



**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 who have missed the batch

All batch missed 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(examfmisc@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 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 'Academic' selected. Below the menu, the page title is 'Academic Registration'. A blue banner indicates the function is available from 2016-February-12 to 2016-February-26. The form shows the following details:

- Batch: AC_2013_2014
- Semester: 1
- Course: BCC1320 - English I:Grammatical Foundation

Below the form are two buttons: 'Register' and 'Unregister'. A callout box points to the 'Register' button with the text: 'Click on the register button to register for a course.' Another callout box points to the 'Unregister' button with the text: 'Click on the unregister button to cancel your registration for a course.'

Below the buttons is a table titled 'Registered Courses' with the following data:

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	IIC1320	Introduction to Information Technology I

A callout box points to the 'English I:Grammatical Foundation' row in the table with the text: 'Courses that you have registered for'.

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 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.**