

Registration Guidelines for Students

Spring Semester, 2024

1. Online Registration:

All students have to login to the registration system (www.neduet.edu.pk/usms) by using their Portal account credentials before the **online registration deadline: 08th March, 2024.**

- 1.1 The student shall be able to select ONLY those courses (Regular or Additional/Backlog) of which he/she has passed the relevant prerequisite course(s).
- 1.2 Phase-I will be open for Regular Course(s) Registration
- 1.3 Phase-II will be open for Backlog Course(s) Registration.
- 1.4 As Phase-I and Phase-II are in parallel in Spring 2024, and any student despite having additional/ backlog course(s), does not want to register in additional/backlog course(s) then he/ she may generate Phase-1 Fee Voucher without registering in backlog courses after giving his/her consent through Student Portal Dashboard.
- 1.5 The student shall be allowed to register in maximum Seven Courses including Additional/Backlog courses. **(Final Year Project is exception)**
- 1.6 In B.Arch. Programme, students shall not be allowed to register in more than one design studio course in any semester.
- 1.7 In Phase-I, Student must have to register at least one regular course and must pay full regular semester fee along with additional/backlog course(s) fee, if any.
- 1.8 Once student locks the registration, he/ she may contact to the advisor to UNLOCK the registration
- 1.9 Student may register in additional/backlog course offering in any discipline by keeping in mind the timetable of that course.
- 1.10 Student may select any equivalent course if required course is being offered or not.
- 1.11 The student must take the print out of the Fee Voucher and submit fee on OR before the **online registration deadline.**
- 1.12 After submission of the fee as per fee schedule, the stamped Fee Voucher department copy must be submitted in the department, where the student would be provided with the acknowledgement receipt.

2. Fee Submission:

Student are advised to check their fee on Student Portal just after submission of fee. University will not be responsible in case of fee not submitted timely, nor any compensation will be provided to any student. Student should have to bear all the responsibility due to not tracking his fee status despite of availability of Fee Status on his Portal.

In case of Fee Status Pending, Student should contact the relevant bank very next day, after checking fee status again on Portal.

Note: 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, in Regular Courses and Additional/Backlog Courses as well.