

## **Registration Steps for next semester (SS21)**

**Dear students:**

**We would like to inform you that the registration for the next semester (SS21) for regular classes and special semester of (Full Time, Part Time and weekend students) will start from 23 ,May , 2021 to 14<sup>th</sup> ,June, 2021 and the commencement of the study for regular classes will be on 15<sup>th</sup> ,June, 2021.**

**Student need not come to college for registration for SS21 semester.**

**Since this is the last Semester run by college before closing, registration will be finally closed on 14.06.2021 for SS21. The students who are not registered before 14.06.2021 will be considered as they have discontinued their studies. Hence we advice the students to register on the fixed dates urgently.**

**The registration steps for running students to the next semester (SS21), will be as follows:**

- 1) Students have to pay all previous balance and 30% advance fee for SS21 Semester. No student will be allowed to register without completing this.**
- 2) Once the payment is received Finance Department will give their approval to Admission and Registration Department.**
- 3) Then the Admission and Registration Department will make Provisional Registration Form and will send to each student's e-mail.**
- 4) In the event that the student does not receive an email with the Provisional Registration Form, Please send an email to the Admission and Registration Department at [regndept@waljat.net](mailto:regndept@waljat.net).**
- 5) Only the students registered for SS21 as above will receive an invitation to attend the lectures via Google Class Room.**

**The registration steps for Special Semester to the next semester (SS21), will be as follows: -**

**1) Students have to pay all their previous balance. No students will be allowed to register with their previous fee balance.**

2) An email will be sent to each student with a form containing their Backlog subjects which will be registered according to the study plan.

3) Student has to send their approval for registering the subjects mentioned in the e.mail.

4) The Examination Department will check number of attempts of each subject by the student and forward to Finance Department.

5) Finance Department will check the student's fee outstanding and if ok to register, will forward the form to Admission and Registration Department with their approval to register after making necessary invoice for backlog subjects.

6) Admission and Registration Department will send the provisional registration to student's e.mail after registering them for those subjects.

7) In the event that the student does not receive an email with the Provisional Registration Form, Please send an email to the Admission and Registration Department at [regndept@waljat.net](mailto:regndept@waljat.net).

**.....Best wishes to all for success.....**