

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 for the course in the stipulated duration will have their status changed to “dropped” from the 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 - *(registered password)*

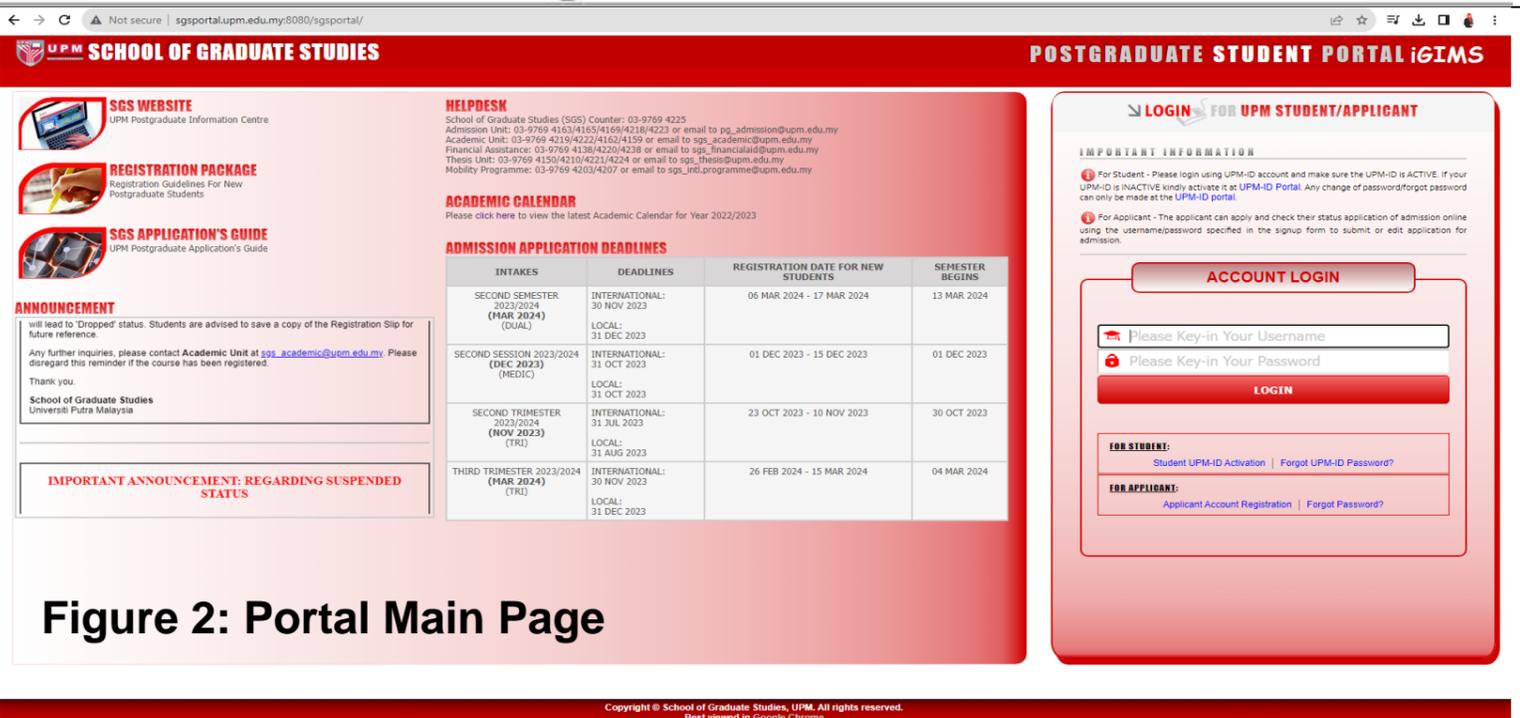


Figure 2: Portal Main Page

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.

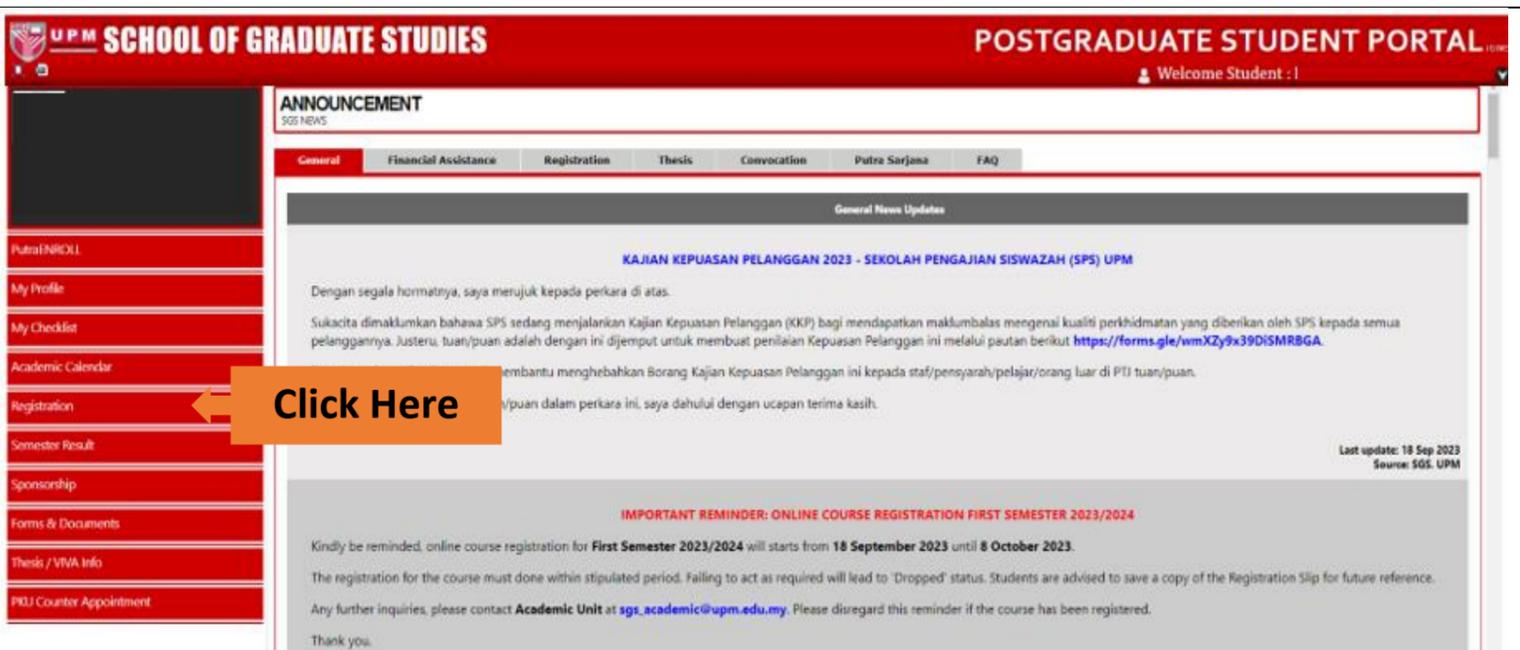


Figure 3: Portal for Student

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.

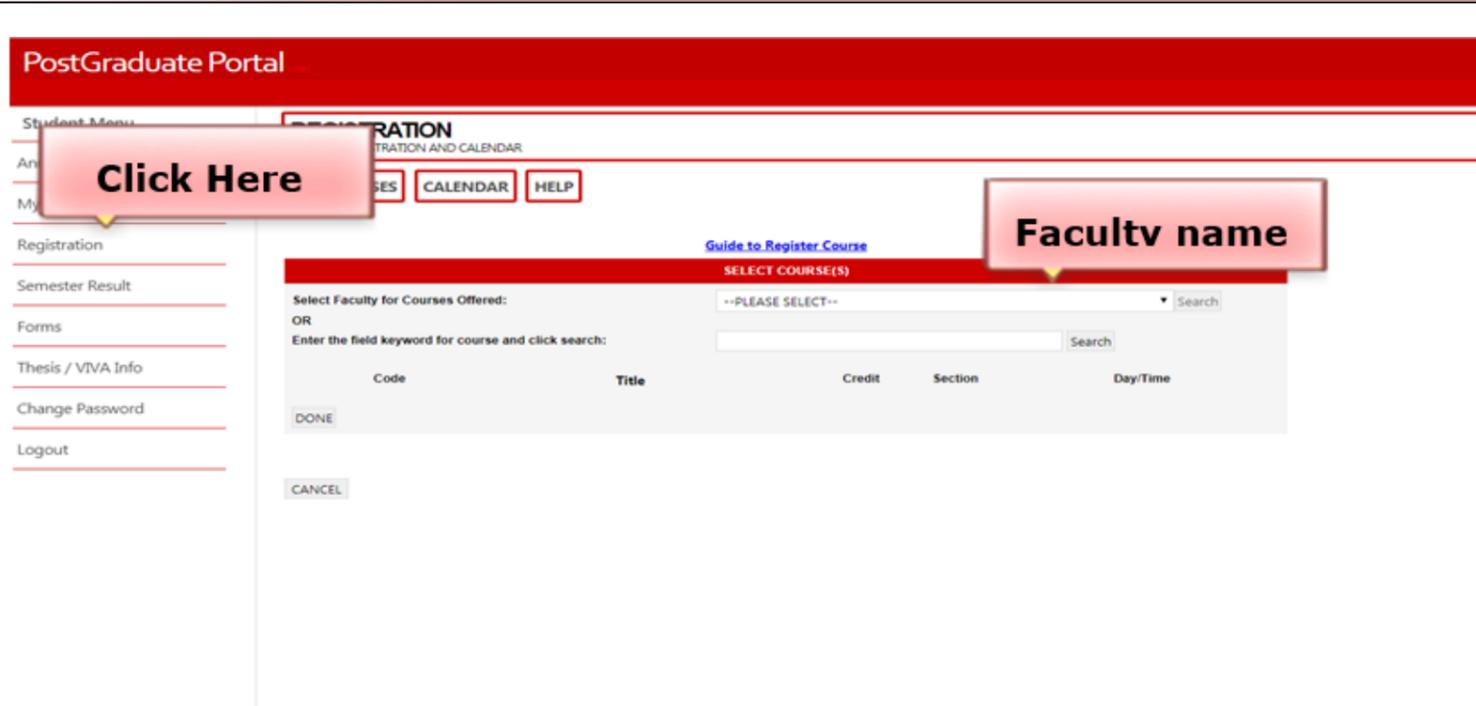


Figure 4: Register subjects

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

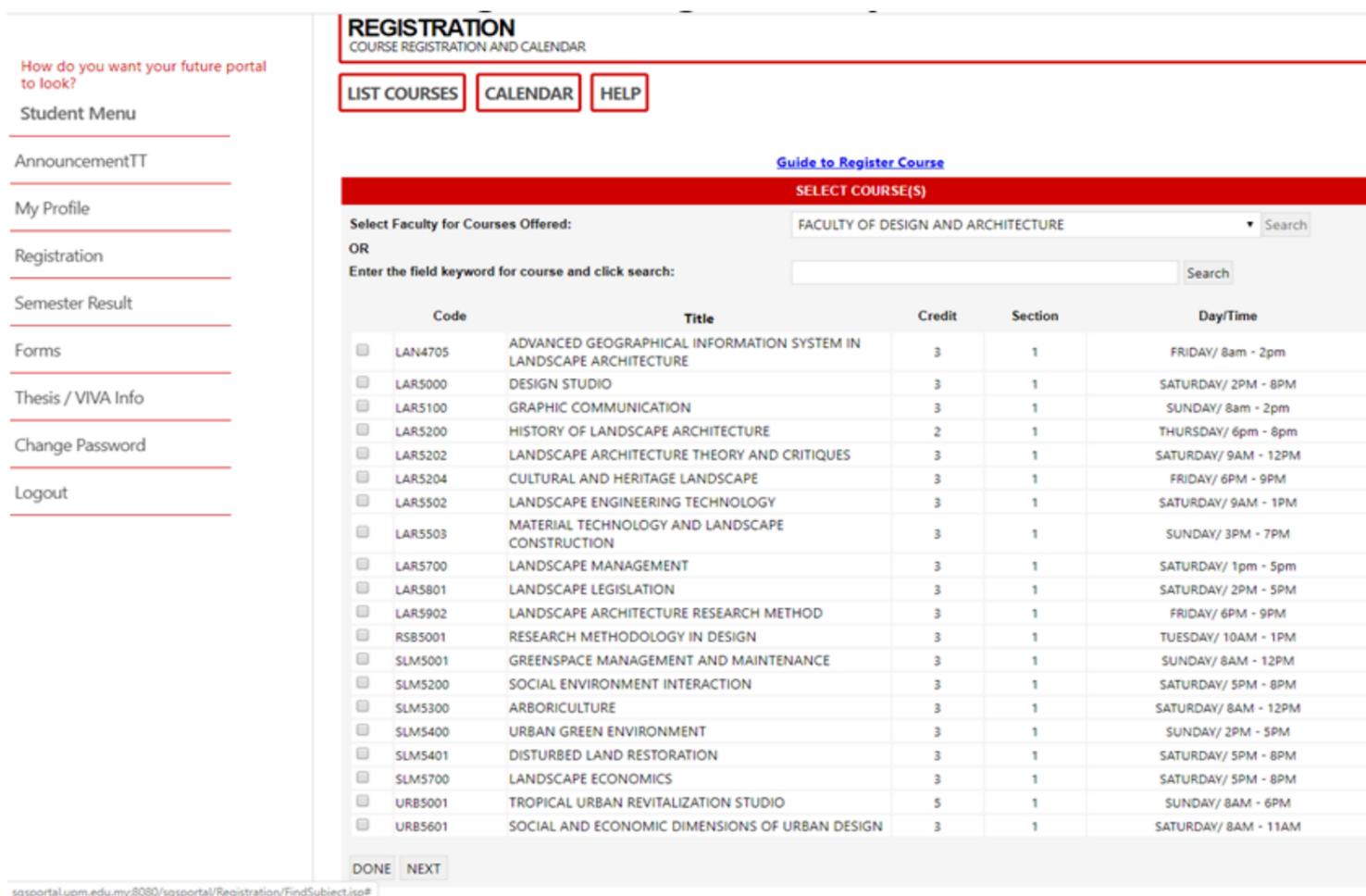


Figure 5: List of subjects

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

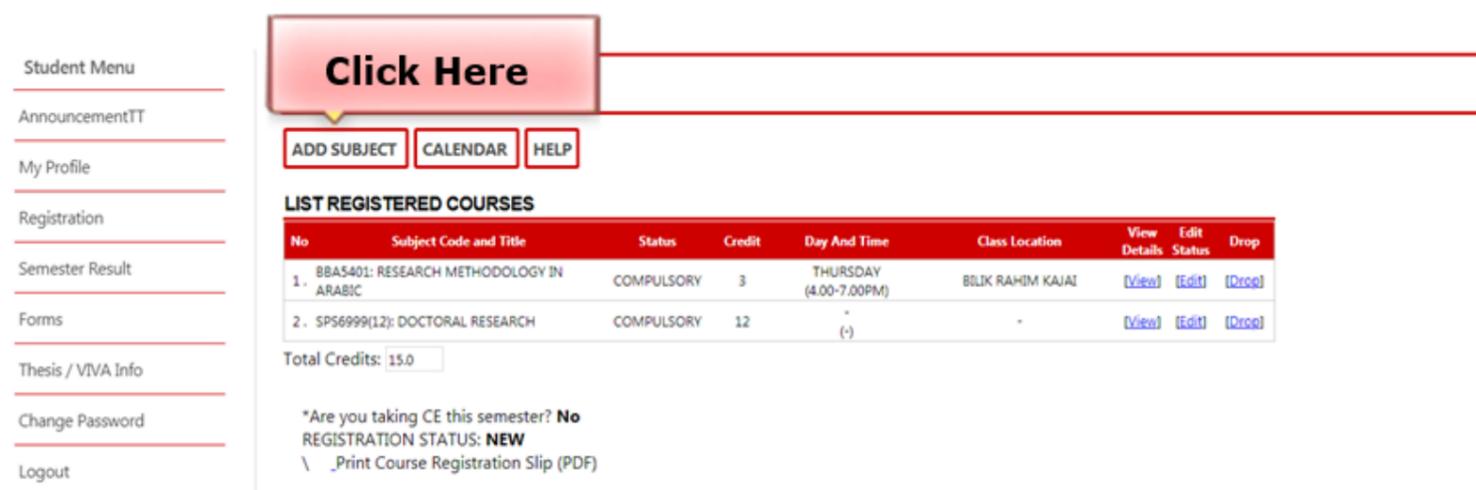
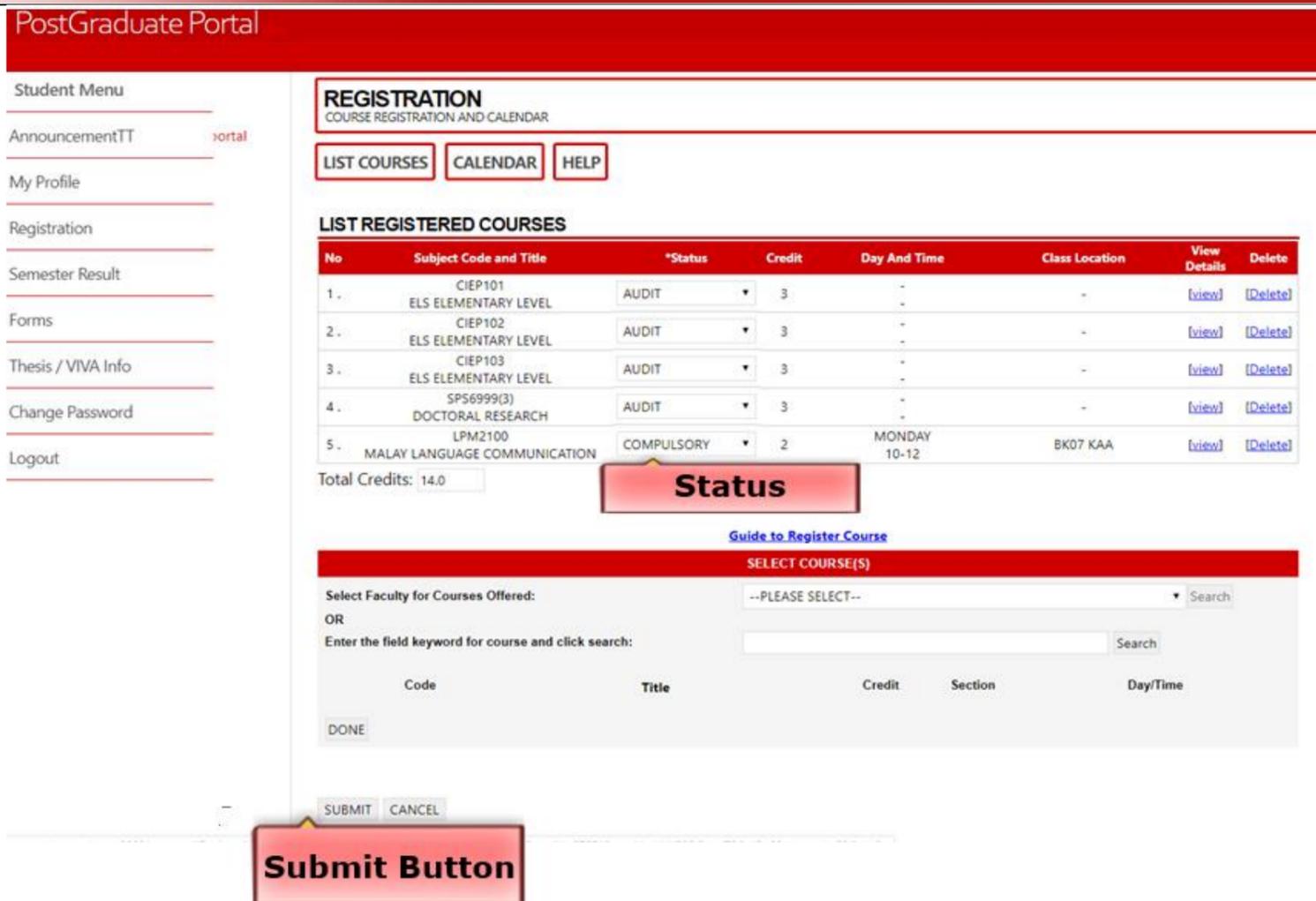


Figure 6: Add Subject Button

Step Five [5]:

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



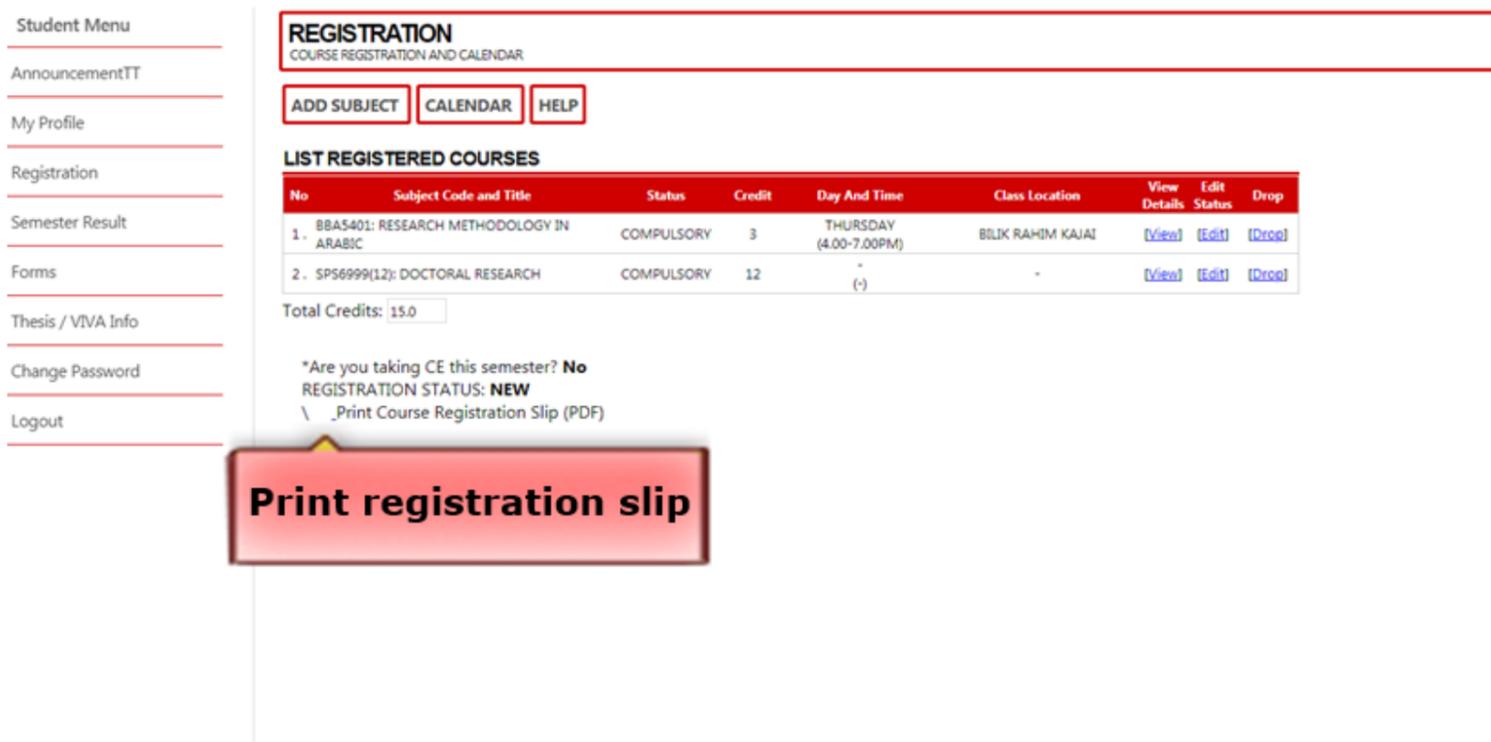
The screenshot shows the 'PostGraduate Portal' interface. On the left is a navigation menu with options like 'Student Menu', 'AnnouncementTT', 'My Profile', 'Registration', 'Semester Result', 'Forms', 'Thesis / VIVA Info', 'Change Password', and 'Logout'. The main content area is titled 'REGISTRATION 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 dropdown in the table. Below the table is a 'SELECT COURSE(S)' section with search options and a 'DONE' button. 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.
- Button **Print Course Registration Slip** will let students save, print, and keep their registration slip in pdf format.

Note: Please refer the important dates in the [academic calendar](#) for more information.



The screenshot shows the 'REGISTRATION COURSE REGISTRATION AND CALENDAR' interface. 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: 'RESEARCH METHODOLOGY IN ARABIC' and 'DOCTORAL RESEARCH'. A 'Print registration slip' callout box points to the 'Print Course Registration Slip (PDF)' link. Below the table, there is a message: '*Are you taking CE this semester? No REGISTRATION STATUS: NEW'.

Figure 8: Registered Subject Table

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