

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

# Academic Year 2020/2021 Registration of Students for the First Semester Courses

For students appearing for the examination on their first attempt:

All students are requested to register for the elective courses of the First Semester from 2020.11.30 to 2020.12.07 through the Examinations Unit website. **Registration of the compulsory courses is already being 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(examfmsc@sjp.ac.lk) to the Senior Assistant Registrar of the faculty before 2020.12.07.

Any changes regarding registration of courses will not be allowed after 2020.12.07.

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Faculty of Management Studies and Commerce

2020.11.27

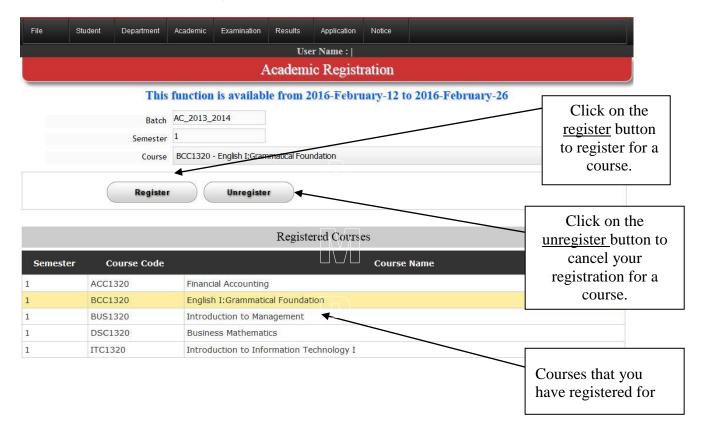
#### **Instructions:**

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



### 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.