Guidelines for Repeat Module Enrollment

1. **Login to LearnOrg through; http://lms.uom.lk**
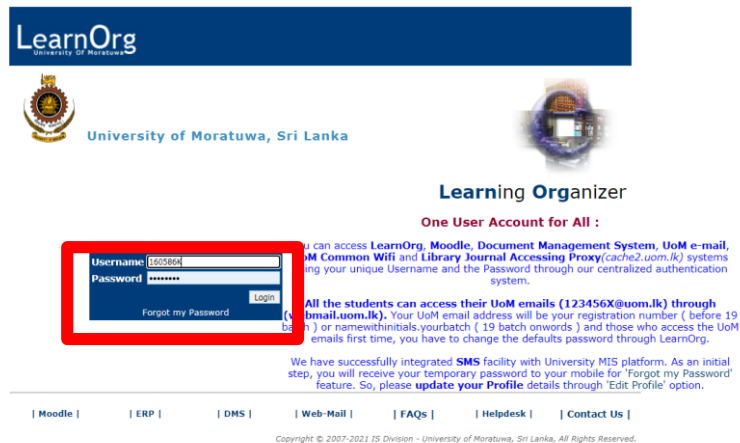

2. **Select Repeat Registration from the "Student Area"**
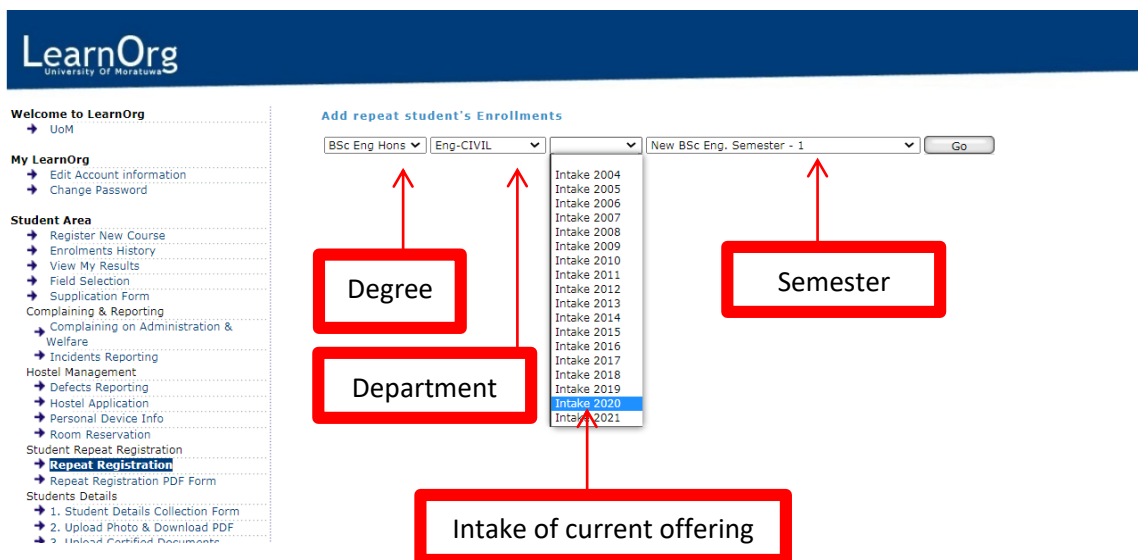
   a. **Select the degree as (BSc Eng Hons)** from the drop down list

   b. **Select the department that offers the module**

       ELTC – Languages, English and Humanities modules

       MOT – Management Modules

   c. **Select the <u>current intake</u> of the above module offering**

   d. **Select the Semester that the module being offered**

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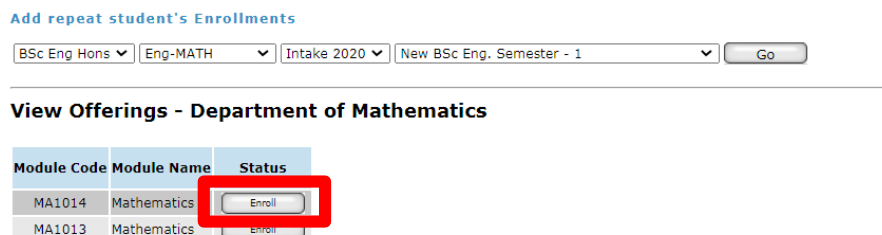
4. **Insert the details of repeat enrollment [the given example is for CE1023 Fluid Mechanics offered by Civil Engineering department]**

   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**

   iv. **Upgrade – only available if the previous result is "D" or "C⁻ " on status**

   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.**

Send for Approval and Download the PDF

Note: All repeat enrollment payments must to be paid [to the shroff counter] before the graduation and receipts must be provided as evidence.

6. **Email the downloaded PDF to the Current Semester Coordinator for necessary approvals**

[See example]

REPEAT MODULE REGISTRATION FORM | FACULTY OF ENGINEERING

1) STUDENT INFORMATION [as appears in the Student ID/Record Book]

Surname with Initials	T.T. Student	Registration Number	**test-st1**	
Program / Specialization	MPR General First Semester	Current Registration	Semester	Year
Email	test-st1@uom.lk	Contact Number		

2) MODULE REGISTRATION DETAILS

Offering Semester / Year & Term	Semester 1 / Intake 2020	Currently Registered Number of Credits	Compulsory	Elective	Optional	Total

Module Code	Module Name	Credits	Previous Results	Registered for	Academic Concession	Consent of the Lecture in Charge
CE1022	Fluid Mechanics	2.00		Full Module	First Attempt - With Concession	

Payment receipt number [Attach the 2nd copy of the payment receipt]

Student Declaration	1. I have consulted module coordinators, referred the curriculum & aware of the module requirements. 2. I have attached evidence for the modules that I claim academic concession. 3. I certify that the given information is true and accurate to the best of my knowledge. Student's signature : .... Date : ....

3) RECOMMENDATIONS

Designation	Recommendation	Comments	Signature & Date
Semester Coordinator Name:	Recommended / Not Recommended		
Head of the Department	Recommended / Not Recommended	*place official stamp	
EUGS Division use only	Logged / Returned to the student/ Referred to the department		