

Registration: How to Register Course via Portal

Please make all payments to **BURSAR** or visit www.bursar.upm.edu.my for more information.

Students who do not pay and register course by **DECEMBER 13, 2020**, the status will be changed to "DROPPED" from School of Graduate Studies, Universiti Putra Malaysia

Step Two [1]:

- Open a web browser. Then go to www.sgs.upm.edu.my and click iGIMS Student.
- Interface as shown in Figure 1 will appear.

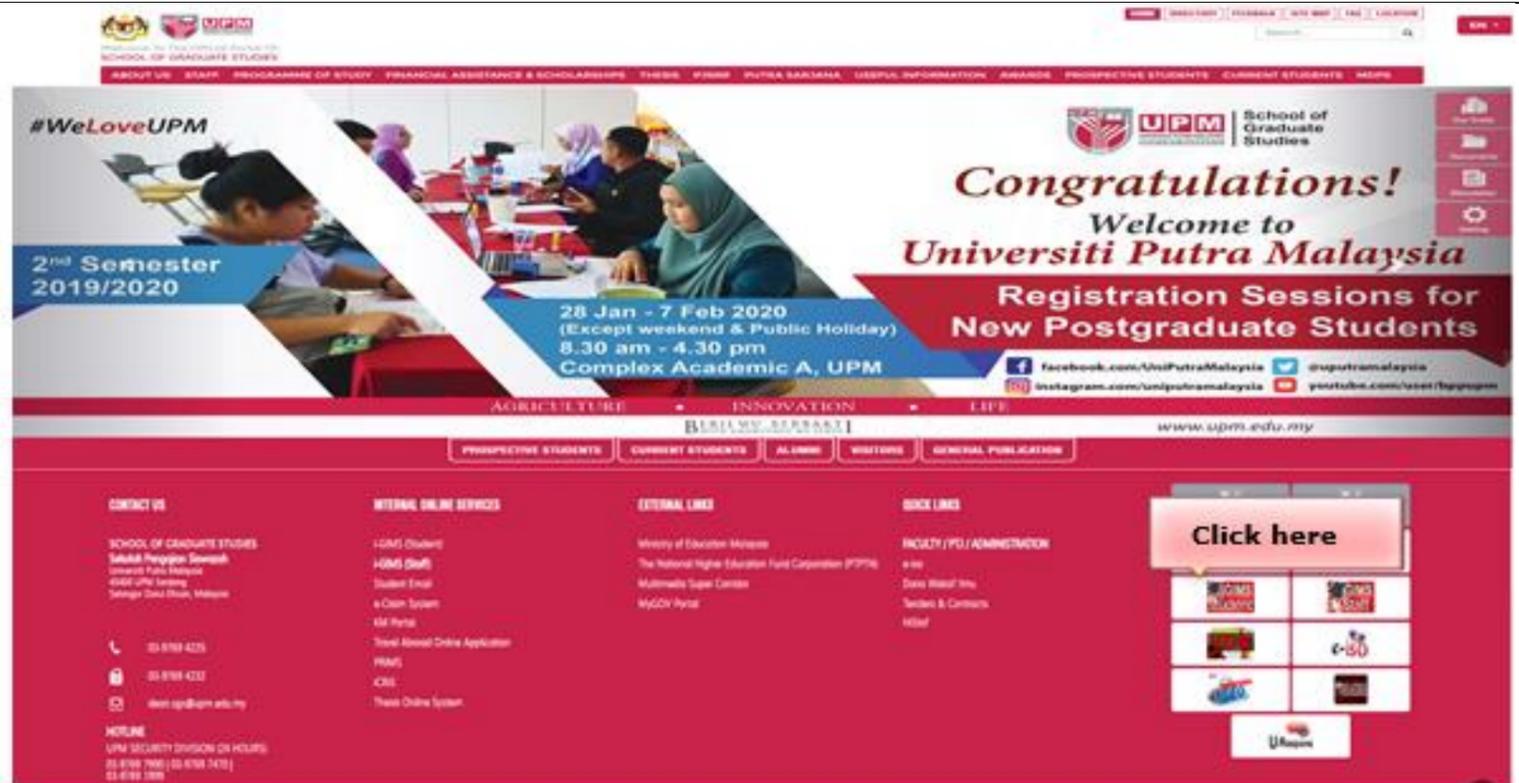


Figure 1: SGS Website

Step Two [2]:

- Login

Username - *Matric Number* **Password** - *Passport Number (International Student) or IC Number (Local Student)*

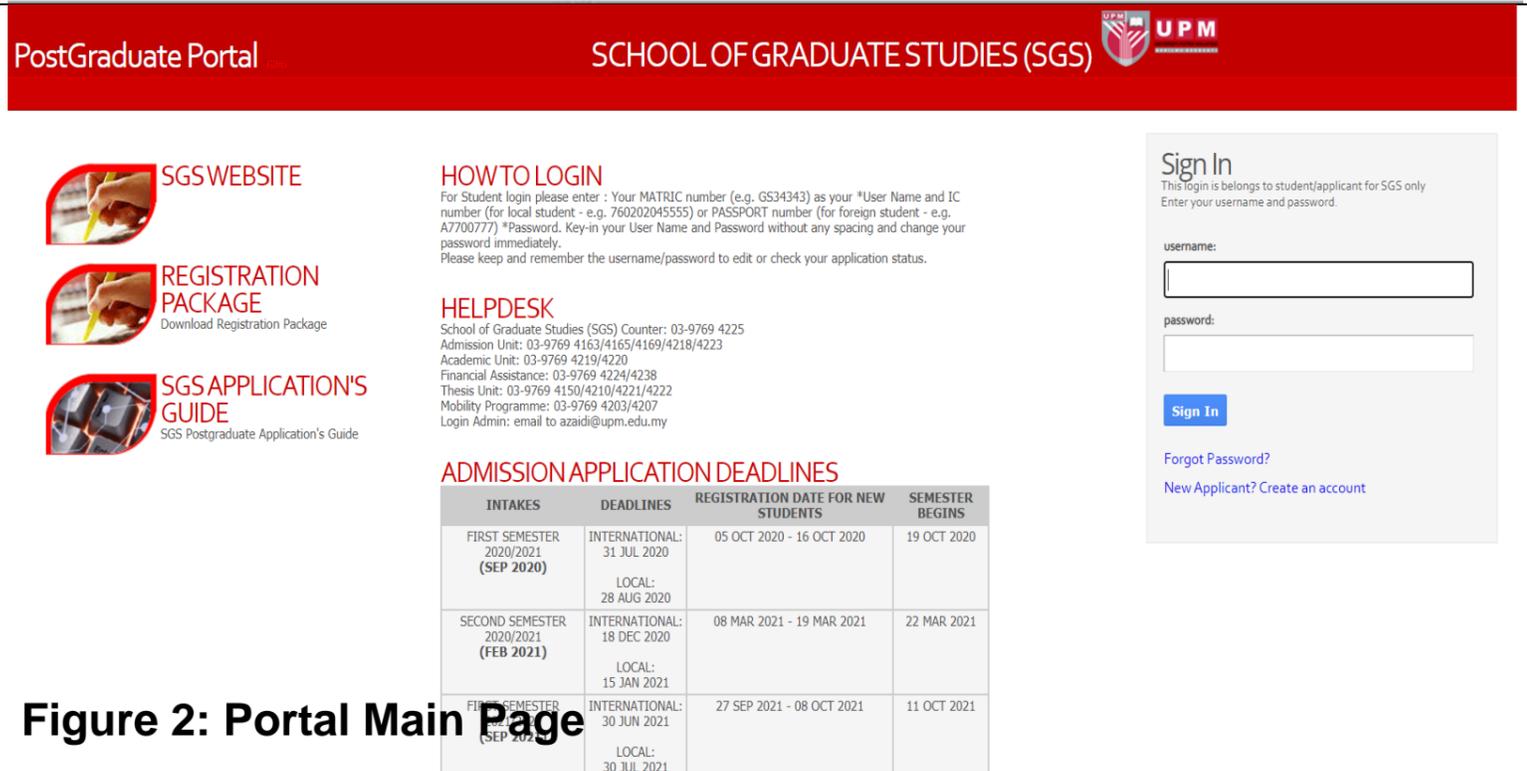


Figure 2: Portal Main Page

Step Three [3]:

- Once you login successfully, the following interface will appear.

- Click on **Registration**

- If you have problem with login, please don't hesitate to call:
- 03 9769 4219/4220/4152

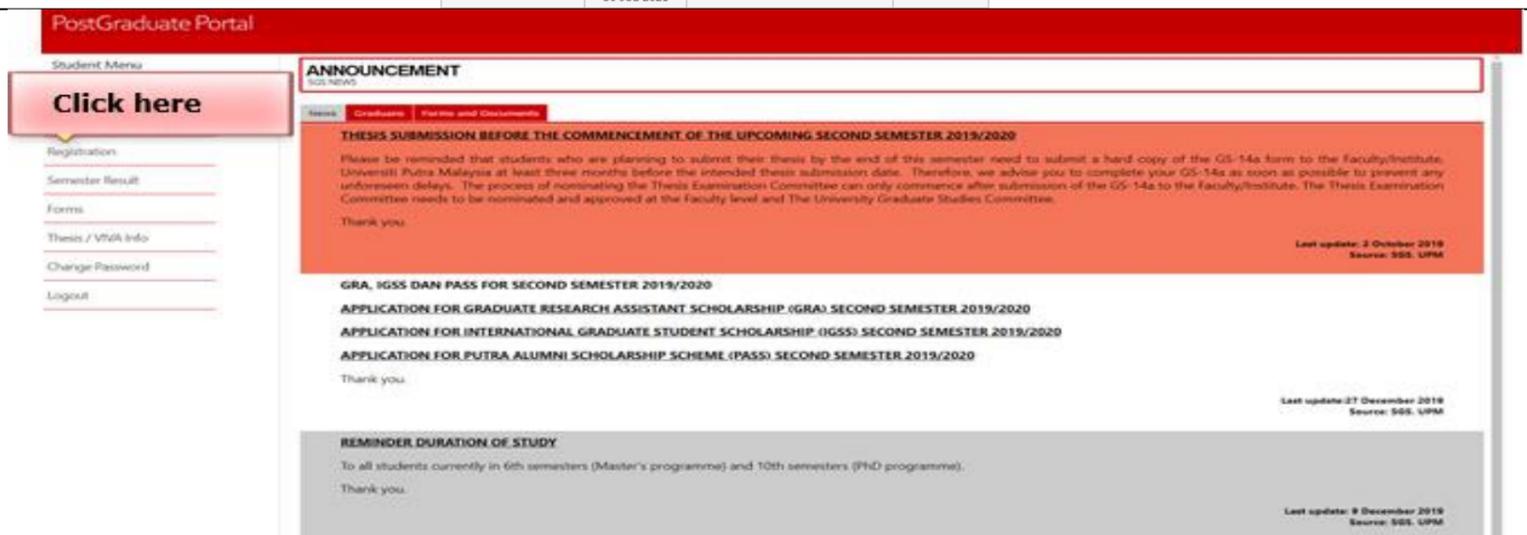


Figure 3: Portal for student

Step Four [4]:

- Interface as shown in **Figure 4** will appear.
- To Search which subject offered semester, please select **Faculty Name** list box and then click **Search** button or enter the field keyword for course list box such as subject code that offered in the semester. Then Click **Search** button.

- A list of subjects will be displayed in different window.

To select the subject, click the check box on the specified subject and click **SEARCH OTHER COURSE(S) OR DONE** button.

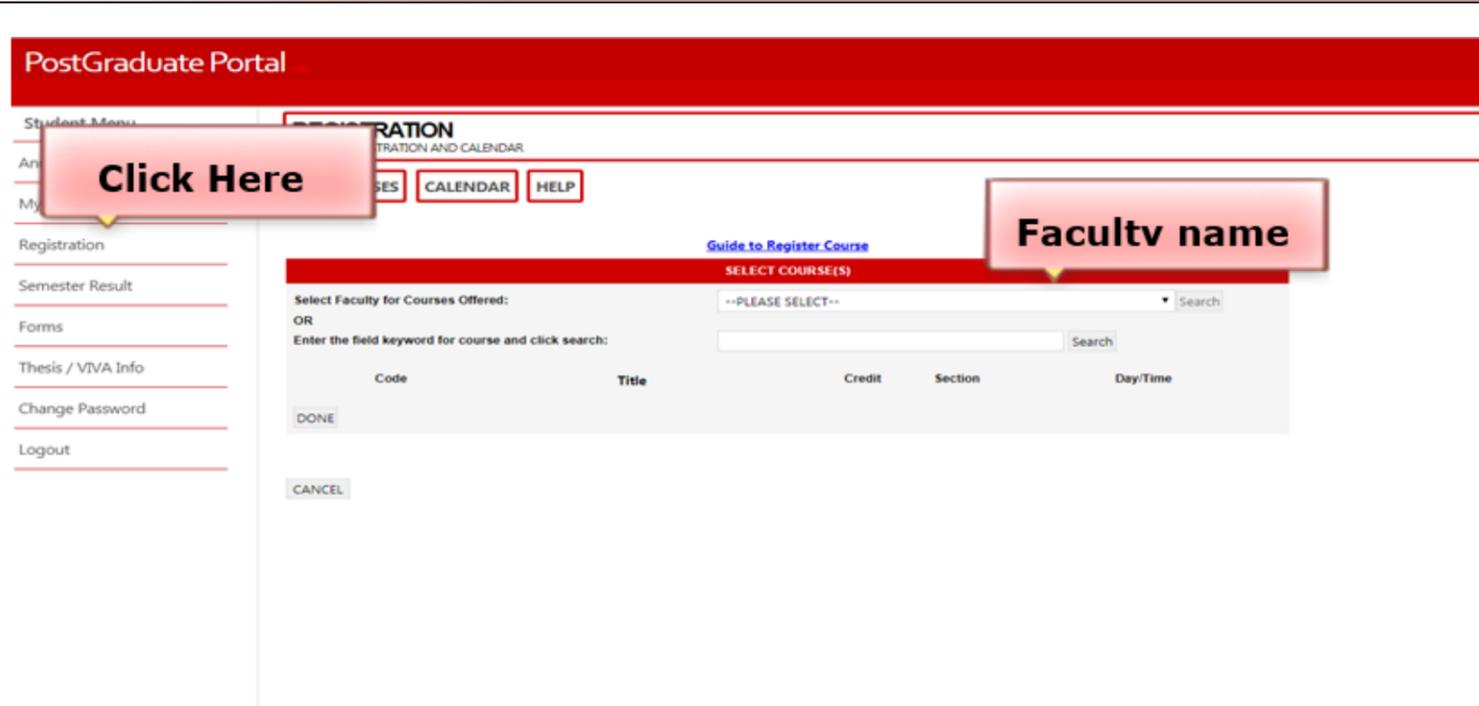


Figure 4: Register subjects

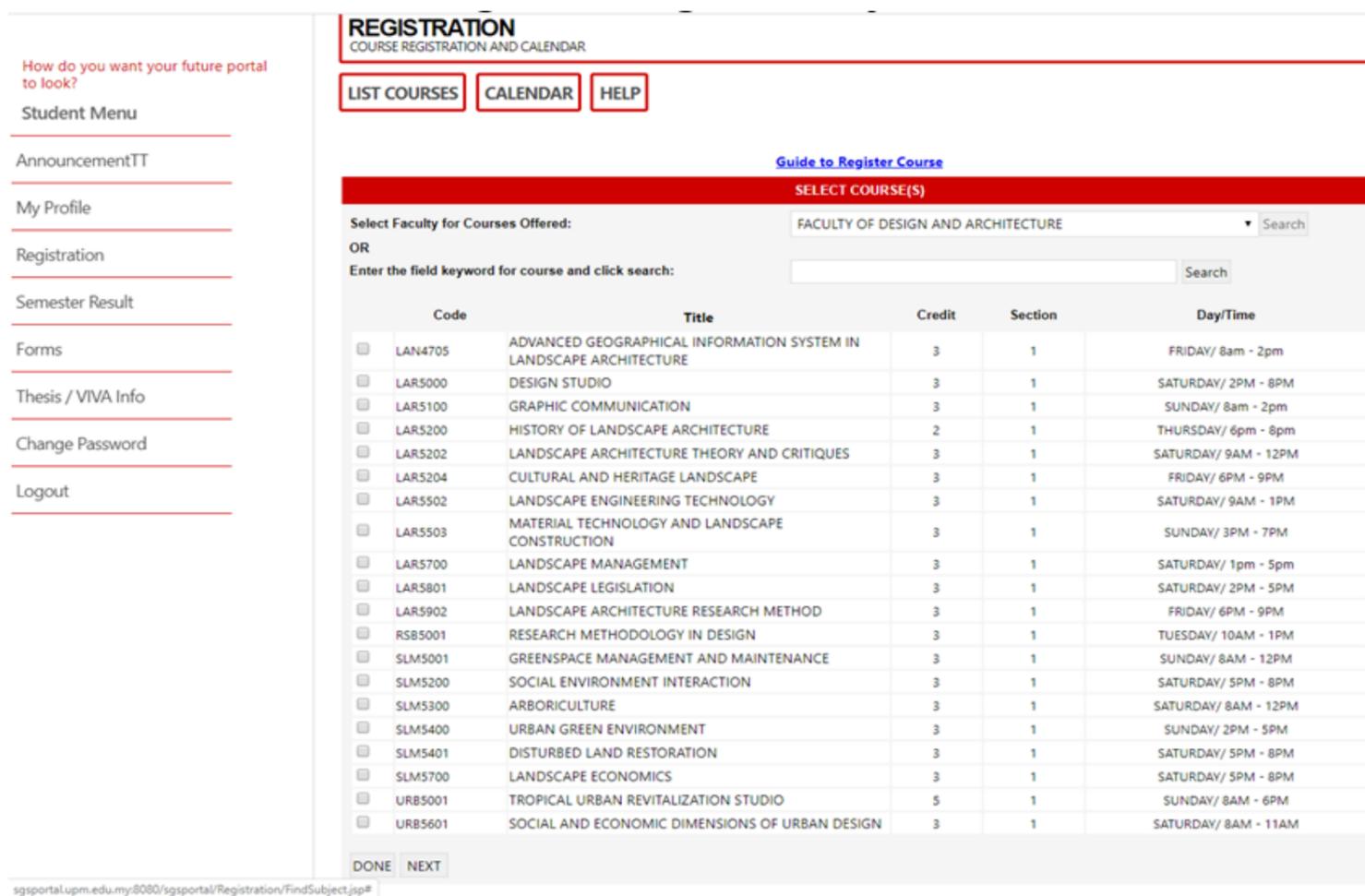


Figure 5: List of subjects

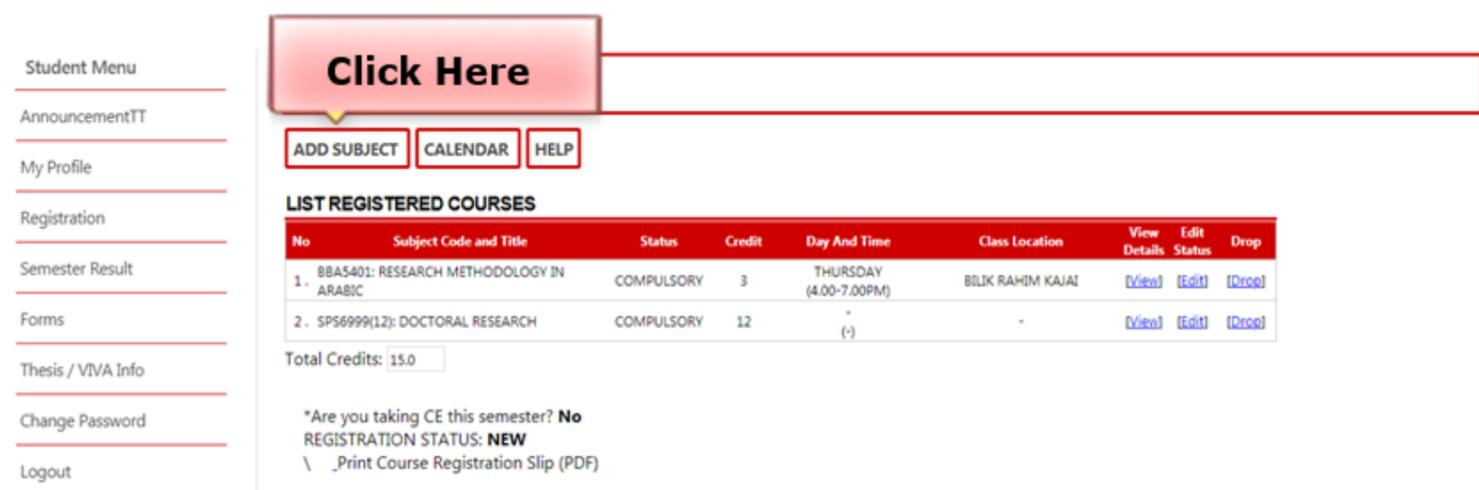
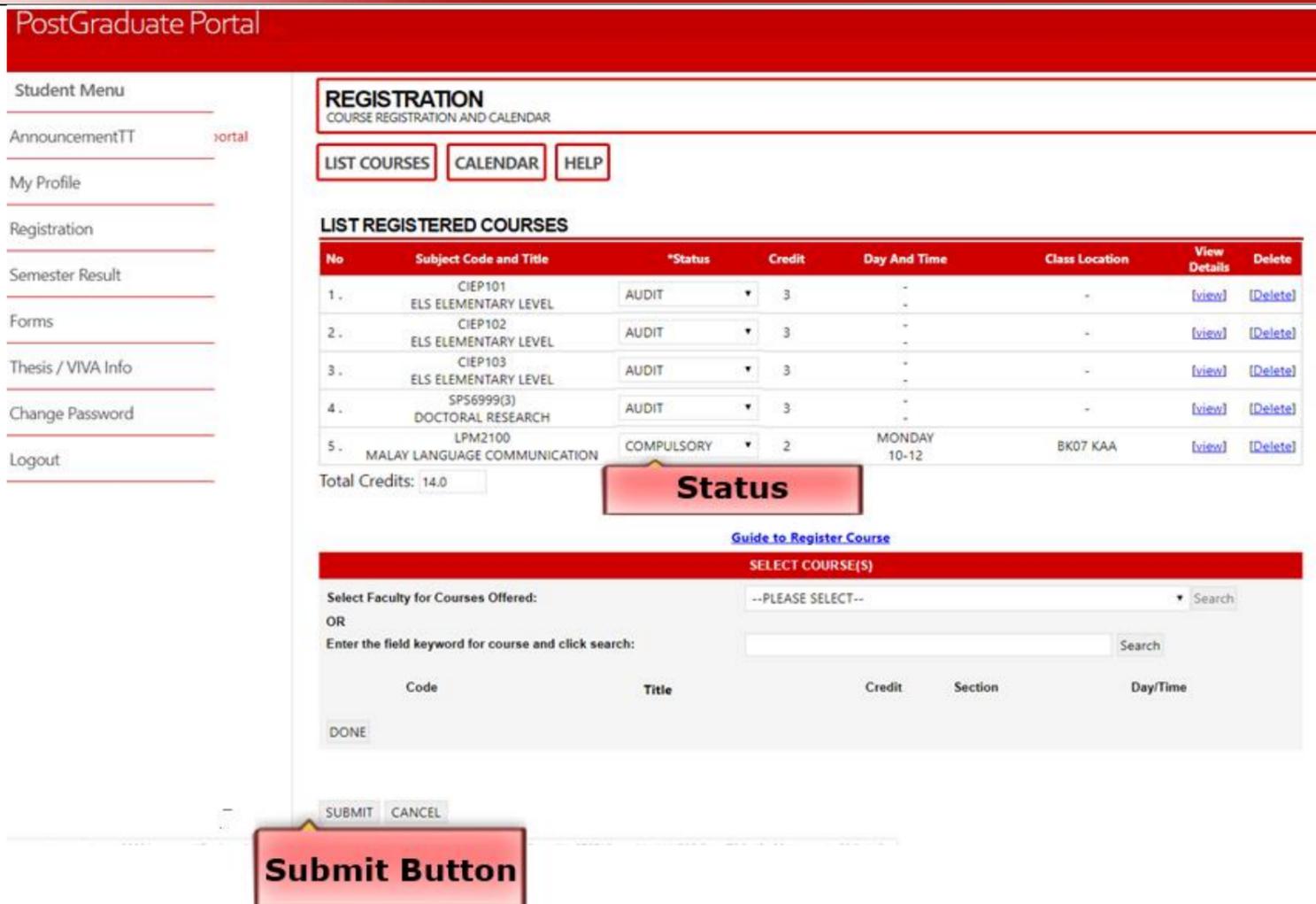


Figure 6: Add Subject Button

To add another subject, please click **Add Subject** button. (**Figure 6**) and continue again with step 4.

Step Five [5]:

- Once all subjects are selected scroll down to confirm 'status' and subject.
- Click 'Submit'.



The screenshot shows the 'PostGraduate Portal' interface. On the left is a 'Student Menu' with options like 'AnnouncementTT', 'My Profile', 'Registration', 'Semester Result', 'Forms', 'Thesis / VIVA Info', 'Change Password', and 'Logout'. The main content area is titled 'REGISTRATION COURSE REGISTRATION AND CALENDAR' and includes buttons for 'LIST COURSES', 'CALENDAR', and 'HELP'. Below this is a table titled 'LIST REGISTERED COURSES' with columns for No, Subject Code and Title, *Status, Credit, Day And Time, Class Location, View Details, and Delete. Five courses are listed, including 'ELS ELEMENTARY LEVEL' and 'MALAY LANGUAGE COMMUNICATION'. A 'Total Credits: 14.0' is shown. A 'Status' callout box points to the status column. Below the table is a 'SELECT COURSE(S)' section with a search form and a 'DONE' button. At the bottom, 'SUBMIT' and 'CANCEL' buttons are visible, with a 'Submit Button' callout box pointing to the 'SUBMIT' button.

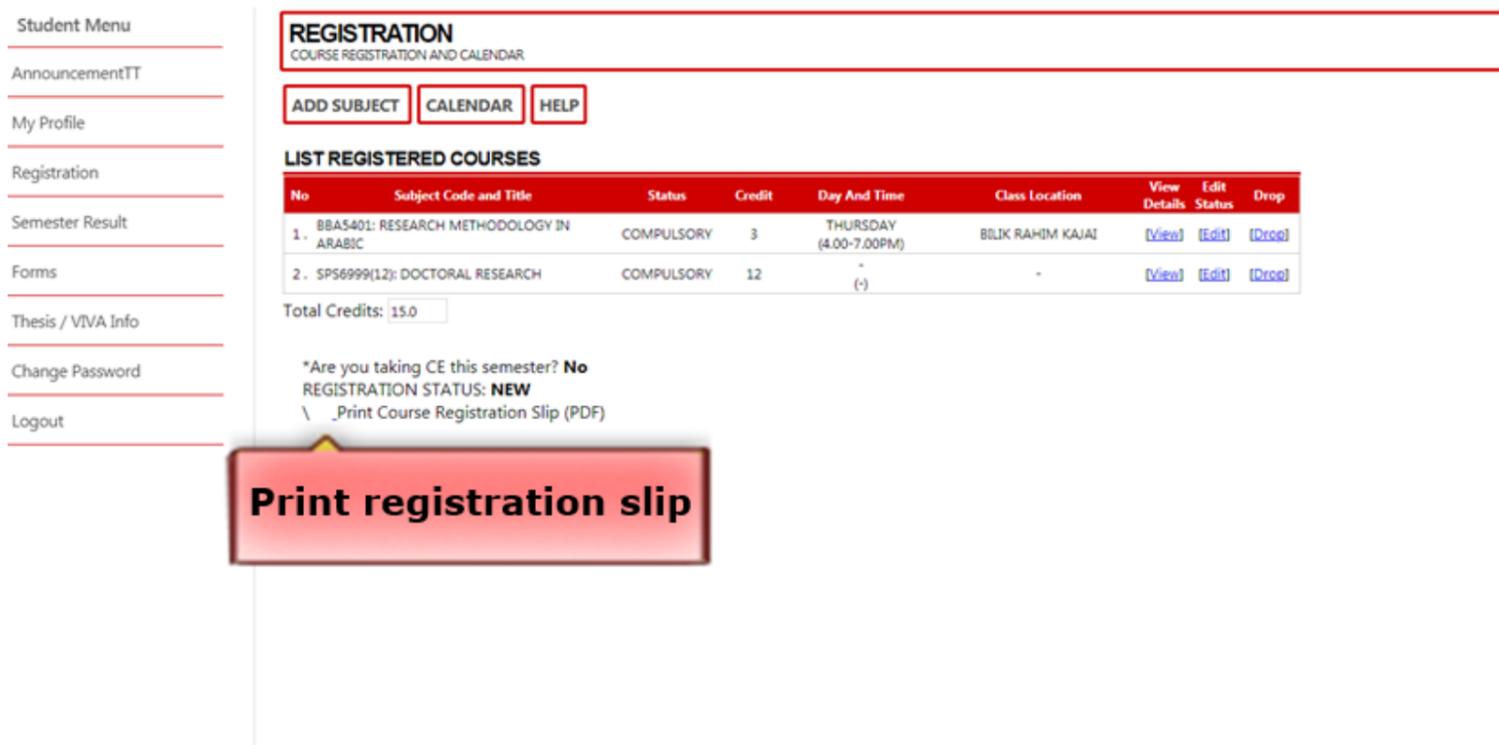
Figure 7: Add Subject Page

Step Six [6]:

- This page will appear. If you would like to edit add or drop, you can do so within registration period.

*registration period for new student by online
October 5 – October 16, 2020

- Button **Print Course Registration Slip** will let students save, print and keep their registration slip in pdf format.



The screenshot shows the 'REGISTRATION COURSE REGISTRATION AND CALENDAR' page with buttons for 'ADD SUBJECT', 'CALENDAR', and 'HELP'. The 'LIST REGISTERED COURSES' table has columns for No, Subject Code and Title, Status, Credit, Day And Time, Class Location, View Details, Edit Status, and Drop. Two courses are listed: 'BBAS401: RESEARCH METHODOLOGY IN ARABIC' and 'SPS6999(12): DOCTORAL RESEARCH'. A 'Total Credits: 15.0' is shown. Below the table, there is a question '*Are you taking CE this semester?' and a 'REGISTRATION STATUS: NEW' message. A 'Print Course Registration Slip (PDF)' link is visible. A 'Print registration slip' callout box points to this link.

Figure 8: Registered Subject Table

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