

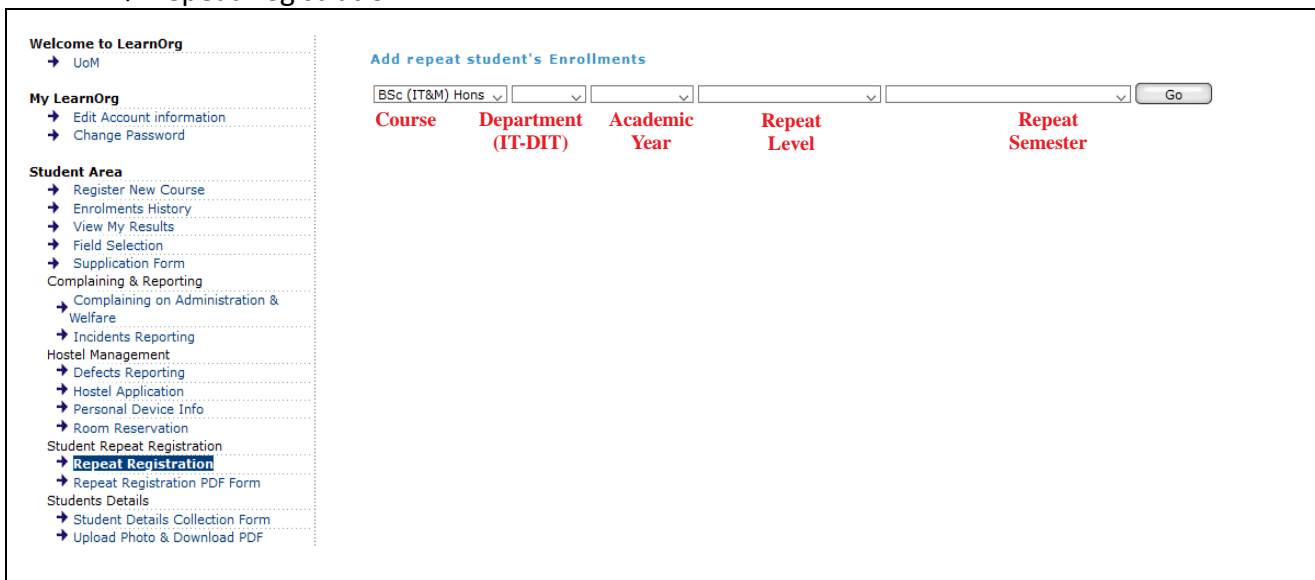
Repeat Registrations of “Full Modules” in LMS

Repeat full module registration is available for students with the following academic status:

- Previous grade is F
- First attempt (e.g. previously blocked due to ineligibility for a prerequisite module or academic probation, academic concession)
- Previous grade is C-, D, I or F, for modules with 100% continuous assessments (CA).
Note: Refer the list of modules with 100% CA (i.e. no final exams) that are required to be registered at the beginning of the semester even though the grade is a C-, D or I.

Steps:

1. Enter username and password and login to LMS (<https://lms.mrt.ac.lk/>).
2. Click Student Repeat Registration (In left panel, as shown in Figure 1)
→ Repeat Registration



The screenshot shows the 'Add repeat student's Enrollments' panel in the LMS. On the left, there is a sidebar with navigation options under 'Welcome to LearnOrg', 'My LearnOrg', 'Student Area', 'Complaining & Reporting', 'Hostel Management', 'Student Repeat Registration', and 'Students Details'. The 'Student Repeat Registration' section is highlighted, with 'Repeat Registration' being the active link. The main content area has a title 'Add repeat student's Enrollments' and a form with five dropdown menus: 'Course' (BSc (IT&M) Hons), 'Department (IT-DIT)', 'Academic Year', 'Repeat Level', and 'Repeat Semester'. A 'Go' button is at the end of the form.

Figure 1: Repeat Enrollment Selection Panel

3. Select relevant Course, Department (Should **select IT-DIT as the department**), Academic Year (**Current Academic Year**), Repeat Level and Repeat Semester from drop down menus as shown in Figure 2.
4. For modules with Final Written Exam:

If the timeline is within the enrollment period, the student can register only for the modules with previous grades of “F” or “First Attempt”.

The students with grades C-, D or I will not be allowed to register for a full module.

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
→ Student Details Collection Form
→ Upload Photo & Download PDF
Students Request

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 | Go

You can register only for the Full module

View Offerings

Module Code	Module Name	Status
CM2120	Calculus	Enroll
IN2100	Object Oriented Programming	Enroll
IN2210	Object Oriented Analysis and Design	Enroll
IN2400	Database Management Systems	Enroll
IN2310	Operating Systems	Enroll
IN2200	Software Engineering Methods	Enroll
IS2210	Management Accounting	Enroll
IS2300	Principles of Marketing	Enroll
IS2000	Industry Visits	Enroll
IS2900	Project on IT Applications	Enroll

Figure 2: Offered Modules for repeat enrollment

- Identify a specific module and Click 'Enroll' on the required module (See Figure 2) and you will get the relevant subject details as shown in Figure 3.

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 | Go

Module - CM2120 (Calculus)

Previous Grade : F
Registering for * : Full Module
Attempt considered as : 2
Academic Status * : Repeat
Level ¹ : Level 2

*** - Mandatory Information**
¹ Enrolled Level in the Previous attempt of the Module.

Add Enrollment

Figure 3: Module details

- Select the relevant 'Academic Status' as shown in Figure 4

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 | Go

Module - CM2120 (Calculus)

Previous Grade : F
Registering for * : Full Module
Attempt considered as : 2
Academic Status * : [Dropdown Menu]

Level ¹ :
*** - Mandatory Information**
¹ Enrolled Level in the Previous attempt of the Module.

Repeat
 Decision Pending - Repeat
 Decision Pending - First Attempt
 First Attempt - With Concession

Add Enrollment

Figure 4: Academic Status Selection

- After filling all the mandatory information click on 'Add Enrollment'.
- The student would be able to see as shown in Figure 5, if successfully enrolled for a module.

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 | Go

Successfully enrolled to the - Calculus (CM2120)

To complete the Repeat Registration, Please Print the PDF file using the main menu.

Figure 5: Successfully enrolled message

9. For modules with 100% Continues Assessment (CA):
Students should be registered as a 'Full Module' (Figure 6).As shown in Figure 6, the student may have a grade of C-, D, I or F.

The student will not be allowed to register as a repeat exam registration for those modules with 100% CA.

Note: Refer the list to identify modules with 100% CA.

Add repeat student's Enrollments

BSc (IT&M) Hons | IT-DIT | 2017 / 2018 | Level 2 | B.Sc. IT&M Semester - 1 | Go

Module - IS2000 (Industry Visits)

Previous Grade : C-
Registering for * : Full Module
Attempt considered as : 3
Academic Status * : Repeat
Level ¹ : Level 2

* - Mandatory Information
¹ Enrolled Level in the Previous attempt of the Module.

Add Enrollment

Figure 6: Enroll to modules with 100% CA

10. After completing the enrollments, the student must download the Repeat Registration PDF Form (click menu item in the left panel as shown in Figure 7).

Welcome to LearnOrg
 → UoM

My LearnOrg
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 → 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

Download Repeat Registered Form

* Please make the payments to the Shroff Counter.
 * Completed form, payment slip and relavent documents must be submitted to the UGS Division.

2017 / 2018 - Level 2 Semester 1				
Module Code	Module Name	Registered for	Previous result	
CM2120	Calculus	Full Module	F	
IN2100	Object Oriented Programming	Full Module	F	
IS2000	Industry Visits	Full Module	C-	
IS2900	Project on IT Applications	Full Module	D	

Download

Figure 7: Download repeat registration from

11. Download the generated pdf file and submit it to the UGS division with the payment slips (blue copy) and other relevant documents.
Furthermore, follow the instructions given in the in the generated pdf file (Repeat Module Registration Form).

Note: Students registering for the first time for a specific module are not required to make a payment.