



Manual Course Registration Process

Conditions:

- ❖ Below 1.75 CGPA
- ❖ Failure to attempt pre-registration
- ❖ Late offering of required course
- ❖ Applicable only at first week of Semester with late registration fine
- ❖ Focus on online registration & Add/Drop, only with CGPA below 1.75 move towards manual process

1: Fill course Registration Form

Requirements:

- ❖ Dully filled course registration form
- ❖ Course title & course code should be right
- ❖ Get approval from advisor
- ❖ Attach late registration fee slip (if applicable)

2: Submit Application to OPRM Helpdesk

Requirements:

- ❖ Submit duly filled form at front desk OPRM within communicated date.