Registration Guidelines for

<u>Students</u>

Fall Semester, 2021

1. Online Registration:

1.1 All students have to login to the registration system (https://www.neduet.edu.pk/usms) through their User IDs before the **online registration deadline: 22nd October 2021**.

1.2 Depending on the student status, they will be provided access to one of the two forms:

<u>Form-I</u>, or <u>Form-II</u>

1.2.1 Form-I

i. Form-I shall be accessible to the student who at this stage is eligible for admission in Fall Semester, 2021.

ii. The student shall be able to see all regular courses on the form. However, no option for backlog courses shall be available at this stage.

iii. The student must take the print out of the form-I/Fee Voucher and submit fee on OR before the **online registration deadline**.

iv. The form must be signed by the student.

v. After submission of the fee as per fee schedule, the stamped form-I/Fee Voucher department copy must be submitted in the department, where the student would be provided with the acknowledgement receipt.

vi. <u>All students must note that the attendance in classes shall be marked and counted from day one of the semester, and it will not be subjected to the date of registration.</u>

1.2.2 Form-II (Provisional Registration)

i. Form-II shall be accessible to the student whose eligibility for admission in Fall Semester, 2021 is subjected to fulfillment of eligibility criteria.

ii. The student shall be able to see all regular courses on the form. However, no option for additional/backlog courses shall be available.

iii. The student must take the print out of the form-II on OR before the registration deadline.

iv. The Form-II must be signed by the student and endorsed by the class advisor.

v. The Form-II must immediately be submitted in the department, where the student would be provided with the acknowledgement receipt.

vi. <u>All students must note that the attendance in classes shall be marked and counted from day one of the semester, and it will not be subjected to the date of registration.</u>

vii. The final registration of students filling out Form-II shall be subjected to fulfillment of eligibility criteria and subsequent submission of Form-III by student (See Section 2 below).

2 Selection of Courses (Form-III)

2.1 Only those students will be provided this access who would have registered for Fall Semester 2021 before **online registration deadline.**

2.2 When the students shall log-in to the system, they will be provided access to selection of backlog/additional/improvement courses which once selected shall reflect in **Form-III**.

2.3 The student must take print out of Form-III/Fee Voucher, sign it, get it endorsed by the class advisor and submit fee on OR before the **online registration deadline.**

2.4 The Form-III will also reflect the amount of fee to be submitted, which the student should submit in the bank.

2.5 The form stamped by the bank must be submitted in the Department. Acknowledgement receipt should be obtained by the department.

2.6 Form-III can be unlocked by the Class Advisor if at all necessary. However it must be ensured that the student submits both forms to the department.

3. Fee submission:

3.1 Students shall submit the fees as per the registration Notice.

3.2 Students with Form-II shall submit fee along with Form-III. They must however, submit Form-II immediately to the department.

3.3 Students with Form-III shall submit fee as shown on the Form in the bank. They must submit the Form-III after submission of fee to the Department.

4. Eligibility Criteria for Fall Semester, 2021 Registration:

Batch	Eligibility Condition (subject to fulfillment of Promotion/Probation Regulations)	Eligible for Admission/ Registration in
2020	Registered in First Year (Spring Semester, 2021)	2nd Year (Fall Semester, 2021)
2019	Registered in Second Year (Spring Semester, 2021)	3rd Year (Fall Semester, 2021)
2018	Registered in Third Year (Spring Semester, 2021)	4th Year (Fall Semester, 2021)
2017	Registered in Fourth Year (Spring Semester, 2021)	5th Year (Fall Semester, 2021)

5. Eligibility Criteria for Fall Semester, 2021 Registration:

Students seeking admissions under COD/ROD must register/take classes in their parent departments until the decisions are finalized.