STUDENT COURSE REGISTRATION

STEPS:

1. COURSE REGISTRATION
   1.1 Login through Web Student Portal.
   1.2 Key in login Id and password
   1.3 Click on ‘Course Registration’
   1.4 Feature 1.1 will be display.

   
   
   
Feature 1.1

2. ADD COURSE
   2.1 Click ‘Click to Register’ – refer feature 1.1
   2.2 Feature 1.3 will be display.
   2.3 Click ‘combo box’ for ‘Main Courses’. Pick any course for registration.
   2.4 If the main course listed in Elective Course, a display will pop up and all the related courses will be display. Click ‘OK’.
   2.5 Click ‘combo box’ for ‘List of Elective Courses’. Pick a course, and a list of group will be display.
   2.6 Click ‘Register This Course’
Feature 1.3

2.7 A message (as shown below) will appear and click ‘OK’.

![Message to confirm course registration](image)

3. DROP COURSE

Note:

a) Students are not allowed to drop any repeated or lower semester courses (automatically registered by the system). The student can only drop the course with the concern and permission of Head of Program during the Course Registration Week.

3.1 Refer feature 1.5.
3.2 Pick any course and click (check on) ‘radio button’
3.3 Click ‘Click to Drop’
Feature 1.5

3.4 Feature 1.6 will be displayed.
3.5 Click ‘Drop Now!’ for confirmation.

Feature 1.6

3.6 Message as below will be displayed.
   i. Click ‘OK’ to drop the course.
   ii. Click ‘Cancel’ to abort the process.