



**Examinations Unit
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura**

Academic Year 2020
Registration of Students for the Second Semester Courses

For students appearing for the examination on their first attempt:

All students are requested to register for the elective courses of the Second Semester from 2020.05.22 to 2020.05.26 through the Examinations Unit website. **Registration of the compulsory courses will be done** by the Examinations Unit of the Faculty.

Please make sure that you check for the relevant details related to the registration of courses. Further, students should inform of issues related to registration of courses through e-mail (examfmisc@sjp.ac.lk) to the Senior Assistant Registrar of the faculty before 2020.05.26.

Any changes regarding registration of courses will not be allowed after 2020.05.26.

Dean

Faculty of Management Studies and Commerce

2020.05.14

Instructions:

1. Enter the examinations unit website.
2. Log on to your account. (If you are accessing your account for the first time, your username and password are your index number and registration number, respectively)

Very important:

Once you access the account for the first time, change your password. Be careful to remember the new password. Provide your email address in order to obtain a new password in case you forget your password. For this, select the user account command on the student menu.

3. Select Academic Registration command on the Academic menu.

The screenshot shows the 'Academic Registration' page. At the top, there is a navigation menu with options: File, Student, Department, Academic, Examination, Results, Application, Notice. Below the menu, the user name is displayed as 'User Name : |'. The main heading is 'Academic Registration'. A blue banner indicates the function is available from 2016-February-12 to 2016-February-26. Below this, there are input fields for Batch (AC_2013_2014), Semester (1), and Course (BCC1320 - English I:Grammatical Foundation). There are two buttons: 'Register' and 'Unregister'. Below these is a table titled 'Registered Courses' with columns for Semester, Course Code, and Course Name. The table lists several courses, with the row for BCC1320 highlighted in yellow. Three callout boxes provide instructions: one points to the 'Register' button, one points to the 'Unregister' button, and one points to the highlighted row in the table.

Click on the register button to register for a course.

Click on the unregister button to cancel your registration for a course.

Courses that you have registered for

Semester	Course Code	Course Name
1	ACC1320	Financial Accounting
1	BCC1320	English I:Grammatical Foundation
1	BUS1320	Introduction to Management
1	DSC1320	Business Mathematics
1	IIT1320	Introduction to Information Technology I

Note:

1. If a course that you should follow is missing from the list, please inform the examinations unit in writing.
2. Check both the course code and the course name when you select courses.
3. This applies only for students who are appearing for the examination on their first attempt.
(I.e. **Not applicable for** batch missed students, repeat students, students who have submitted medical reports and students who are sitting the examination with privileges)
4. **This Registration is not needed for first year student.**