

# Guidelines for Repeat Module Enrollment

## 1. Login to LearnOrg through; <http://lms.uom.lk>

## 2. Select Repeat Registration from the “Student Area”

- Select the degree as (BSc Eng Hons) from the drop down list
- Select the department that offers the module  
ELTC – Languages, English and Humanities modules  
MOT – Management Modules
- Select the current intake of the above module offering
- Select the Semester that the module being offered
- Press the “Go” button to display the available modules to enroll

## 3. Select the relevant module and press enroll [the given example is for mathematics]

Module Code	Module Name	Status
MA1014	Mathematics	Enroll
MA1013	Mathematics	Enroll

4. Insert the details of repeat enrollment [the given example is for CE1023 Fluid Mechanics offered by Civil Engineering department]

- a. Select the relevant category from “Registering for”
  - i. CA – only to repeat Continuous Assessments component
  - ii. WE – only to repeat Written Examination component
  - iii. Full module – to repeat both CA and WE components

Welcome to LearnOrg  
→ UoM

My LearnOrg  
→ Edit Account information  
→ Change Password

Student Area  
→ Register New Course  
→ Enrolments History  
→ View My Results  
→ Field Selection  
→ Supplication Form  
Complaining & Reporting  
→ Complaining on Administration & Welfare  
→ Incidents Reporting  
Hostel Management  
→ Defects Reporting  
→ Hostel Application  
→ Personal Device Info  
→ Room Reservation  
Student Repeat Registration  
→ **Repeat Registration**  
→ Repeat Registration PDF Form  
Students Details

**Add repeat student's Enrollments**

BSc Eng Hons | Eng-CIVIL | Intake 2020 | New BSc Eng. Semester - 1 | Go

Module - CE1023 (Fluid Mechanics)

Status : F  
Registering for \* : Full Module  
Attempt considered as : CA  
Academic Concession \* : Full Module

Comment :

\* - Mandatory Information  
WE - Written Exam

Add Enrollment

iv. Upgrade – only available if the previous result is “D” or “C” on status

Status : U  
Registering for \* : CA  
Academic Concession \* : Full Module

Comment :

\* - Mandatory Information  
WE - Written Exam

Add Enrollment

- b. Select appropriate from “academic concession”, if you have obtained any
  - i. Repeat – repeating the module without academic concessions
  - ii. First Attempt – if you have not enrolled for the module earlier
  - iii. First Attempt with concession – repeating the module as a first attempt candidate with a concession. Must attach [or send] the Senate letter with the enrollment application
- c. Type your message [if any] regarding the repeat enrollment on the “Comment” section
- d. Press “Add Enrollment”

5. Confirm the information and press “Send for approval and download the PDF”

Intake 2020 - Semester 1			
Module Code	Module Name	Registered for	Previous result
CE1022	Fluid Mechanics	Full Module	

I confirm the above information is correct and accurate.