

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 **May 10, 2021**, 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.

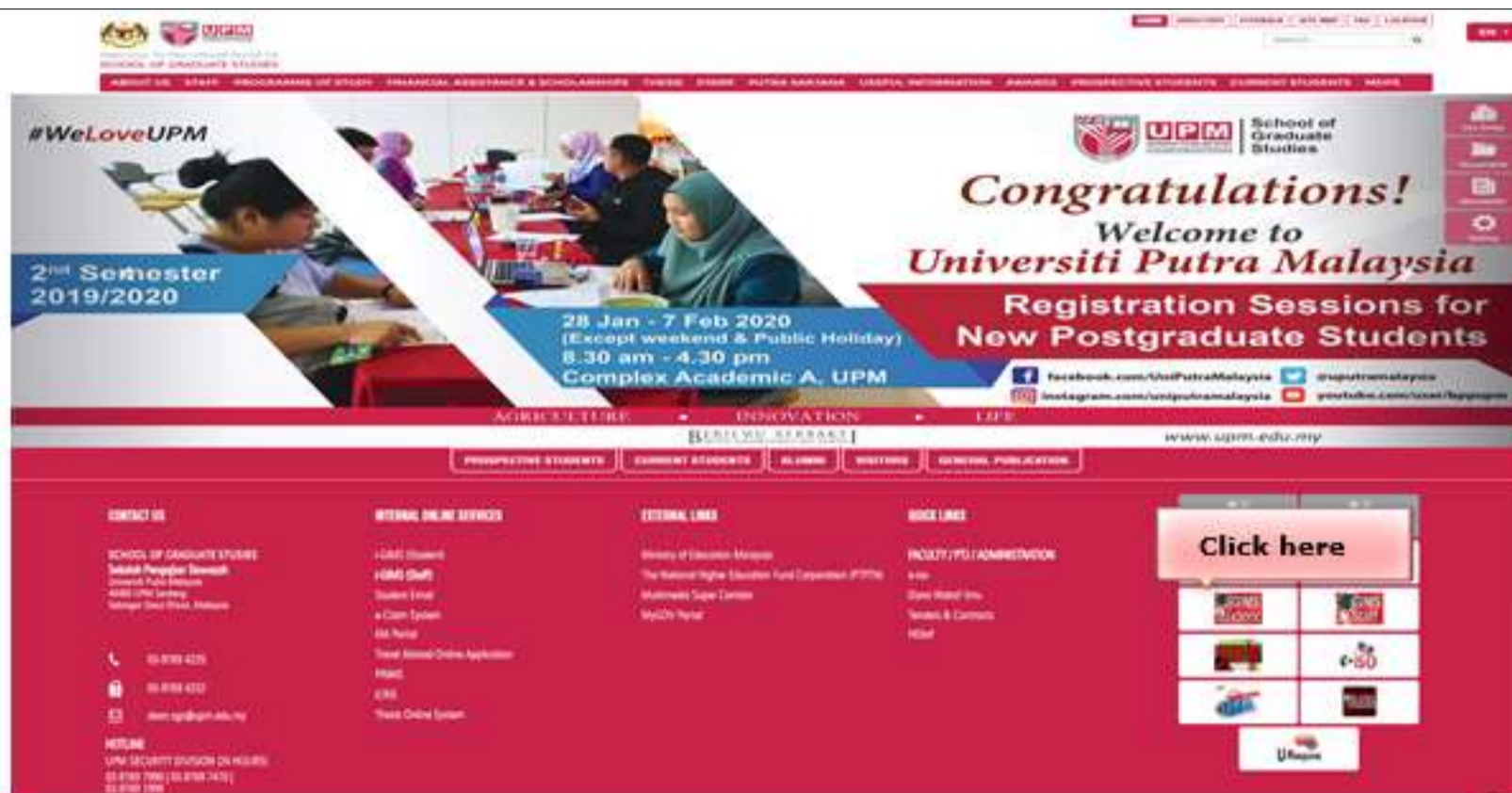


Figure 1: SGS Website

Step Two [2]:

- Login

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

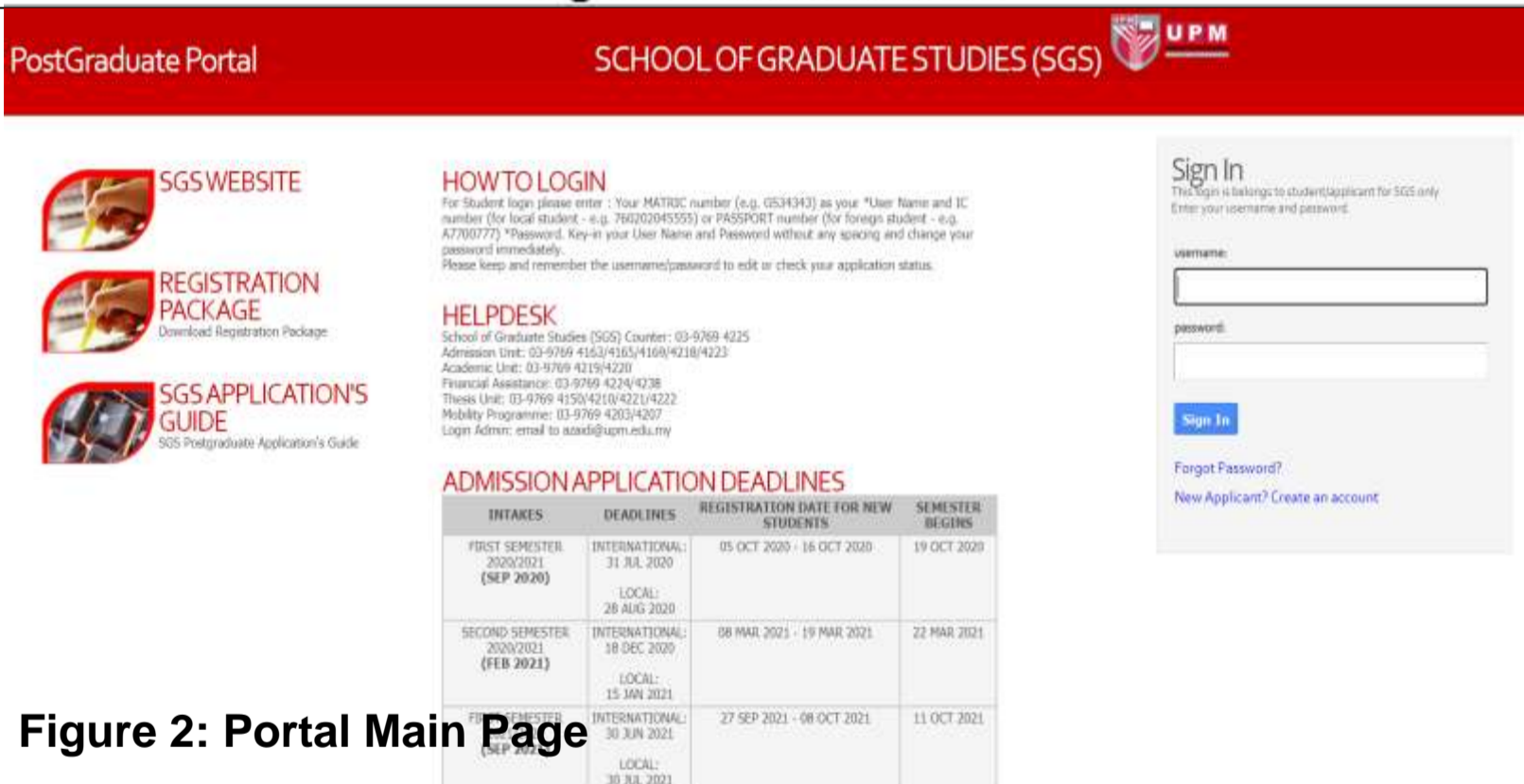


Figure 2: Portal Main Page

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 email sgs_academic@upm.edu.my.

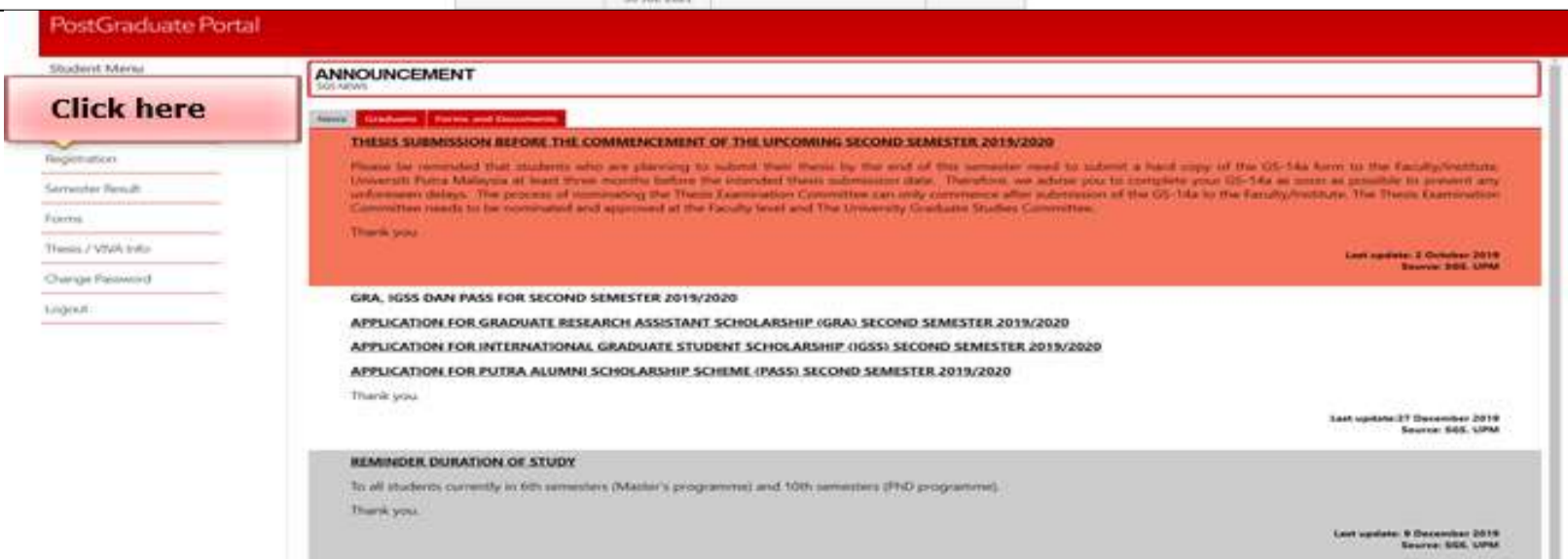


Figure 3: Portal for student

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.

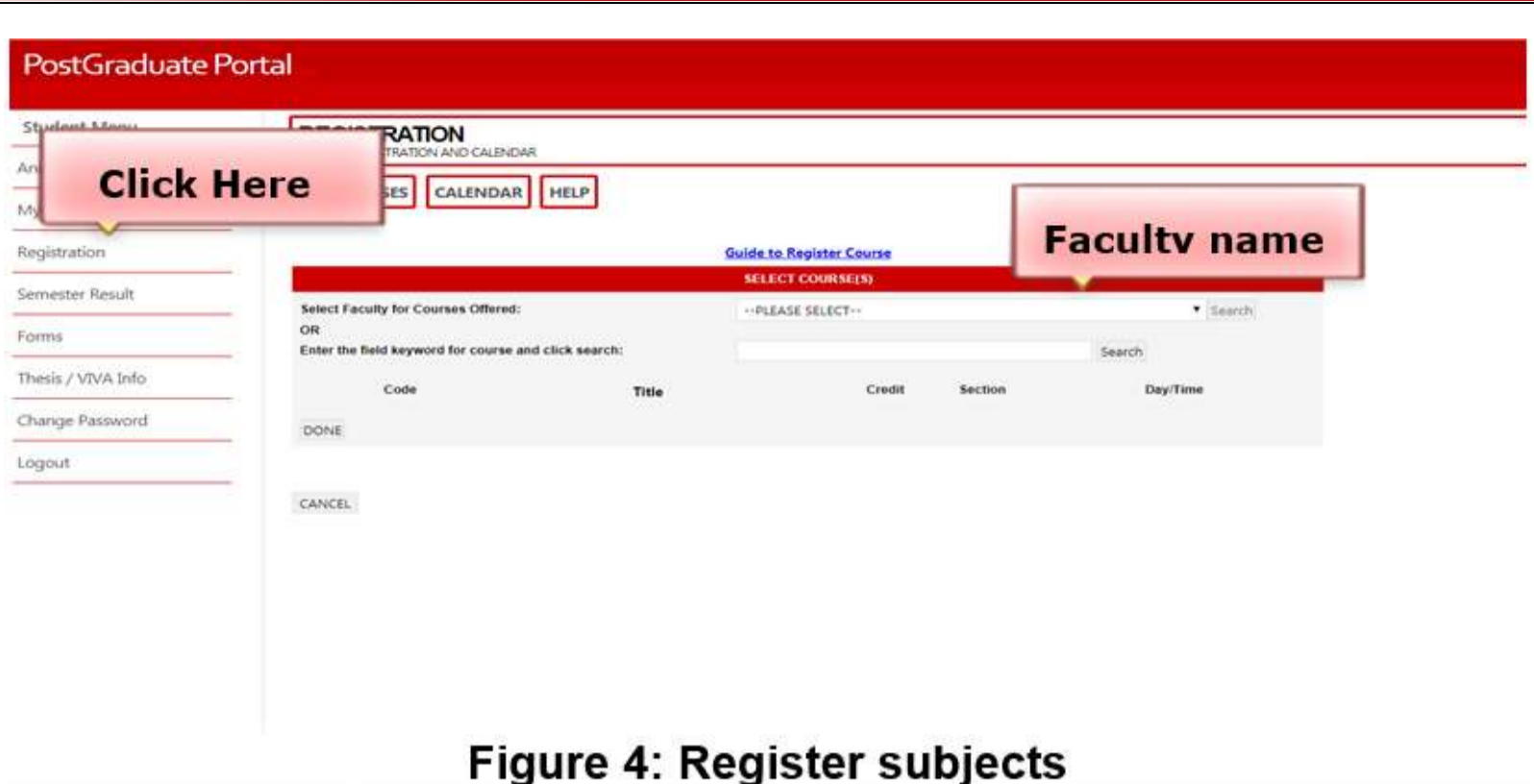


Figure 4: Register subjects

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

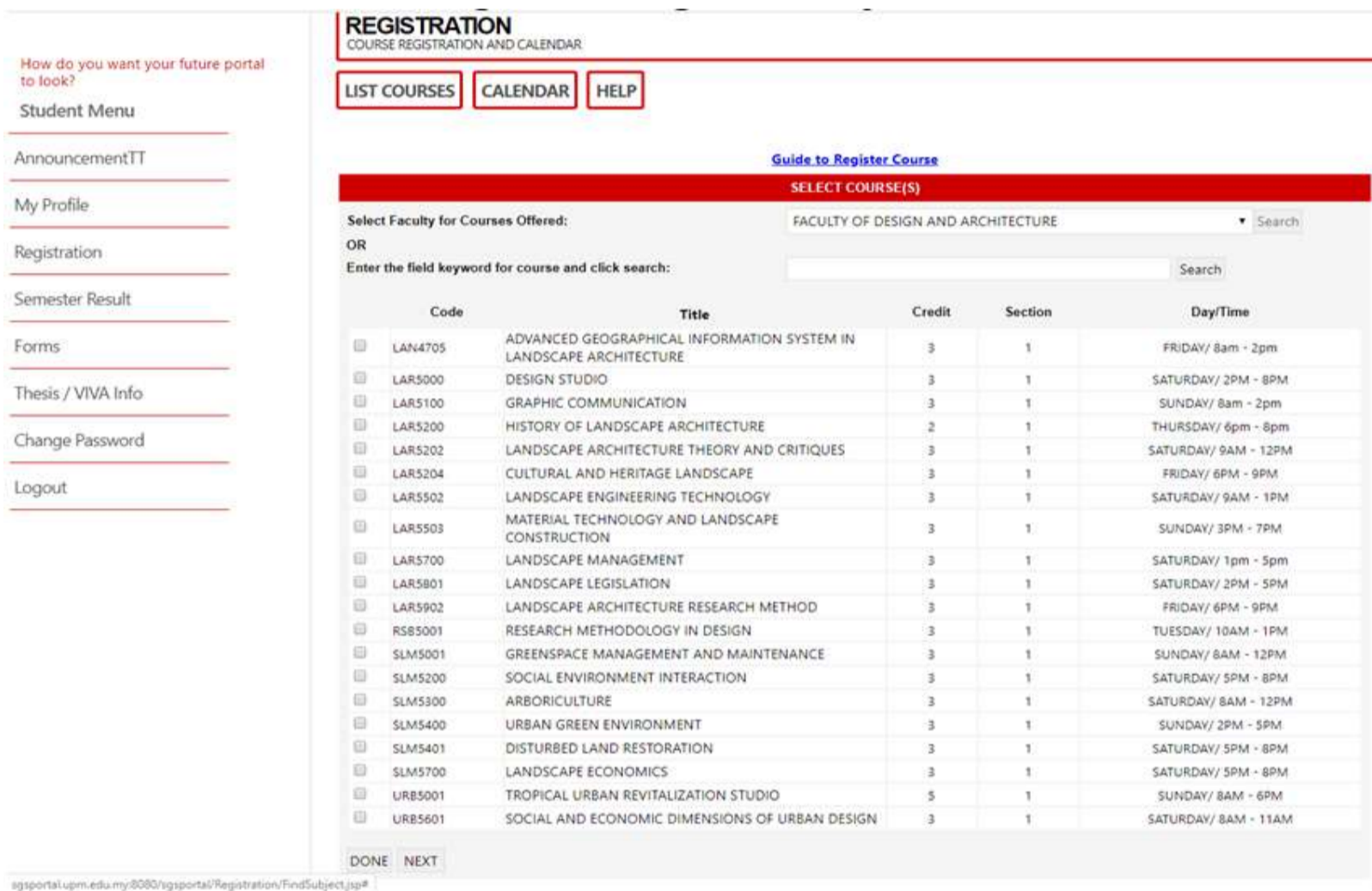


Figure 5: List of subjects

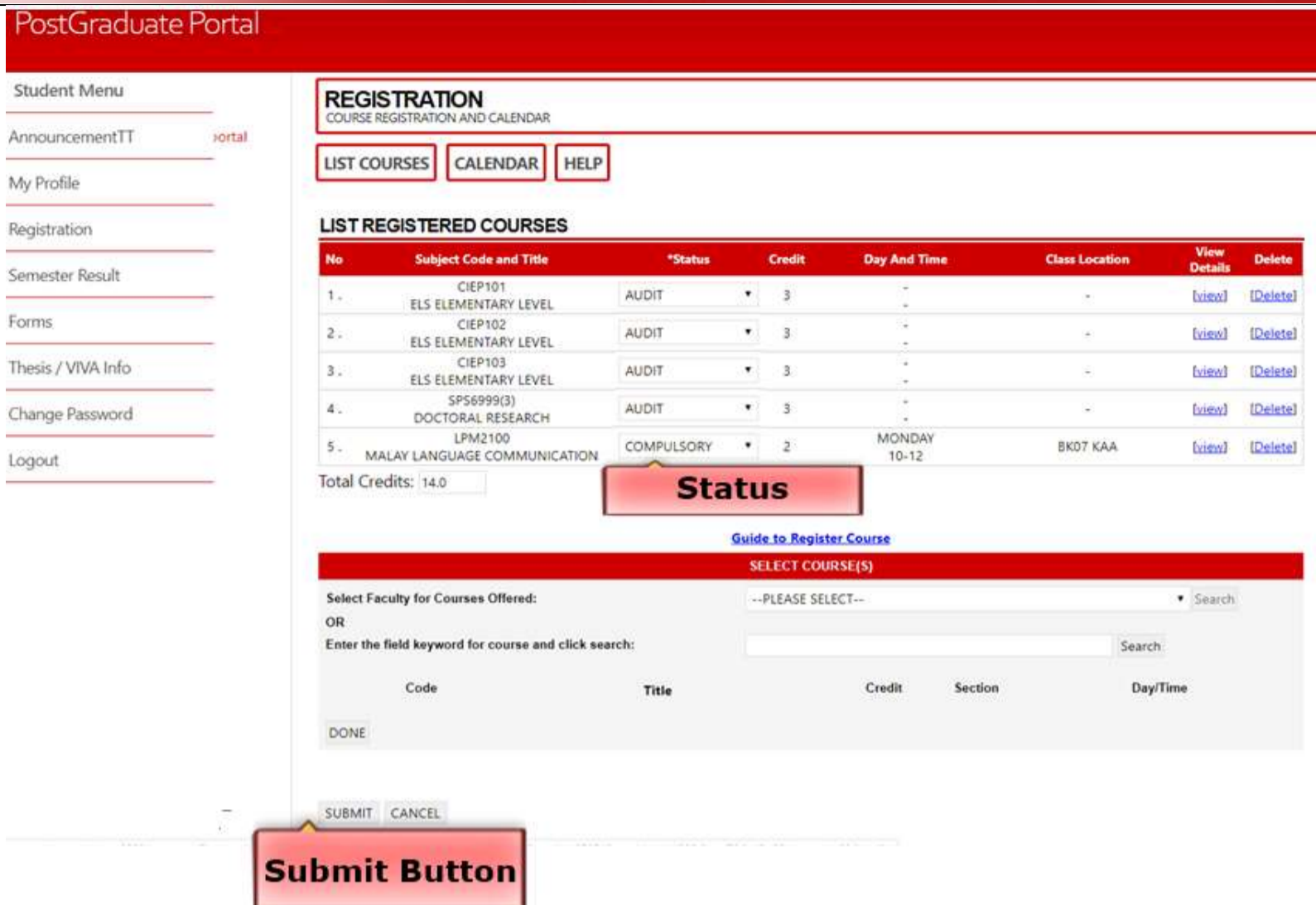
- To add another subject, please click **Add Subject** button. (**Figure 6**) and continue again with step 4.



Figure 6: Add Subject Button

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 navigation menu with options like 'Student Menu', '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 'Status' callout box points to the status column. Below the table is a 'Guide to Register Course' section with a 'SELECT COURSE(S)' form, including a dropdown for 'Select Faculty for Courses Offered' and a search input. At the bottom, a 'Submit Button' callout points to the 'SUBMIT' button.

Figure 7: Add Subject Page

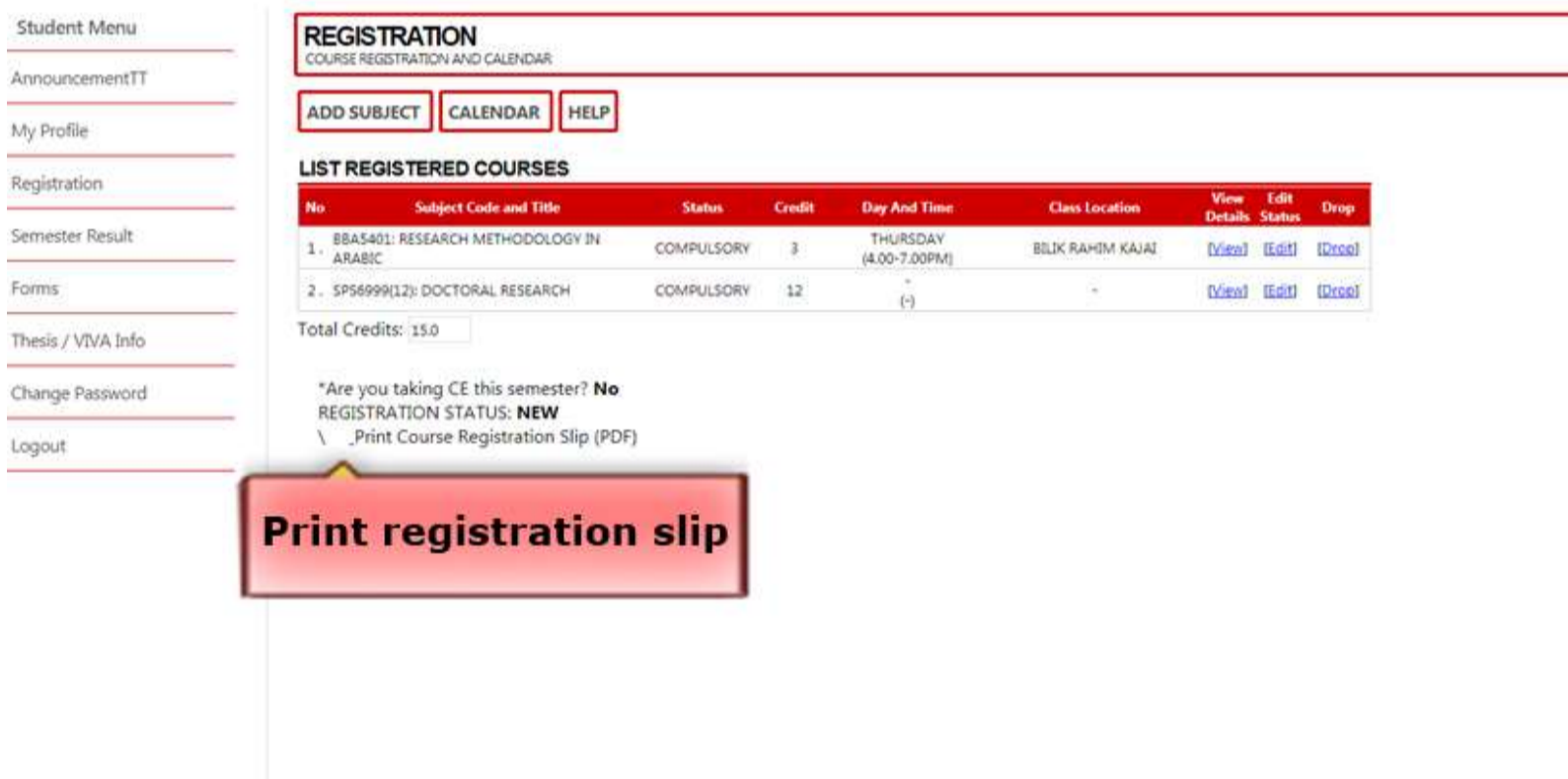
Step Six [6]:

- 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
March 08 – April 8, 2021

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

*subject to change form time to time



The screenshot shows the 'REGISTRATION COURSE REGISTRATION AND CALENDAR' page. It features buttons for 'ADD SUBJECT', 'CALENDAR', and 'HELP'. Below is a table titled 'LIST REGISTERED COURSES' with 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 'Print registration slip' callout box points to a link labeled 'Print Course Registration Slip (PDF)'. Below the table, there is a question '*Are you taking CE this semester?' with a 'No' response and a 'REGISTRATION STATUS: NEW' message.

Figure 8: Registered Subject Table

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