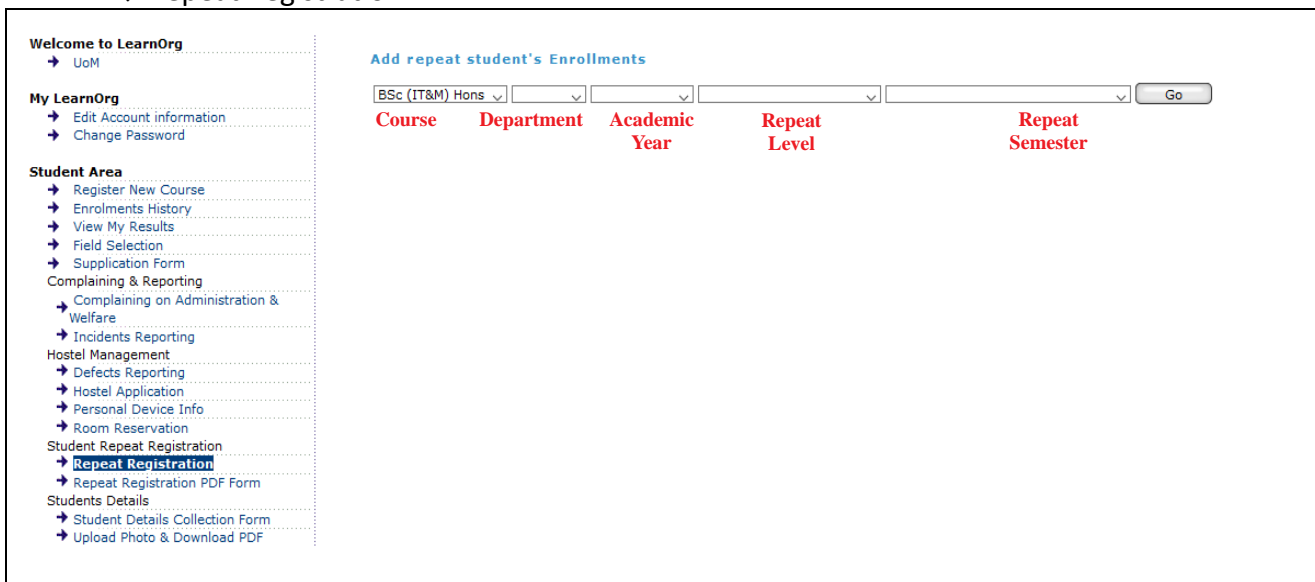# Repeat Registrations of "Full Modules" in LMS

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

Figure 1: Repeat Enrollment Selection Panel

3. Select relevant Course, Department, Academic Year (**Current Academic Year**), Repeat Level and Repeat Semester from drop down menus as shown in Figure 2.
   - **IT-DIT** for Subjects offered by IT Department
   - **IT-DCM** for Subjects offered by CM Department
   - **IT-DIDS** for Subjects offered by IDS Department

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.

Figure 2: Offered Modules for repeat enrollment

5. 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.

Figure 3: Module details

6. Select the relevant 'Academic Status' as shown in Figure 4

Figure 4: Academic Status Selection

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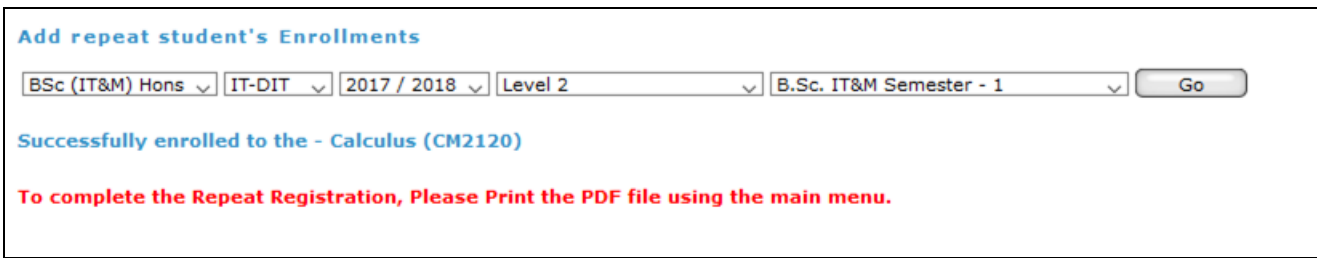
Figure 5: Successfully enrolled message

9. <u>For modules with 100% Continues Assessment (CA)</u>:
   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.
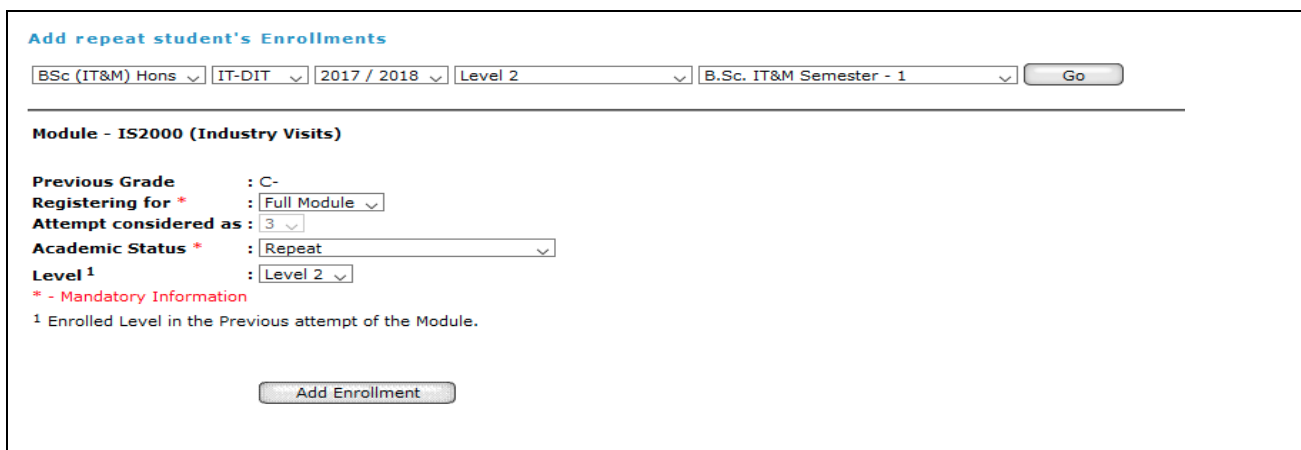

Figure 6: Enroll to modules with 100% CA

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).
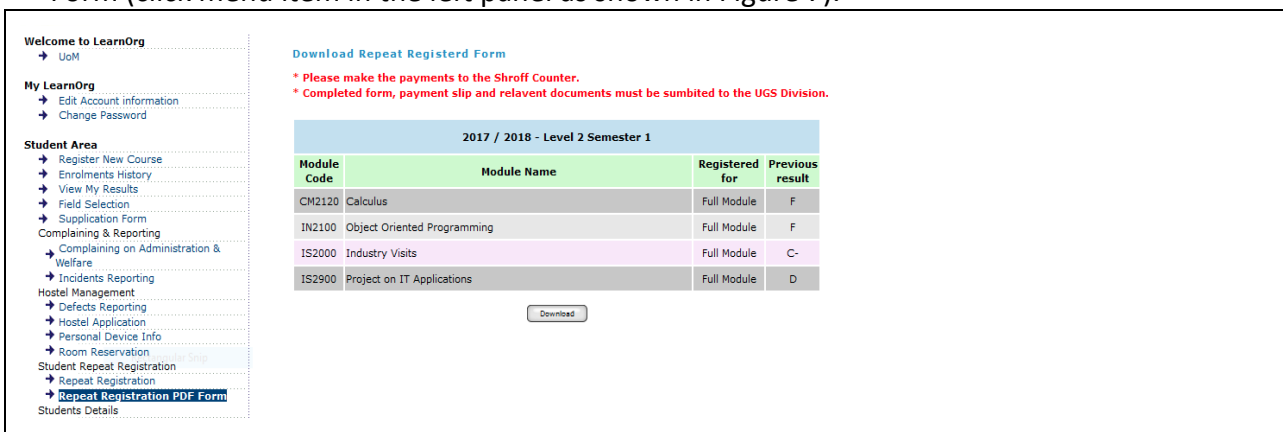

Figure 7: Download repeat registration from

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.