

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.

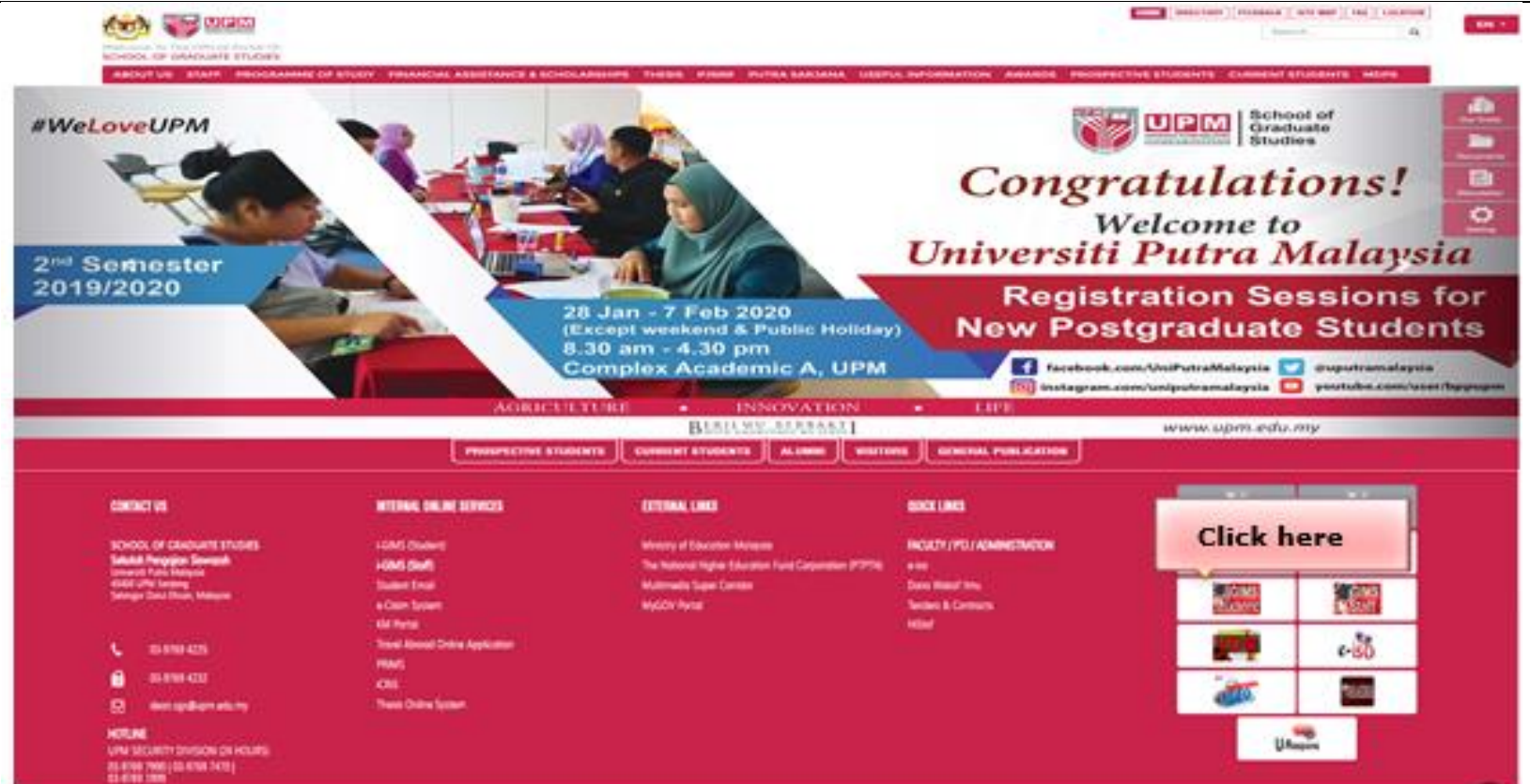


Figure 1: SGS Website

Step Two [2]:

- Login

Username - *Matric Number*
Password - *(registered password)*

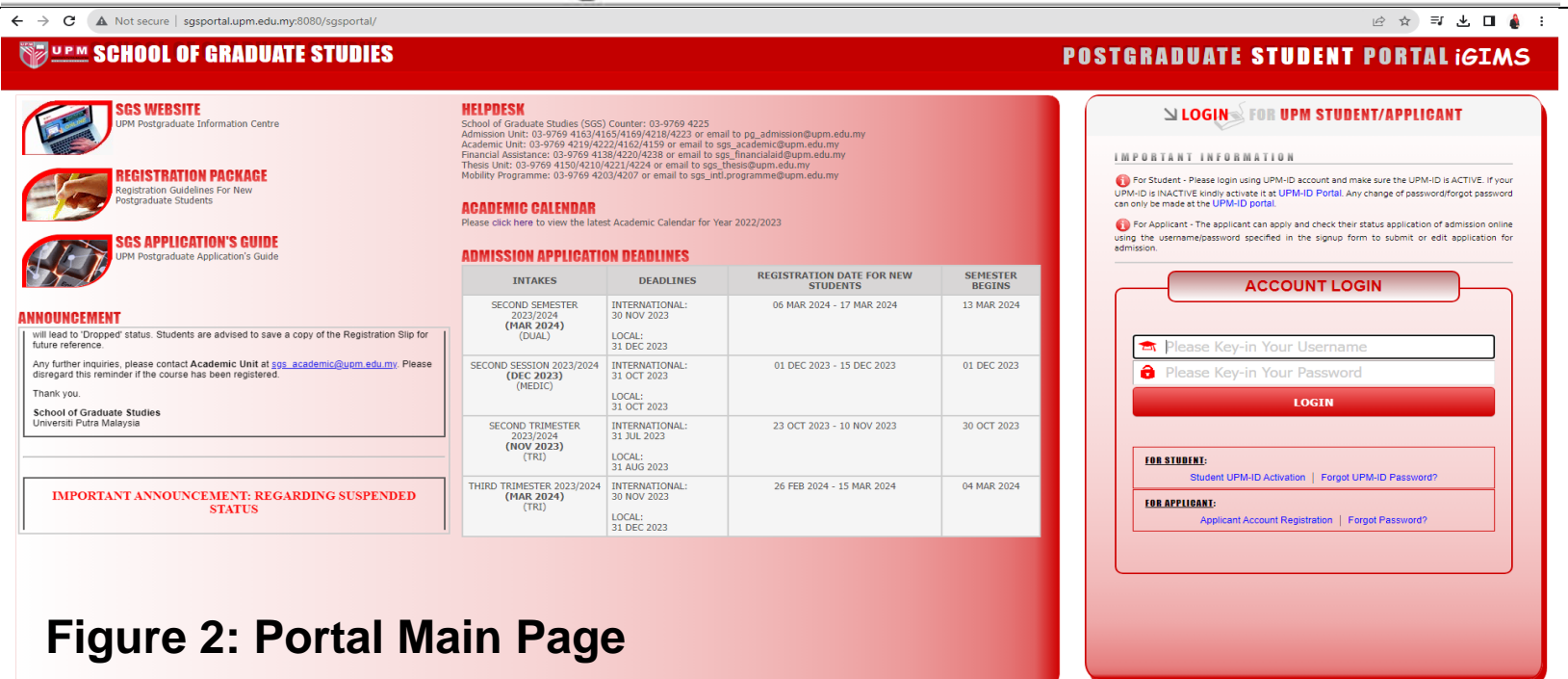


Figure 2: Portal Main Page

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.

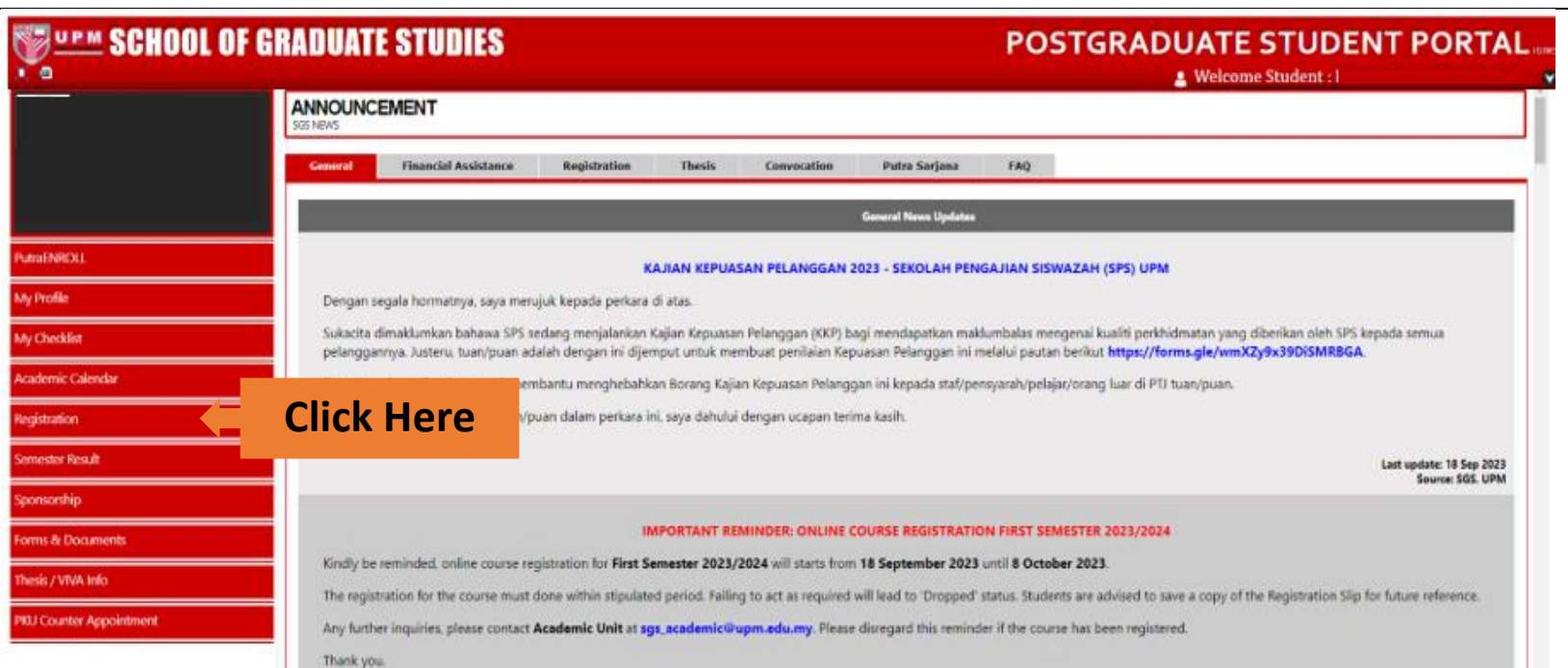


Figure 3: Portal for Student

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.
- 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.

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

The screenshot shows the 'PostGraduate Portal' interface. On the left is a 'Student Menu' with links: Registration, Semester Result, Forms, Thesis / VIVA Info, Change Password, and Logout. The main area is titled 'REGISTRATION' and 'COURSE REGISTRATION AND CALENDAR'. It has three buttons: 'LIST COURSES', 'CALENDAR', and 'HELP'. A red box labeled 'Click Here' points to the 'LIST COURSES' button. Below this is a 'SELECT COURSE(S)' section with a dropdown menu for 'Select Faculty for Courses Offered:' showing '--PLEASE SELECT--'. A red box labeled 'Faculty name' points to this dropdown. There is also a search bar with the text 'Enter the field keyword for course and click search:'. Below the search bar is a table with columns: Code, Title, Credit, Section, and Day/Time. At the bottom of the table are 'DONE' and 'CANCEL' buttons.

Figure 4: Register subjects

The screenshot shows the 'List of subjects' table. The table has columns: Code, Title, Credit, Section, and Day/Time. The table lists various subjects with their respective codes, titles, credits, sections, and day/times. A red box labeled 'Click Here' points to the 'ADD SUBJECT' button. Below the table are 'DONE' and 'NEXT' buttons.

Code	Title	Credit	Section	Day/Time
LAN4705	ADVANCED GEOGRAPHICAL INFORMATION SYSTEM IN LANDSCAPE ARCHITECTURE	3	1	FRIDAY/ 8am - 2pm
LAR5000	DESIGN STUDIO	3	1	SATURDAY/ 2PM - 8PM
LAR5100	GRAPHIC COMMUNICATION	3	1	SUNDAY/ 8am - 2pm
LAR5200	HISTORY OF LANDSCAPE ARCHITECTURE	2	1	THURSDAY/ 6pm - 8pm
LAR5202	LANDSCAPE ARCHITECTURE THEORY AND CRITIQUES	3	1	SATURDAY/ 9AM - 12PM
LAR5204	CULTURAL AND HERITAGE LANDSCAPE	3	1	FRIDAY/ 6PM - 9PM
LAR5502	LANDSCAPE ENGINEERING TECHNOLOGY	3	1	SATURDAY/ 9AM - 1PM
LAR5503	MATERIAL TECHNOLOGY AND LANDSCAPE CONSTRUCTION	3	1	SUNDAY/ 3PM - 7PM
LAR5700	LANDSCAPE MANAGEMENT	3	1	SATURDAY/ 1pm - 5pm
LAR5801	LANDSCAPE LEGISLATION	3	1	SATURDAY/ 2PM - 5PM
LAR5902	LANDSCAPE ARCHITECTURE RESEARCH METHOD	3	1	FRIDAY/ 6PM - 9PM
RSB5001	RESEARCH METHODOLOGY IN DESIGN	3	1	TUESDAY/ 10AM - 1PM
SLM5001	GREENSPACE MANAGEMENT AND MAINTENANCE	3	1	SUNDAY/ 8AM - 12PM
SLM5200	SOCIAL ENVIRONMENT INTERACTION	3	1	SATURDAY/ 5PM - 8PM
SLM5300	ARBORICULTURE	3	1	SATURDAY/ 8AM - 12PM
SLM5400	URBAN GREEN ENVIRONMENT	3	1	SUNDAY/ 2PM - 5PM
SLM5401	DISTURBED LAND RESTORATION	3	1	SATURDAY/ 5PM - 8PM
SLM5700	LANDSCAPE ECONOMICS	3	1	SATURDAY/ 5PM - 8PM
URB5001	TROPICAL URBAN REVITALIZATION STUDIO	5	1	SUNDAY/ 8AM - 6PM
URB5601	SOCIAL AND ECONOMIC DIMENSIONS OF URBAN DESIGN	3	1	SATURDAY/ 8AM - 11AM

Figure 5: List of subjects

The screenshot shows the 'Add Subject' button and the 'List Registered Courses' table. The table has columns: No, Subject Code and Title, Status, Credit, Day And Time, Class Location, View Details, Edit Status, and Drop. The table lists two subjects: 'BBA5401: RESEARCH METHODOLOGY IN ARABIC' and 'SP56999(12): DOCTORAL RESEARCH'. Below the table is a 'Total Credits: 15.0' box. At the bottom, there is a message: '*Are you taking CE this semester? No REGISTRATION STATUS: NEW \ Print Course Registration Slip (PDF)'.

No	Subject Code and Title	Status	Credit	Day And Time	Class Location	View Details	Edit Status	Drop
1.	BBA5401: RESEARCH METHODOLOGY IN ARABIC	COMPULSORY	3	THURSDAY (4.00-7.00PM)	BILIK RAHMIM KAJAI	View	Edit	Drop
2.	SP56999(12): DOCTORAL RESEARCH	COMPULSORY	12	-	-	View	Edit	Drop

Figure 6: Add Subject Button

Step Five [5]:

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

PostGraduate Portal

Student Menu

AnnouncementTT portal

My Profile

Registration

Semester Result

Forms

Thesis / VIVA Info

Change Password

Logout

REGISTRATION
COURSE REGISTRATION AND CALENDAR

LIST COURSES **CALENDAR** **HELP**

LIST REGISTERED COURSES

No	Subject Code and Title	*Status	Credit	Day And Time	Class Location	View Details	Delete
1.	CIEP101 ELS ELEMENTARY LEVEL	AUDIT	3	-	-	View	Delete
2.	CIEP102 ELS ELEMENTARY LEVEL	AUDIT	3	-	-	View	Delete
3.	CIEP103 ELS ELEMENTARY LEVEL	AUDIT	3	-	-	View	Delete
4.	SPS6999(3) DOCTORAL RESEARCH	AUDIT	3	-	-	View	Delete
5.	LPM2100 MALAY LANGUAGE COMMUNICATION	COMPULSORY	2	MONDAY 10-12	BK07 KAA	View	Delete

Total Credits: 14.0

Status

[Guide to Register Course](#)

SELECT COURSE(S)

Select Faculty for Courses Offered: --PLEASE SELECT-- Search

OR

Enter the field keyword for course and click search: Search

Code	Title	Credit	Section	Day/Time
DONE				

SUBMIT CANCEL

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.

Student Menu

AnnouncementTT

My Profile

Registration

Semester Result

Forms

Thesis / VIVA Info

Change Password

Logout

REGISTRATION
COURSE REGISTRATION AND CALENDAR

ADD SUBJECT **CALENDAR** **HELP**

LIST REGISTERED COURSES

No	Subject Code and Title	Status	Credit	Day And Time	Class Location	View Details	Edit Status	Drop
1.	BBA5401: RESEARCH METHODOLOGY IN ARABIC	COMPULSORY	3	THURSDAY (4.00-7.00PM)	BILIK RAHIM KAJAI	View	Edit	Drop
2.	SPS6999(12): DOCTORAL RESEARCH	COMPULSORY	12	-	-	View	Edit	Drop

Total Credits: 15.0

*Are you taking CE this semester? **No**
REGISTRATION STATUS: **NEW**
[Print Course Registration Slip \(PDF\)](#)

Print registration slip

Figure 8: Registered Subject Table

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