering
F	UTM Perdana	R	UTM IBS
G	Faculty of Geoinformation and Real Estate	S	Faculty of Science
H	Faculty of Management and Human Resource Development	V	Language Academy
I	Faculti of Islamic Civilization	W	Faculty of Biomedical and Health Sciences
J	UTM MJIT	Y	Faculty of Petroleum and Renewable Engineering
K	Faculty of Chemical Engineering		

EXAMPLE OF COURSE REGISTRATION

DOCTOR OF PHILOSOPHY

FULL TIME			PART TIME		
SEMESTER			SEMESTER		
YEAR	FIRST	SECOND	YEAR	FIRST	SECOND
1	*PAW 1100	PAW 1200	1	PAW 1110	PAW 1210
2	PAW 2100	PAW 2200	2	PAW 2110	PAW 2210
3	PAW 3100	PAW 3200	3	PAW 3110	PAW 3210
4	PAW 4100	PAW 4200	4	PAW 4110	PAW 4210
5	PAW 5100	PAW 5200	5	PAW 5110	PAW 5210
			6	PAW 6110	PAW 6210
			7	PAW 7110	PAW 7210
			8	PAW 8110	PAW 8210
			9	PAW 9110	PAW 9210

* PAW – Example for Faculty of Civil Engineering code of programme

EXAMPLE OF COURSE REGISTRATION

Master by RESEARCH

FULL TIME			PART TIME		
SEMESTER OF STUDY			SEMESTER OF STUDY		
YEAR	1 ST	2 ND	YEAR	1 ST	2 ND
1	*MEE 1100	MEE 1200	1	MEE 1110	MEE 1210
2	MEE 2100	MEE 2200	2	MEE 2110	MEE 2210
			3	MEE 3110	MEE 3210
			4	MEE 4110	MEE 4210

** MEE – Example for Faculty of Electrical Engineering code of programme*

EXAMPLE OF COURSE REGISTRATION

Master by COURSEWORK and RESEARCH (MIXED MODE)

FULL TIME			PART TIME		
SEMESTER OF STUDY			SEMESTER OF STUDY		
YEAR	1 ST	2 ND	YEAR	1 ST	2 ND
1	MCS 1180	MCS 1280	1	MCS 1190	MCS 1290
2	MCS 2180	MCS 2280	2	MCS 2190	MCS 2290
			3	MCS 3190	MCS 3290
			4	MCS 4190	MCS 4290

** MCS – Example for Faculty of Computer Science and Information Systems code of programme*