

## Instructions for Registration

**Dear Students,**

As you are all over 18 years of age and have completed the Advanced Level examination, we consider you mature individuals. Therefore, you are expected to follow the instructions below responsibly.

Please **read all information carefully before contacting anyone**. Questions already answered here will not be responded to individually.

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### 1. Identify Your Required Registrations

From the list of subjects (written examinations and continuous assessments), determine what you need to register for — specifically, the subjects you are repeating from Semester 1.

If you have doubts, please refer to the appropriate source **before** approaching anyone:

- a. **LMS** – Verify your subject and assessment details.
- b. **Shared File** – Check the file shared by laboratories in the class representative WhatsApp groups.
- c. **Practical / Drawing** – Visit the relevant laboratory.
- d. **Assignments / In-class Tests** – Contact the relevant subject lecturer.
- e. **Written Examinations** – Contact the **Administration Division**.
- f. **Visiting Lecturers (Assignments / In-class Tests)** – Contact the respective department or the Head of Department.

📞 **Strictly no phone calls.** You are responsible for knowing your own results.

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### 2. Online Registration

Log into the system, **select the subjects you need to register for**, review your selections carefully, and submit.

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### 3. Printouts

Take **three printouts** of your registration and submit them to the **Administration Division**, then to Finance division and keep one copy and receipt with you.

If you are registering under the **Medical or Special reason**, you should register and submit the request with copies of proofing documents.

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### 4. Registration Through a Representative

If someone else is registering on your behalf:

- They must submit a **request letter signed by you**.
- A **copy of your student ID card** must be attached.
- The letter must clearly state that **you accept full responsibility for any errors made by your representative**.

Thank you!