

## **Registration Steps for next semester (SP21)**

### **Dear students:**

We would like to inform you that the registration for the next semester (SP21) for regular classes ,Special semester and Additional subjects of (Full Time, Part Time and weekend students) will start from 3<sup>rd</sup> ,Jan , 2021 to 16<sup>th</sup> ,Jan, 2021 and the commencement of the study for regular classes will be on 17<sup>th</sup>,Jan, 2021.

**Student need not come to college for registration for SP21 semester.**

### **The registration steps for running students to the next semester (SP21), they will be as follows:**

- 1) Students have to pay all your previous balance and 30% advance fee for SP21 Semester.
- 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 SP21 as above will receive an invitation to attend the lectures via Google Class Room.

### **The registration steps for Special Semester and additional subject's students to the next semester (SP21), they will be as follows: -**

- 1) Students have to pay all their previous 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. If they want to change any subjects they need to apply for a revised study plan with their respective

HOD/Coordinator. Backlog subject registration will be done only after approval of concerned HOD/Coordinator.

4) The Examinations 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).