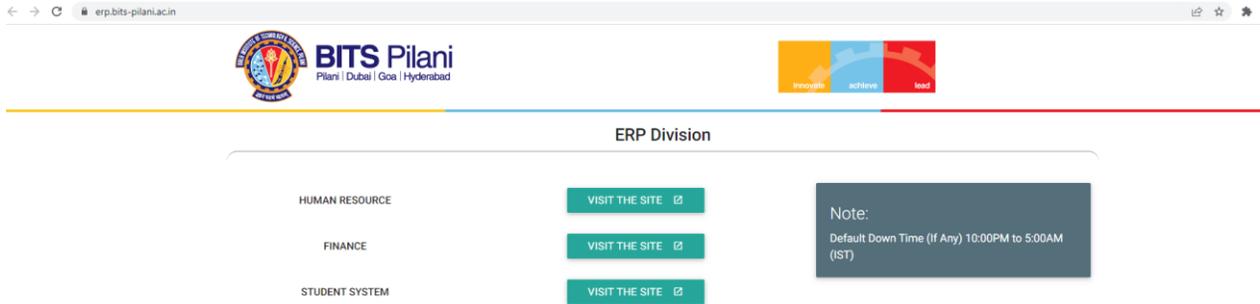


# Annexure1: Manual for Students Related Academic Processes

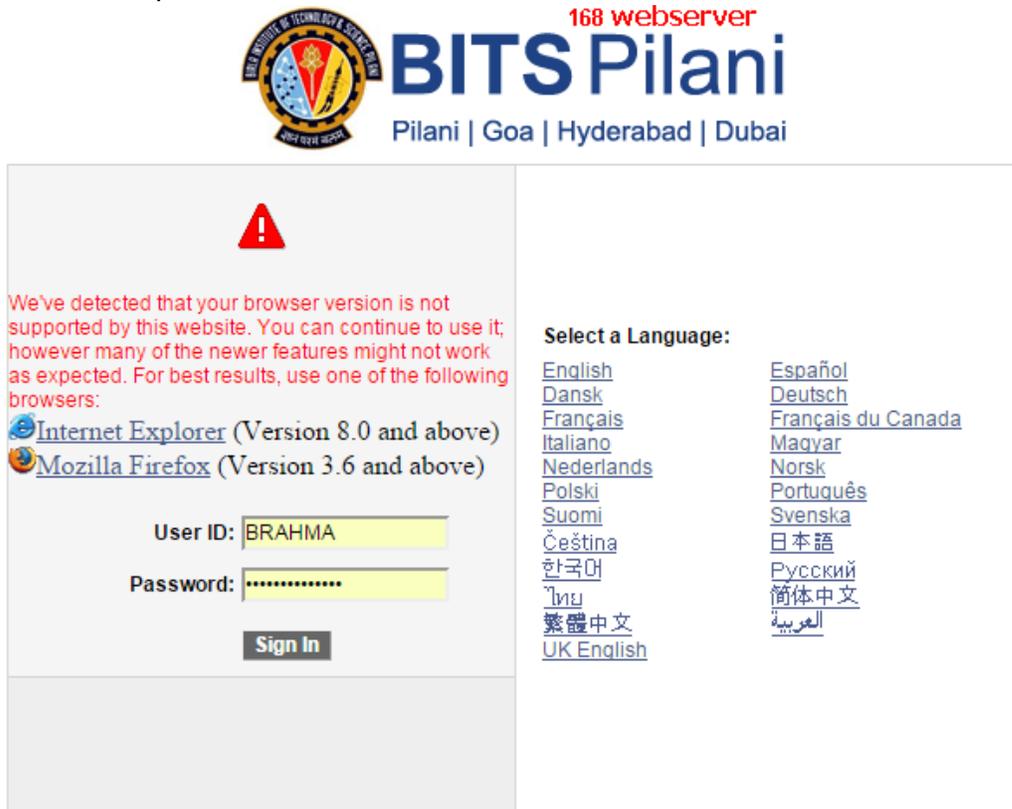
## I. Registration of Courses

<https://erp.bits-pilani.ac.in>:

Click on above or copy paste the above link in browser URL place



Registration Steps-:



1. Enter the User ID and Password(User ID Example: 21120110001)

Personalize [Content](#) | [Layout](#)

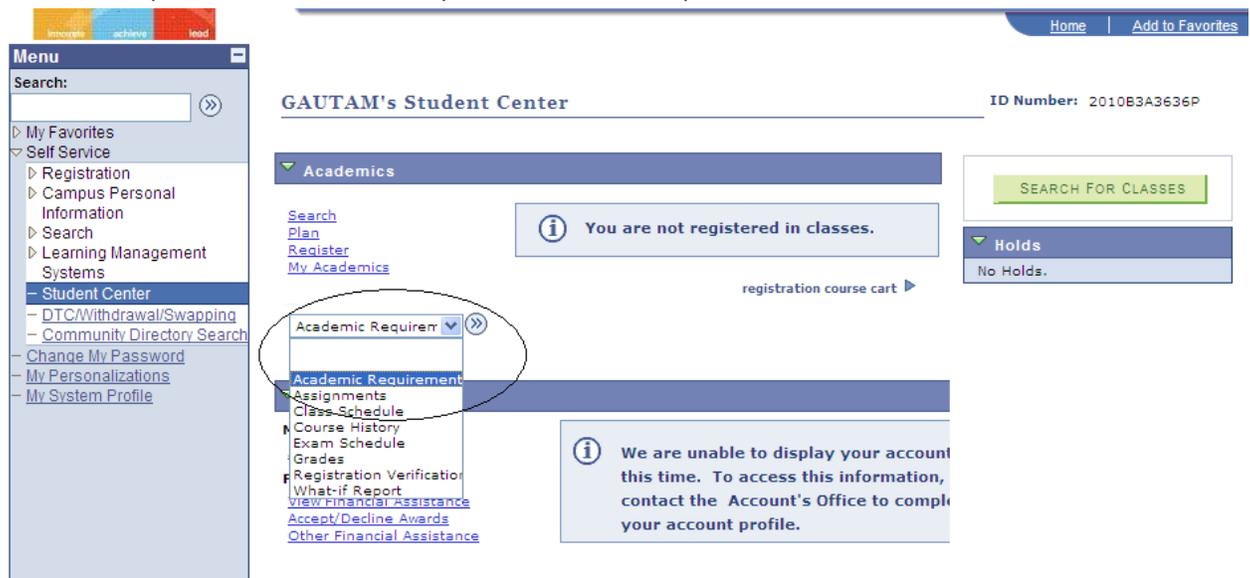


2. Click on Self Service Link
3. Click on Student Center

Personalize [Content](#) | [Layout](#)



4. Then you will get a Screen As shown bellow
5. Click on Drop Down box and select option "Academic Requirement"



- 6.
7. Click button beside drop down to go to next page

**GAUTAM's Student Center** ID Number: 2010B3A3636P

**Academics**

[Search](#) [Plan](#) [Register](#) [My Academics](#)

Academic Requirements [»](#) **Click here to go to next page**

**Finances**

**My Account**  
[Account Inquiry](#)

**Financial Assistance**  
[View Financial Assistance](#)  
[Accept/Decline Awards](#)  
[Other Financial Assistance](#)

**Search:**  [»](#) [SEARCH FOR CLASSES](#)

**Holds**  
No Holds.

**Message:** You are not registered in classes. [registration course cart](#)

**Message:** We are unable to display your account this time. To access this information, contact the Account's Office to complete your account profile.

- 8.
9. Go to your corresponding Year and Semester

**B3A3 P**

**B3A3 FS PS Common PILON**

**Not Satisfied:** B3A3 FS PS Common PILON

- GPA: 4.500 required, 7.706 actual

- Year 1 Sem 1
- Year 1 Sem 2
- Year 2 Sem 1
- Year 2 Sem 2
- Summer Term
- Year 3 Sem 1
- Year 3 Sem 2**

All courses are Compulsory

- 10.
11. Under your Year/Semester, your courses will be displayed,
12. Click on the Course link, it will take you Academic Requirements page

**Year 3 Sem 2**

All courses are Compulsory

- Courses: 6 required, 0 taken, 6 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
AAOC C312	<b>OPERATIONS RESEARCH</b>	3.00			
ECON C322	<a href="#">PUBLIC THEOR &amp; PRACT</a>	3.00			
ECON C342	<a href="#">ECONOMETRICS</a>	3.00			
ECON C362	<a href="#">MONEY BANK &amp; FIN MARKETS</a>	3.00			
ECON C372	<a href="#">INTER TRADE &amp; BAL PAYMTS</a>	3.00			

[view class sections](#)

- 13.
14. In Academic Requirements page, click on "View Class Sections" [view class sections](#) Button

Home Add

Menu

Search: [ ]

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
- DTC/Withdrawal/Swapping
- Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

My Academic Requirements

Course Detail

[Return to My Academic Requirements](#)

AAOC C312 - OPERATIONS RESEARCH

Course Detail

Career	First Degree	<a href="#">view class sections</a>
Units	3.00	<a href="#">add to planner</a>
Grading Basis	Course Grading	
Course Components	Common Hours Required Lecture Required	
Campus	BITS Pilani On Campus	
Academic Group	Science	
Academic Organization	Dept of Mathematics	

15.

16. Once Button clicked, Course schedule will be displayed on same Academic Requirement page.

Select the desired section from the available list. And click on Select [select](#) button

having open status  (Green Color dot under status heading)

Open
  Closed
  Wait List

sections for Second Semester 2012-2013

Section	Session	Exam Date	Status	
<a href="#">CH1-CH (2383)</a>	1			<a href="#">select</a>
<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Instructor</b>
We	8:00AM	9:00AM	LECTURE ROOM	SHIVI AGARWAL
				<b>Dates</b>
				07/01/2013 - 15/05/2013
Section	Session	Exam Date	Status	
<a href="#">CH2-CH (2388)</a>	1			<a href="#">select</a>
<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Instructor</b>
We	8:00AM	9:00AM	LECTURE ROOM	Staff
				<b>Dates</b>
				07/01/2013 - 15/05/2013
Section	Session	Exam Date	Status	
<a href="#">CH3-CH (2395)</a>	1			<a href="#">select</a>
<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Room</b>	<b>Instructor</b>
				<b>Dates</b>

17.

18. After Selecting a Section you will get all associated sections for TUT. and LAB(If any)

Menu

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
  - Change My Password
  - My Personalizations
  - My System Profile

My Academic Requirements

Add to Registration Cart - Registration Section

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

AAOC C312 - OPERATIONS RESEARCH

Com Hours selected: Section CH1  
We 8:00AM - 9:00AM LECTURE ROOM

Open   
  Closed   
  Wait List  
 Open   
  Closed

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
2377	L1	Lecture	MoWeFr 12:00PM - 1:00PM	LECTURE ROOM	S. .	<input checked="" type="radio"/>

View All Sections | First 1 of 1 Last

CANCEL NEXT

19.

20. Then select the Lec. Section and other associated sections by clicking radio button and click on next.

Menu

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
  - Change My Password
  - My Personalizations
  - My System Profile

My Academic Requirements

Add to Registration Cart - Registration Section

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

AAOC C312 - OPERATIONS RESEARCH

Com Hours selected: Section CH1  
We 8:00AM - 9:00AM LECTURE ROOM

Open   
  Closed   
  Wait List  
 Open   
  Closed

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
2377	L1	Lecture	MoWeFr 12:00PM - 1:00PM	LECTURE ROOM	S. .	<input checked="" type="radio"/>

View All Sections | First 1 of 1 Last

CANCEL NEXT

21.

22. By Clicking on next you will get a page having list of all selected sections, click on Next button

Menu

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
  - Change My Password
  - My Personalizations
  - My System Profile

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

AAOC C312 - OPERATIONS RESEARCH

Class Preferences

AAOC C312-CH1 Com Hours  Open    Wait List  Wait list if class is full

AAOC C312-L1 Lecture  Open    Permission Nbr

Session Regular Academic Session    Grading Course Grading

Career First Degree    Units 3.00

Enrollment Information  
 • Department Consent Required to drop once registered

CANCEL NEXT

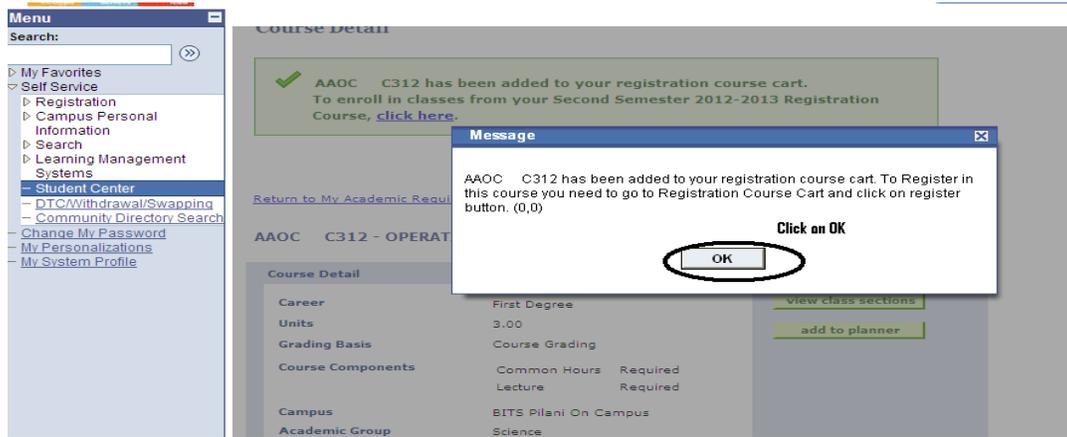
Section	Component	Days & Times	Room	Instructor	Start/End Date
CH1	Com Hours	We 8:00AM - 9:00AM	LECTURE ROOM	SHIVI AGARWAL .	07/01/2013 - 15/05/2013
L1	Lecture	MoWeFr 12:00PM - 1:00PM	LECTURE ROOM	SHIVI AGARWAL .	07/01/2013 - 15/05/2013

Search Plan Register My Academics

go to ...

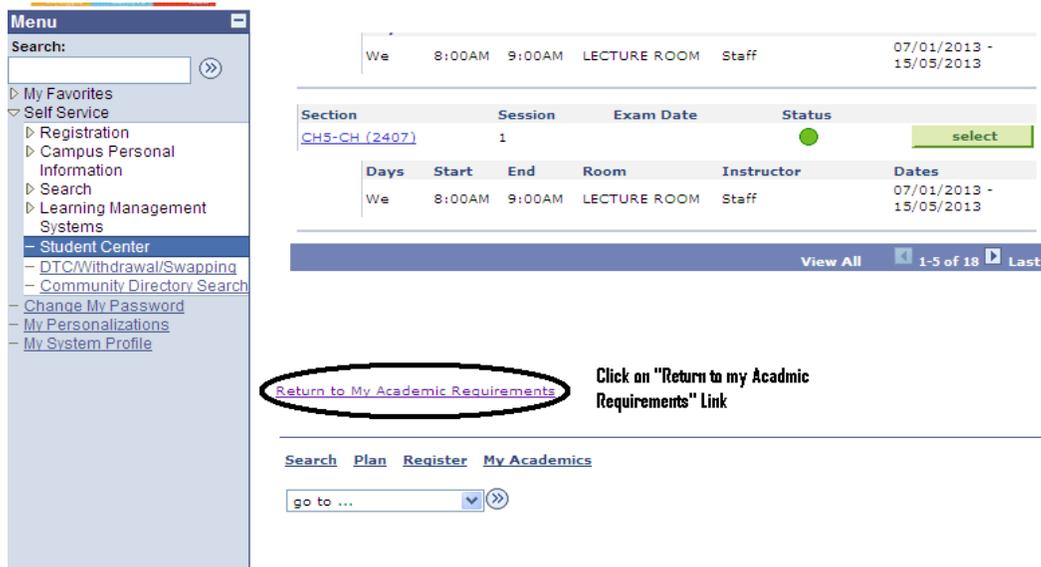
23.

24. Then you will get a message pop up, Click on "OK" here



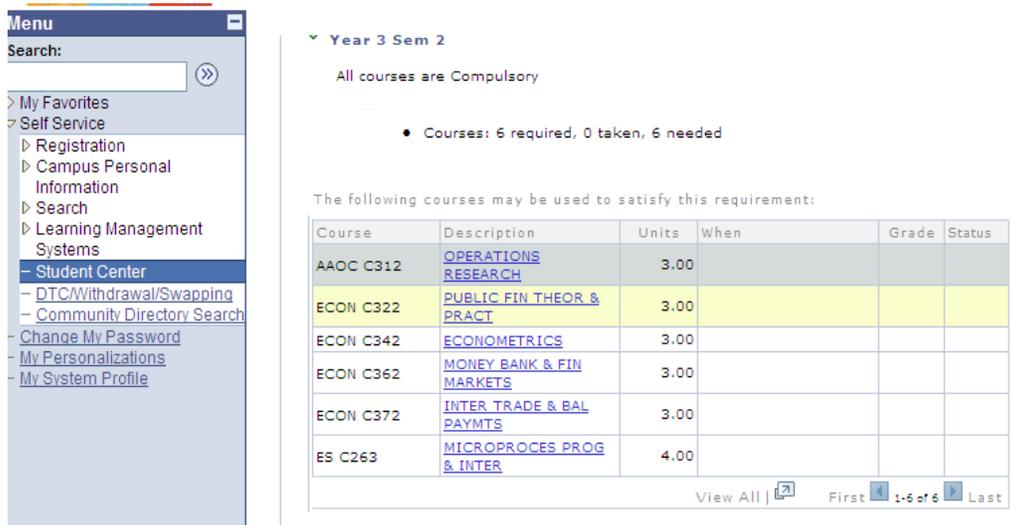
25.

26. Then Scroll down the page and click on “Return to My Academic requirements” to select next courses.



27.

28. By clicking on the link “Return to My Academic Requirements” you will be redirected to Academic Requirements page as shown in “STEP 13”



29.

30. Now select 2<sup>nd</sup> Course for registration.

31. After Click on next course you will get a page ,here you have to click on “View class sections”

32.

33. Then system will show you corresponding sections of course with the vacant time slots.

Class Meeting Days	08.00 AM - 09.00 AM	09.00 AM - 10.00 AM	10.00 AM - 11.00 AM	11.00 AM - 12.00 PM	12.00 PM - 01.00 PM	01.00 PM - 02.00 PM	02.00 PM - 03.00 PM	03.00 PM - 04.00 PM	04.00 PM - 05.00 PM	05.00 PM - 06.00 PM
MONDAY					AAOC-C312 (LEC)					
TUESDAY										
WEDNESDAY	AAOC-C312 (CH)				AAOC-C312 (LEC)					
THURSDAY										
FRIDAY					AAOC-C312 (LEC)					
SATURDAY										

Open     Closed     Wait List

**sections for Second Semester 2012-2013**

Section	Session	Exam Date	Status	
<a href="#">L1-LEC (3072)</a> <a href="#">Combined</a>	1	01/05/2013	<span style="color: green;">●</span>	<a href="#">select</a>

Days	Start	End	Room	Instructor	Dates
TuThSa	10:00AM	11:00AM	LECTURE ROOM	ARUN KUMAR GIRI .	07/01/2013 - 15/05/2013

34.

35. Select the desired section by clicking on “select” button.

36.

37. By clicking on select button you will get a page which will show you all selected sections for the corresponding course.

**Add to Registration Cart - Registration Preference**

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

**ECON C322 - PUBLIC FIN THEOR & PRACT**

**Class Preferences**

ECON C322-L1 Lecture  Open Wait List  Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Course Grading

Career First Degree Units 3.00

Enrollment Information

- Department Consent Required to drop once registered

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture	TuThSa 10:00AM - 11:00AM	LECTURE ROOM	ARUN KUMAR GIRI .	07/01/2013 - 15/05/2013

Search Plan Register My Academics

go to ...

38.

39. Click on next Button to add this course in your registration Course Cart.

**Add to Registration Cart - Registration Preference**

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

**ECON C322 - PUBLIC FIN THEOR & PRACT**

**Class Preferences**

ECON C322-L1 Lecture  Open Wait List  Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Course Grading

Career First Degree Units 3.00

Enrollment Information

- Department Consent Required to drop once registered

CANCEL **NEXT**

Click on "NEXT" Button

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture	TuThSa 10:00AM - 11:00AM	LECTURE ROOM	ARUN KUMAR GIRI .	07/01/2013 - 15/05/2013

Search Plan Register My Academics

go to ...

40.

41. By clicking on "Next" button you will get a message pop up,click "ok" button

**Course Detail**

Return to My Academic Requirements

ECON C322 - PUBLIC FIN THEOR & PRACT

Course Detail

Career First Degree view class sections

Units 3.00 add to planner

Grading Basis Course Grading

Course Components Lecture Required

Campus BITS Pilani On Campus

Academic Group Science

**Message**

ECON C322 has been added to your registration course cart. To Register in this course you need to go to Registration Course Cart and click on register button. (0,0)

Click on OK

OK

42.

43. Then Scroll down the Page and click on “Return to my Academic requirement” link to select next Course

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with various options like 'My Favorites', 'Self Service', and 'Student Center'. The 'Return to My Academic Requirements' link is circled in red. On the right, there is a table with columns: Section, Session, Exam Date, and Status. Below the table, there are navigation links: Search, Plan, Register, My Academics. A 'go to ...' dropdown menu is also visible.

Section	Session	Exam Date	Status
CHS-CH (2407)	1		<span style="color: green;">●</span> select

Return to My Academic Requirements

Click on "Return to my Academic Requirements" Link

- 44.
45. Repeat the same for selecting all your Mandatory Courses.
46. After selecting all the Mandatory courses you can select “ELECTIVES” for satisfying your degree requirement. To select an elective click on search button

The screenshot shows the 'My Academic Requirements' page for GAUTAM BOTHRA (ID Number: 2010B3A3636P). The 'Search' tab is circled in red. Below the tabs, there are buttons for 'collapse all' and 'expand all'. A legend shows 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). A list of courses is shown, including 'B3A3 P' and 'B3A3 FS PS Common PILON'.

GAUTAM BOTHRA ID Number: 2010B3A3636P go to ...

Search Plan Register My Academics

My Academic Requirements

Birla Institute of Tech & Sci | First Degree

This report last generated on 26/04/2013 12:30PM

collapse all expand all

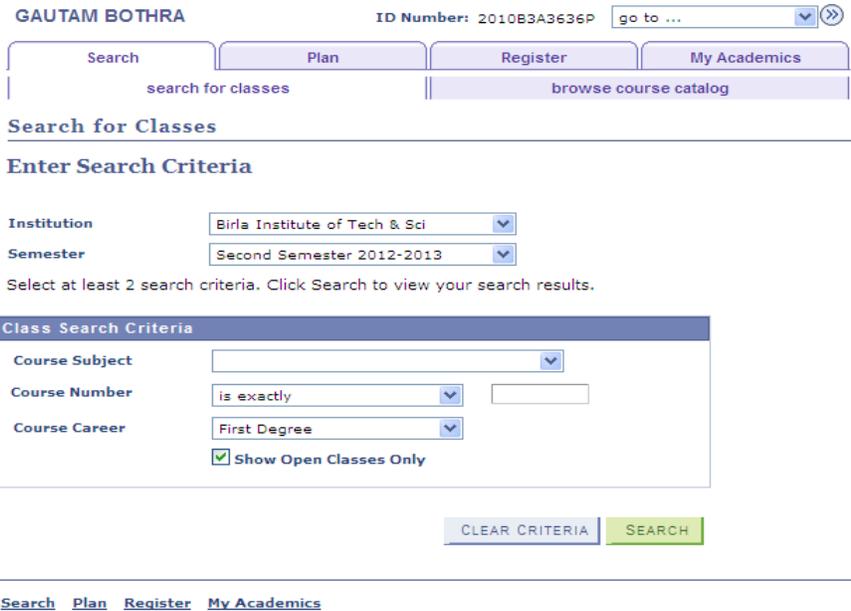
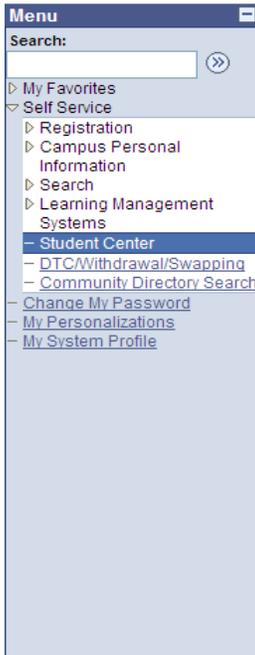
✓ Taken ◆ In Progress ★ Planned

B3A3 P

B3A3 FS PS Common PILON

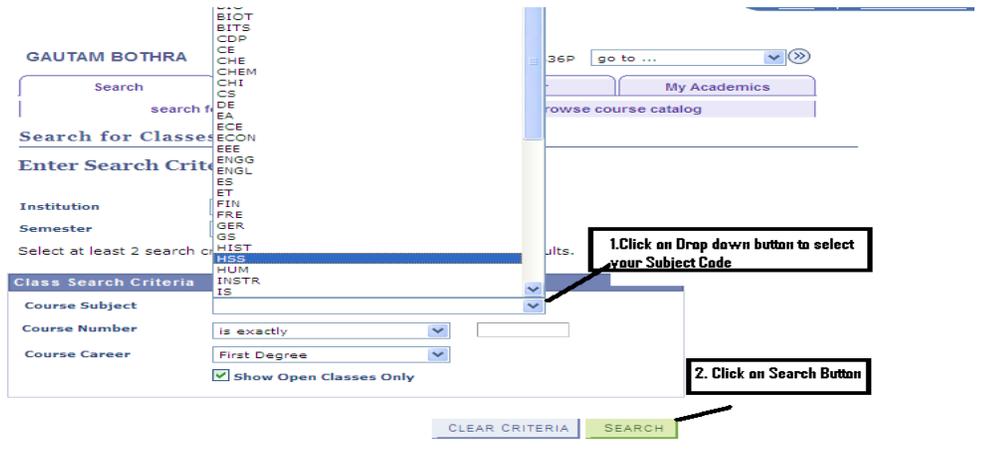
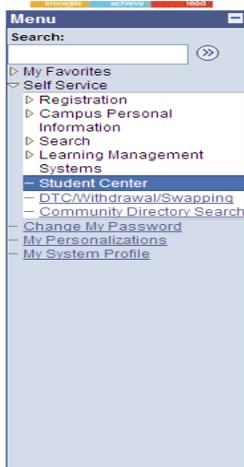
Click on "Search" Tab to find electives

- 47.
48. By Clicking on “Search” Tab you will get a different page having some search criteria



49.

50. Select the desired Subject code and click on Search to find the list of courses. As shown pictorially bellow.



51.

52. Then you will get a list of Courses related to your search.

▼ HSS C314 - PRINT & AUDIO-VISU ADVER

View All Sections First 1-3 of 3 La

Section [L1-LEC\(2340\)](#) Status ● [select class](#)

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	SANGEETA SHARMA .	07/01/2013 - 15/05/2013

---

Section [L2-LEC\(3290\)](#) Status ● [select class](#)

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	GAJENDRA SINGH CHAUHAN .	01/01/2013 - 15/05/2013

---

Section [L3-LEC\(3291\)](#) Status ● [select class](#)

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	RUCHIKA SHARMA .	01/01/2013 - 15/05/2013

53. ▼ HSS C316 - POP LITER & CULT OF S ASIA
54. Scroll Down the screen to find your desired course.
55. Then click on “select Class” button against your desired course.

Menu

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
  - Student Center
    - DTC/Withdrawal/Swapping
    - Community Directory Search
    - Change My Password
    - My Personalizations
    - My System Profile

▼ HSS C314 - PRINT & AUDIO-VISU ADVER

View All Sections First 1-3 of 3 La

Section [L1-LEC\(2340\)](#) Status ● [select class](#) **Click on "Select Class"**

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	SANGEETA SHARMA .	07/01/2013 - 15/05/2013

---

Section [L2-LEC\(3290\)](#) Status ● [select class](#)

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	GAJENDRA SINGH CHAUHAN .	01/01/2013 - 15/05/2013

---

Section [L3-LEC\(3291\)](#) Status ● [select class](#)

Session Regular [Combined Section](#)

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	RUCHIKA SHARMA .	01/01/2013 - 15/05/2013

▼ HSS C316 - POP LITER & CULT OF S ASIA

- 56.
57. By Clicking on “select class” system will redirect you on a page where you will get selected course. Then you have to click on “NEXT” Button.

**Menu**

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
- DTC/Withdrawal/Swapping
- Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

### Add to Registration Cart - Registration Preference

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

#### HSS C316 - POP LITER & CULT OF S ASIA

**Class Preferences**

HSS C316-L1    Lecture    ● Open    Wait List     Wait list if class is full

Permission Nbr

Session    Regular Academic Session

Career    First Degree

Grading    Course Grading

Units    3.00

Enrollment Information

- Department Consent Required to drop once registered

CANCEL    **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture	MoWeFr 4:00PM - 5:00PM	LECTURE ROOM	Kumar Bhattacharya	07/01/2013 - 15/05/2013

[Search](#)   [Plan](#)   [Register](#)   [My Academics](#)

[Search For Classes](#)   [Browse Course Catalog](#)

go to ...

58.

59. By Clicking on "NEXT" you will get a Message, then click on "OK"

**Menu**

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
- DTC/Withdrawal/Swapping
- Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

GAUTAM BOTHRA    ID Number: 2010B3A3636P    go to ...

Search    Plan    Register    My Academics

search for classes    browse course catalog

**Search for Classes**

**Message**

HSS C316 has been added to your registration course cart. To Register in this course you need to go to Registration Course Cart and click on register button. (0,0)

**OK**    Click on "OK"

When available, click View All Sections to see all sections of the course.

Birla Institute of Tech & Sci | Second Semester 2012-2013

[My Class Schedule](#)

You are not registered for classes in this semester.

[Registration Course Cart](#)    show all

AAOC C312    MoWeFr 12:00PM - 1:00PM  
LECTURE ROOM

The following classes match your search criteria Course Subject: HSS. Course Career: First Degree. Show Open Classes Only: Yes. Campus: BITS Pilani On Campus

60.

61. After selecting all required electives click on "PLAN" Tab

**Menu**

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
- Student Center
- DTC/Withdrawal/Swapping
- Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

GAUTAM BOTHRA    ID Number: 2010B3A3636P    go to ...

Search    **Plan**    Register    My Academics

search for classes    browse course catalog

**Search for Classes**

**Search Results**

When available, click View All Sections to see all sections of the course.

Birla Institute of Tech & Sci | Second Semester 2012-2013

[My Class Schedule](#)

You are not registered for classes in this semester.

[Registration Course Cart](#)    show all

AAOC C312    MoWeFr 12:00PM - 1:00PM  
LECTURE ROOM

The following classes match your search criteria Course Subject: HSS. Course Career: First Degree. Show Open Classes Only: Yes. Campus: BITS Pilani On Campus

62.

63. By Clicking on "PLAN" Tab you will get a screen like this.

Search:  >>

- ▷ My Favorites
- ▽ Self Service
  - ▷ Registration
  - ▷ Campus Personal Information
  - ▷ Search
  - ▷ Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
  - Change My Password
  - My Personalizations
  - My System Profile

Priority Number	Registration Date	Start Time	End Time
		Open	Closed
		Open	Closed

**Add to Cart:**

Enter Class Nbr:  **enter**

**Find Classes**

Class Search

My Requirements

My Planner

**search**

Second Semester 2012-2013 Registration Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AAOC C312-L1 (2277)	MoWeFr 12:00PM - 1:00PM	LECTURE ROOM	S. .	3.00	
<input type="checkbox"/>	AAOC C312-CH1 (2383)	We 8:00AM - 9:00AM	LECTURE ROOM	S. .		
<input type="checkbox"/>	ECON C322-L1 (2072)	TuThSa 10:00AM - 11:00AM	LECTURE ROOM	A. .	3.00	
<input type="checkbox"/>	ECON C342-L1 (2279)	MoWeFr 10:00AM - 11:00AM	LECTURE ROOM	M. .	3.00	
<input type="checkbox"/>	ECON C362-L1 (2280)	MoWeFr 11:00AM - 12:00PM	LECTURE ROOM	A. .	3.00	
<input type="checkbox"/>	ECON C362-T1 (2281)	Fr 8:00AM - 9:00AM	LECTURE ROOM	M. ALIMCHANDANI		
<input type="checkbox"/>	ECON C372-L1 (2288)	MoWeFr 3:00AM - 4:00AM	LECTURE ROOM	G. .	3.00	
<input type="checkbox"/>	ES C263-L1	TuThSa 11:00AM	LECTURE	P. .	4.00	

64.

65. Scroll down the Screen then

(a) Click on “Select All” Button

(b) Click on “Validate” Button

66. By Clicking on Validate you will get a page where you will find all selected courses with the Status. If you find every course with “OK” status like this

Menu

Search:  >>

- ▷ My Favorites
- ▽ Self Service
  - ▷ Registration
  - ▷ Campus Personal Information
  - ▷ Search
  - ▷ Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
  - Change My Password
  - My Personalizations
  - My System Profile

GAUTAM BOTHRA ID Number: 2010B3A3636P  go to ... >>

[Search](#) [Plan](#) [Register](#) [My Academics](#)

[my planner](#) || [registration cart](#) || [course history](#)

### Registration Cart

**Add Classes to Registration Cart**

View the following status report for registration confirmations and errors:

		OK to Add	Potential Problem
Description	Message	Status	
ECON C342	OK to Add.		
ECON C362	OK to Add.		
ECON C372	OK to Add.		
HSS C316	OK to Add.		
AAOC C312	OK to Add.		
ES C263	OK to Add.		
ECON C322	OK to Add.		

**REGISTRATION CART**

[Search](#) [Plan](#) [Register](#) [My Academics](#)

[My Planner](#) [Registration Cart](#) [Course History](#)

67.

68. Then click on “REGISTRATION CART” button

**Menu**

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
  - Student Center**
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

**GAUTAM BOTHRA** ID Number: 2010B3A3636P

Search Plan Register My Academics

my planner registration cart course history

**Registration Cart**

**Add Classes to Registration Cart**

View the following status report for registration confirmations and errors:

OK to Add		Potential Problem	
Description	Message	Status	
ECON C342	OK to Add.	✓	
ECON C362	OK to Add.	✓	
ECON C372	OK to Add.	✓	
HSS C316	OK to Add.	✓	
AAOC C312	OK to Add.	✓	
ES C263	OK to Add.	✓	
ECON C322	OK to Add.	✓	

**REGISTRATION CART**

Search Plan Register My Academics

My Planner Registration Cart Course History

69.

70. By clicking on "REGISTRATION CART" you will get a page like this.

**Menu**

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
  - Student Center**
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

search	(3072)	MoWeFr 10:00AM - 11:00AM	LECTURE ROOM	M. .	3.00	●	-
<input type="checkbox"/>	<a href="#">ECON C342-L1 (2279)</a>	MoWeFr 11:00AM - 12:00PM	LECTURE ROOM	A. .	3.00	●	-
<input type="checkbox"/>	<a href="#">ECON C362-L1 (2280)</a>	Fr 8:00AM - 9:00AM (2281)	LECTURE ROOM	M. ALIMCHANDANI		●	-
<input type="checkbox"/>	<a href="#">ECON C372-L1 (2288)</a>	MoWeFr 3:00AM - 4:00AM	LECTURE ROOM	G. .	3.00	●	-
<input type="checkbox"/>	<a href="#">ES C263-L1 (2912)</a>	TuThSa 11:00AM - 12:00PM	LECTURE ROOM	P. . S. .	4.00	●	-
<input type="checkbox"/>	<a href="#">ES C263-CH1 (2972)</a>	Tu 8:00AM - 9:00AM	LECTURE ROOM	P. .		●	-
<input type="checkbox"/>	<a href="#">HSS C316-L1 (2341)</a>	MoWeFr 4:00PM - 5:00PM	LECTURE ROOM	K. BHATTACHARYA	3.00	●	-

for selected:

71.

72. Then Click on "select all" button and then Click on "Register" button.

**Menu**

Search:

- My Favorites
- Self Service
  - Registration
  - Campus Personal Information
  - Search
  - Learning Management Systems
  - Student Center**
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- Change My Password
- My Personalizations
- My System Profile

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Sta
AAOC C312-L1 (2377)	OPERATIONS RESEARCH (Lecture)	MoWeFr 12:00PM - 1:00PM	LECTURE ROOM	S. .	3.00	●
AAOC C312-CH1 (2383)	OPERATIONS RESEARCH (Com Hours)	We 8:00AM - 9:00AM	LECTURE ROOM	S. .		●
ECON C322-L1 (3072)	PUBLIC FIN THEOR & PRACT (Lecture)	TuThSa 10:00AM - 11:00AM	LECTURE ROOM	A. .	3.00	●
ECON C342-L1 (2279)	ECONOMETRICS (Lecture)	MoWeFr 10:00AM - 11:00AM	LECTURE ROOM	M. .	3.00	●
ECON C362-L1 (2280)	MONEY BANK & FIN MARKETS (Lecture)	MoWeFr 11:00AM - 12:00PM	LECTURE ROOM	A. .	3.00	●
ECON C362-T1 (2281)	MONEY BANK & FIN MARKETS (Tutorial)	Fr 8:00AM - 9:00AM	LECTURE ROOM	M. ALIMCHANDANI		●
ECON C372-L1 (2288)	INTER TRADE & BAL PAYMTS (Lecture)	MoWeFr 3:00AM - 4:00AM	LECTURE ROOM	G. .	3.00	●
ES C263-L1 (2912)	MICROPROCES PROG & INTER (Lecture)	TuThSa 11:00AM - 12:00PM	LECTURE ROOM	P. . S. .	4.00	●
ES C263-CH1 (2972)	MICROPROCES PROG & INTER (Com Hours)	Tu 8:00AM - 9:00AM	LECTURE ROOM	P. .		●
HSS C316-L1 (2341)	POP LITER & CULT OF S ASIA (Lecture)	MoWeFr 4:00PM - 5:00PM	LECTURE ROOM	K. BHATTACHARYA	3.00	●

73.

74. Click on “Finish Registration” Button. By clicking on “Finish Registration” you will get a screen like this.

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

Success: enrolled Error: unable to add class

Class	Message	Status
AAOC C312	Success: This class has been added to your schedule.	✓
ECON C322	Success: This class has been added to your schedule.	✓
ECON C342	Success: This class has been added to your schedule.	✓
ECON C362	Success: This class has been added to your schedule.	✓
ECON C372	Success: This class has been added to your schedule.	✓
ES C263	Success: This class has been added to your schedule.	✓
HSS C316	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

76. After finishing registration we can see our timetable. For that we have to click on “My Class Schedule” button

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

Success: enrolled Error: unable to add class

Class	Message	Status
ECON F211	Success: This class has been added to your schedule.	✓
GS F224	Success: This class has been added to your schedule.	✓
GS F321	Success: This class has been added to your schedule.	✓
MATH F241	Success: This class has been added to your schedule.	✓
MATH F242	Success: This class has been added to your schedule.	✓
MATH F243	Success: This class has been added to your schedule.	✓
MATH F244	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

77. By clicking on that you will get a timetable’s list view. To view weekly schedule select radio button of “Weekly Calendar View”

**Menu**  
 Search:   
 > My Favorites  
 > Self Service  
 > Registration  
 > Campus Personal Information  
 > Search  
 > Learning Management Systems  
 - Student Center  
 - DTC/Withdrawal/Swapping  
 - Community Directory Search  
 - Change My Password  
 - My Personalizations  
 - My System Profile

**GAMPA ANIRUDH .** ID Number: 2011B4A4566P go to ...

**My Class Schedule**

Select Display Option  List View  Weekly Calendar View

Second Semester 2012-2013 | First Degree | Birla Institute of Tech & Sci

[View Textbook Summary](#)

**Class Schedule Filter Options**  
 Show Registered Classes  Show Dropped Classes  Show Waitlisted Classes [filter](#)

**ECON F211 - PRINCIPLES OF ECONOMICS**

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Course Grading		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date

By selecting “Weekly Calendar View” you will get weekly schedule of classes.

Time	Monday 7 Jan	Tuesday 8 Jan	Wednesday 9 Jan	Thursday 10 Jan	Fri 11
:00AM	MATH F244 - CH1 Common Hours 8:00AM - 9:00AM FACULTY DIVISION III 3215	MATH F241 - T1 Tutorial 8:00AM - 9:00AM FACULTY DIVISION III 3253		ECON F211 - CH2 Common Hours 8:00AM - 9:00AM FACULTY DIVISION I 1218	
:00AM	MATH F243 - T1 Tutorial 9:00AM - 10:00AM FACULTY DIVISION II 2212				
:00AM	MATH F242 - L1 Lecture 10:00AM - 11:00AM FACULTY DIVISION III 3156	MATH F243 - L1 Lecture 10:00AM - 11:00AM FACULTY DIVISION II 2212	MATH F242 - L1 Lecture 10:00AM - 11:00AM FACULTY DIVISION III 3156	MATH F243 - L1 Lecture 10:00AM - 11:00AM FACULTY DIVISION II 2212	MATH F Lec 10:00AM FACULTY DIV
:00AM	MATH F241 - L1 Lecture 11:00AM - 12:00PM FACULTY DIVISION III 3253	MATH F244 - L1 Lecture 11:00AM - 12:00PM FACULTY DIVISION III 3215	MATH F241 - L1 Lecture 11:00AM - 12:00PM FACULTY DIVISION III 3253	MATH F244 - L1 Lecture 11:00AM - 12:00PM FACULTY DIVISION III 3215	MATH F Lec 11:00AM FACULTY DIV
:00PM					
:00PM					
:00PM					
:00PM	GS F224 - L1 Lecture 3:00PM - 4:00PM FACULTY DIVISION I 1218		GS F224 - L1 Lecture 3:00PM - 4:00PM FACULTY DIVISION I 1218		GS F2 Lec 3:00PM FACULTY DIV

**How to apply DTC :-** If you are unable to make a clash free timetable by going through step 1 to 67 then only you need to apply for DTC. For applying DTC, you need to go through following steps.

1. Follow the Steps from 1 to 67.
2. Go to Self Service

Personalize [Content](#) | [Layout](#)

**Menu**  
 Search:   
 > My Favorites  
 > Self Service  
 - Change My Password  
 - My Personalizations  
 - My System Profile

- 3.
4. Then click on “DTC/Withdrawal/Swapping” button.



## II. Swapping of Classes Manual

- ▷ My Favorites
- ▽ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - [Registration Dates](#)
    - [My Class Schedule](#)
    - [My Weekly Schedule](#)
    - [Registration: Drop Classes](#)
    - [Registration: Swap Classes](#)
    - [View My Exam Schedule](#)
    - [View My Grades](#)
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Search
  - ▷ Learning Management Systems
    - [Student Center](#)
    - [DTC/Withdrawal/Swapping](#)
    - [Community Directory Search](#)
  - ▷ Reporting Tools
    - [Change My Password](#)
    - [My Personalizations](#)
    - [My System Profile](#)
    - [My Feeds](#)

**Academics**

[Search](#)  
[Plan](#)  
[Register](#)  
[My Academics](#)



[Deadlines](#) [URL](#) [Gradebook](#)

**This Week's Schedule**

	Class	Schedule
	ECON F211-L1 LEC (3398)	MoWeFr 4:00PM - 5:00PM Room: TBA
	ECON F211-T6 TUT (3006)	Fr 8:00AM - 9:00AM LECTURE ROOM
	HSS F317-L1 LEC (3454)	TuThSa 12:00PM - 1:00PM Room: TBA
	INSTR F241-L1 LEC (3373)	MoWeFr 10:00AM - 11:00AM Room: TBA
	INSTR F241-P9 LAB (3475)	Th 4:00PM - 6:00PM Room: TBA
	INSTR F241-T2 TUT (3383)	We 8:00AM - 9:00AM Room: TBA
	INSTR F242-L1 LEC (3441)	MoWeFr 11:00AM - 12:00PM Room: TBA
	INSTR F242-T2 TUT (3437)	Fr 9:00AM - 10:00AM Room: TBA
	INSTR F243-L1 LEC (3515)	TuThSa 11:00AM - 12:00PM Room: TBA
	INSTR F243-T3 TUT (3510)	Sa 8:00AM - 9:00AM Room: TBA
	INSTR F244-L1 LEC (3532)	TuThSa 10:00AM - 11:00AM Room: TBA

Click here

## Swap a Class

### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

#### Swap This Class

Select from your schedule

HSS F338: COMPARATIVE INDIAN LIT

Select the course

#### With This Class

Search for Class

Class Search

search

----- OR -----

Enter Class Nbr

enter

My Second Semester 2013-14 Class Schedule

[Search](#) [Plan](#) [Register](#) [My Academics](#)

go to ...



1. Select the elective to swap-out.
2. Click on “search” to find the swap-in course.

▷ Class Search / Browse Catalog  
▷ Academic Planning  
▽ Registration  
– [Registration Dates](#)  
– [My Class Schedule](#)  
– [My Weekly Schedule](#)  
– [Registration: Drop Classes](#)  
– **Registration: Swap Classes**  
– [View My Exam Schedule](#)  
– [View My Grades](#)  
▷ Campus Finances  
▷ Campus Personal Information  
▷ Academic Records  
▷ Degree Progress/Graduation  
▷ Search  
▷ Learning Management Systems

## Swap a Class

1 2 3

### Enter Search Criteria

Birla Institute of Tech & Sci | Second Semester 2013-14

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria	
Course Subject	HSS
Course Number	is exactly F234
Course Career	First Degree
<input type="checkbox"/> Show Open Classes Only	

[Return to Swap a Class](#) CLEAR CRITERIA **SEARCH**

Enter course subject and catalog number.

Uncheck the check box to show waitlist classes.

1. Enter the course subject
2. Enter course catalog number.
3. Uncheck “Show Open Calsses only”

- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
- [Student Center](#)
- [DTC/Withdrawal/Swapping](#)
- [Community Directory Search](#)

- ▷ Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Feeds](#)

The following classes match your search criteria Course Subject: **HSS**, Course Number is exactly 'F234', Course Career: **First Degree**, Show Open Classes Only: **No**, Campus: **BITS Pilani On Campus**

[Return to Swap a Class](#)

START A NEW SEARCH

Open
  Closed
  Wait List

▼ **HSS F234 - MAIN CURRENT OF MOD HIST**

View All Sections    First **1 of 1** Last

Section [L1-LEC\(3418\)](#)      Status  select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuThSa 9:00AM - 10:00AM	TBA	Harikrishnan Gopinadhan Nair	11/01/2014 - 21/05/2014

[Return to Swap a Class](#)

START A NEW SEARCH

1. Status can be “Open” or “Waitlist”. If the status is “closed”, you can’t take the course.
2. Select the class.

- ▷ Class Search / Browse Catalog
- ▷ Academic Planning
- ▼ Registration
  - [Registration Dates](#)
  - [My Class Schedule](#)
  - [My Weekly Schedule](#)
  - [Registration: Drop Classes](#)
  - [Registration: Swap Classes](#)
  - [View My Exam Schedule](#)
  - [View My Grades](#)
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
  - [Student Center](#)
  - [DTC/Withdrawal/Swapping](#)
  - [Community Directory Search](#)
- ▷ Reporting Tools
  - [Change My Password](#)
  - [My Personalizations](#)

## Swap a Class

1
2
3

### 1. Select a class to swap - Registration Preferen

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

#### HSS F234 - MAIN CURRENT OF MOD HIST

**Class Preferences**

HSS F234-L1    Lecture    ▲ Wait List    Wait List     Wait list if class is full

Permission Nbr

Session    Regular Academic Session

Career    First Degree

Grading    Course Grading

Units    3.00

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture	TuThSa 9:00AM - 10:00AM	TBA	Harikrishnan Gopinadhan Nair	11/01/2014 - 21/05/2014

1. Check the check box “Wait list if class is full”.
2. Click on “next”.

- ▷ Class Search / Browse Catalog
- ▷ Academic Planning
- ▽ Registration
  - Registration Dates
  - My Class Schedule
  - My Weekly Schedule
  - Registration: Drop Classes
  - Registration: Swap Classes
  - View My Exam Schedule
  - View My Grades
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- ▷ Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Feeds

## Swap a Class

1 2 3

### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

#### ▼ You are replacing this class

Registered
  Dropped
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">HSS F338-L1 (3443)</a>	COMPARATIVE INDIAN LIT (Lecture)	MoWeFr 12:00PM - 1:00PM	TBA	S. .	3.00	<input checked="" type="checkbox"/>

#### ▼ With this class

Open
  Closed
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">HSS F234-L1 (3418)</a>	MAIN CURRENT OF MOD HIST (Lecture)	TuThSa 9:00AM - 10:00AM	TBA	H. GOPINADHAN NAIR	3.00	<input type="checkbox"/>

CANCEL

FINISH SWAPPING

- Confirm the selection. Click on “Finish Swapping”

- ▷ Class Search / Browse Catalog
- ▷ Academic Planning
- ▽ Registration
  - [Registration Dates](#)
  - [My Class Schedule](#)
  - [My Weekly Schedule](#)
  - [Registration: Drop Classes](#)
  - [Registration: Swap Classes](#)
  - [View My Exam Schedule](#)
  - [View My Grades](#)
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
  - [Student Center](#)
  - [DTC/Withdrawal/Swapping](#)

## Swap a Class

### 3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

✔ Success: Classes were swapped
 ✘ Error: Unable to swap class

Class	Message	Status
Swap HSS F338 with HSS F325	<b>Message:</b> Class 3030 is full. You have been placed on the wait list in position number 1.	✔

MY CLASS SCHEDULE

- Wait list position number is the position in the waitlist queue for the swap-in course.

[View Textbook Summary](#)

**Class Schedule Filter Options**

Show Registered Classes
  Show Dropped Classes
  Show Waitlisted Classes
 filter

Uncheck the other check boxes.

HSS F325 - CINEMATIC ADAPTATION						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Course Grading		3 1	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3030	<a href="#">L1</a>	Lecture	MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	DEVIKA .	11/01/2014 - 21/05/2014

[Printer Friendly Page](#)

- Check only on “*show waitlisted classes*” to see the waitlisted classes.
- Waitlist position is updated as and when people in the queue get enrolled.

### III. Adding of Courses Manual

#### Registration Dates

---

To view appointments and registration dates for another semester, select the semester and click Change.

#### Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

Open Registration Dates by Session		
Session	Begins On	Last Date to Register
Regular Academic Session	11 January 2014	22 March 2014

Semester Registration Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
25.00			25.00

SHOPPING CART

ADD CLASSES

- My Favorites
- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Registration
    - Registration Dates**
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation

Click here

- ▷ My Favorites
- ▽ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - Registration Dates
    - [My Class Schedule](#)
    - [My Weekly Schedule](#)
    - [Registration: Drop Classes](#)
    - [Registration: Swap Classes](#)
    - [View My Exam Schedule](#)
    - [View My Grades](#)
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation

## Registration Dates

To view appointments and registration dates for another semester, select the semester and click Change.

**Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci**

Open Registration Dates by Session		
Session	Begins On	Last Date to Register
Regular Academic Session	11 January 2014	22 March 2014

Semester Registration Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
25.00			25.00

**Max. units for a semester**

SHOPPING CART

ADD CLASSES

Click here

**Max. waitlist units**  
**Upper limit on**  
**maximum no of courses**  
**On waitlist**

Self Service

- ▷ Class Search / Browse Catalog
- ▷ Academic Planning
- ▽ Registration
  - Registration Dates
    - [My Class Schedule](#)
    - [My Weekly Schedule](#)
    - [Registration: Drop Classes](#)
    - [Registration: Swap Classes](#)
    - [View My Exam Schedule](#)
    - [View My Grades](#)
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Search
  - ▷ Learning Management Systems
    - [Student Center](#)
    - [DTC/Withdrawal/Swapping](#)
    - [Community Directory Search](#)
  - ▷ Reporting Tools
    - [Change My Password](#)
    - [My Personalizations](#)
    - [My System Profile](#)
    - [My Feeds](#)

## Add Classes

1 2 3

### 1. Select classes to add

To select classes for another semester, select the semester and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci**

Registration Slot Details			
Priority Number	Registration Date	Start Time	End Time
260	12/02/2014	10:30AM	11:00AM

Open     Closed     Wait List  
 Open     Closed

**Add to Cart:**

Enter Class Nbr

**Second Semester 2013-14 Registration Cart**

Your Registration Card is empty.	
----------------------------------	--

**Find Classes**

- Class Search
- My Requirements
- My Planner

- Check on “Class Search” and click on “search”

My Favorites  
Self Service  
Class Search / Browse Catalog  
Academic Planning  
Registration  
Registration Dates  
My Class Schedule  
My Weekly Schedule  
Registration: Drop Classes  
Registration: Swap Classes  
View My Exam Schedule  
View My Grades  
Campus Finances  
Campus Personal Information  
Academic Records  
Degree Progress/Graduation  
Search  
Learning Management

## Add Classes

Birla Institute of Tech & Sci | Second Semester 2013-14

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria	
Course Subject	HSS
Course Number	is exactly F345
Course Career	First Degree
<input type="checkbox"/> Show Open Classes Only	

[Return to Add Classes](#) CLEAR CRITERIA **SEARCH**

Enter course subject and catalog number.

Uncheck the check box to show waitlist classes.

1. Enter the course subject
2. Enter course catalog number.
3. Uncheck "Show Open Classes only"

- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
- [Student Center](#)
- [DTC/Withdrawal/Swapping](#)
- [Community Directory Search](#)
- ▷ Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Feeds](#)

The following classes match your search criteria Course Subject: **HSS**, Course Number is exactly 'F345', Course Career: **First Degree**, Show Open Classes Only: **No**, Campus: **BITS Pilani On Campus**

[Return to Add Classes](#)

START A NEW SEARCH

Open
  Closed
  Wait List

▼ **HSS F345 - GANDHIAN'S THOUGHTS**

View All Sections    First ◀ 1 of 1 ▶ Last

Section	Status	
<a href="#">L1-LEC(3433)</a>	▲	<a href="#">select class</a>
Session Regular		
Days & Times	Room	Instructor
MoWeFr 3:00PM - 4:00PM	TBA	Harikrishnan Gopinadhan Nair
Meeting Dates	11/01/2014 - 21/05/2014	

[Return to Add Classes](#)

START A NEW SEARCH

1. Status can be “Open” or “Waitlist”. If the status is “closed”, you can't take the course.
2. Select the class.

- ▷ My Favorites
- ▽ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Search
  - ▷ Learning Management Systems
    - Student Center
    - DTC/Withdrawal/Swapping
    - Community Directory Search
  - ▷ Reporting Tools
    - Change My Password
    - My Personalizations
    - My System Profile

## Add Classes

### 1. Select classes to add - Registration Preference

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

#### HSS F345 - GANDHIAN'S THOUGHTS

##### Class Preferences

HSS F345-L1 Lecture  Wait List **Wait List**  Wait list if class is full

Check the check box to add to waitlist.

Permission Nbr

Session Regular Academic Session

Grading Course Grading

Career First Degree

Units 3.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
L1	Lecture	MoWeFr 3:00PM - 4:00PM	TBA	Harikrishnan Gopinadhan Nair	11/01/2014 - 21/05/2014

go to ...  

1. Check the check box "Wait list if class is full".
2. Click on "next".

- ▷ My Favorites
- ▽ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- ▷ Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Feeds

## Add Classes

### 1. Select classes to add

To select classes for another semester, select the semester and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**HSS F345 has been added to your registration course cart.**

Second Semester 2013-14 | First Degree | Bir... Institute of Tech & Sci

Registration Slot Details	
Priority Number	Registration Date
260	12/02/2014

**Add to Cart:**

Enter Class Nbr

**Find Classes**

Class Search

My Requirements

My Planner

Second Semester 2013-14							
Delete	Class	Da					
	<a href="#">HSS F345-L1 (3433)</a>	Mo	3:00PM - 4:00PM	TBA	GOPINADHAN NAIR	3.00	

**Message** ✕

HSS F345 has been added to your registration course cart. To Register in this course you need to go to Registration Course Cart and click on register button. (0,0)

PROCEED TO STEP 2 OF 3

- ▷ My Favorites
- ▽ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- ▷ Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Feeds

## Add Classes



### 1. Select classes to add

To select classes for another semester, select the semester and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

#### Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

Registration Slot Details			
Priority Number	Registration Date	Start Time	End Time
260	12/02/2014	10:30AM	11:00AM

Open    
  Closed    
  Wait List  
 Open    
  Closed

#### Add to Cart:

Enter Class Nbr

#### Find Classes

- Class Search
- My Requirements
- My Planner

#### Second Semester 2013-14 Registration Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status	
	<a href="#">HSS_F345-L1 (3433)</a>	MoWeFr 3:00PM - 4:00PM	TBA	H. GOPINADHAN NAIR	3.00	<input type="radio"/>	-

[PROCEED TO STEP 2 OF 3](#)

- ▷ My Favorites
- ▽ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Search
  - ▷ Learning Management Systems
    - Student Center
    - DTCM/Withdrawal/Swapping

## Add Classes

1
2
3

### 2. Confirm classes

Click Finish Registering to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

● Open
 Closed
▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
HSS F345-L1 (3433)	GANDHIAN'S THOUGHTS (Lecture)	MoWeFr 3:00PM - 4:00PM	TBA	H. GOPINADHAN NAIR	3.00	<span style="color: orange; font-weight: bold;">▲</span>

CANCEL
PREVIOUS
FINISH REGISTRATION

---

»»

- Click on “Finish Registration”.

- ▷ My Favorites
- ▷ Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▷ Registration
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
- ▷ Campus Finances
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Search
- ▷ Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- ▷ Reporting Tools
  - Change My Password
  - My Personalizations

## Add Classes

1 2 3

### 3. View results

View the following status report for registration confirmations and errors:

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
HSS F345	<b>Message:</b> Class 3433 is full. You have been placed on the wait list in position number 1.	✔

MY CLASS SCHEDULE

ADD ANOTHER CLASS

go to ...

- Wait list position number is the position in the waitlist queue for the added course.

Catalog

- Academic Planning
- Registration
  - Registration Dates
  - My Class Schedule
  - My Weekly Schedule
  - Registration: Drop Classes
  - Registration: Swap Classes
  - View My Exam Schedule
  - View My Grades
- Campus Finances
- Campus Personal Information
- Academic Records
- Degree Progress/Graduation
- Search
- Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search
- Reporting Tools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Feeds

Select Display Option  List View  Weekly Calendar View

Second Semester 2013-14 | First Degree | Birla Institute of Tech & Sci

[View Textbook Summary](#)

**Class Schedule Filter Options**

Show Registered Classes  Show Dropped Classes  Show Waitlisted Classes

**HSS F325 - CINEMATIC ADAPTATION**

Uncheck the other check boxes.

Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Course Grading			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3030	<a href="#">L1</a>	Lecture	MoWeFr 3:00PM - 4:00PM	LECTURE ROOM	DEVIKA .	11/01/2014 - 21/05/2014

**HSS F345 - GANDHIAN'S THOUGHTS**

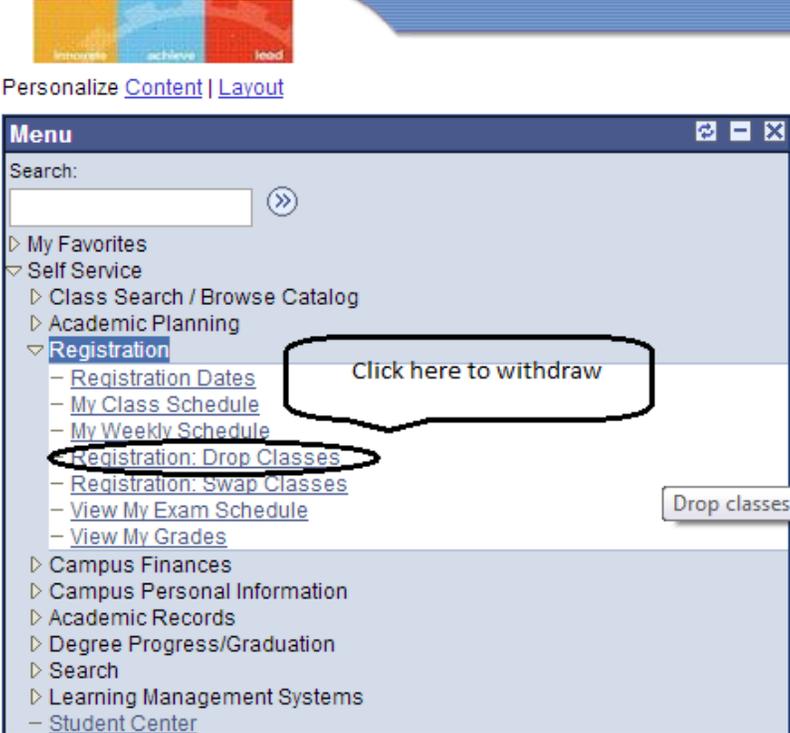
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Course Grading			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3433	<a href="#">L1</a>	Lecture	MoWeFr 3:00PM - 4:00PM	TBA	Harikrishnan Gopinadhan Nair	11/01/2014 - 21/05/2014

[Printer Friendly Page](#)

- Check only on “show waitlisted classes” to see the waitlisted classes.
- Waitlist position is updated as and when people in the queue get enrolled.

## IV. Withdrawal of Courses Manual

1. For withdraw a course please login with your credentials and find the page  
Self Service→Registration→**Registration Drop Classes**



Personalize [Content](#) | [Layout](#)

**Menu**

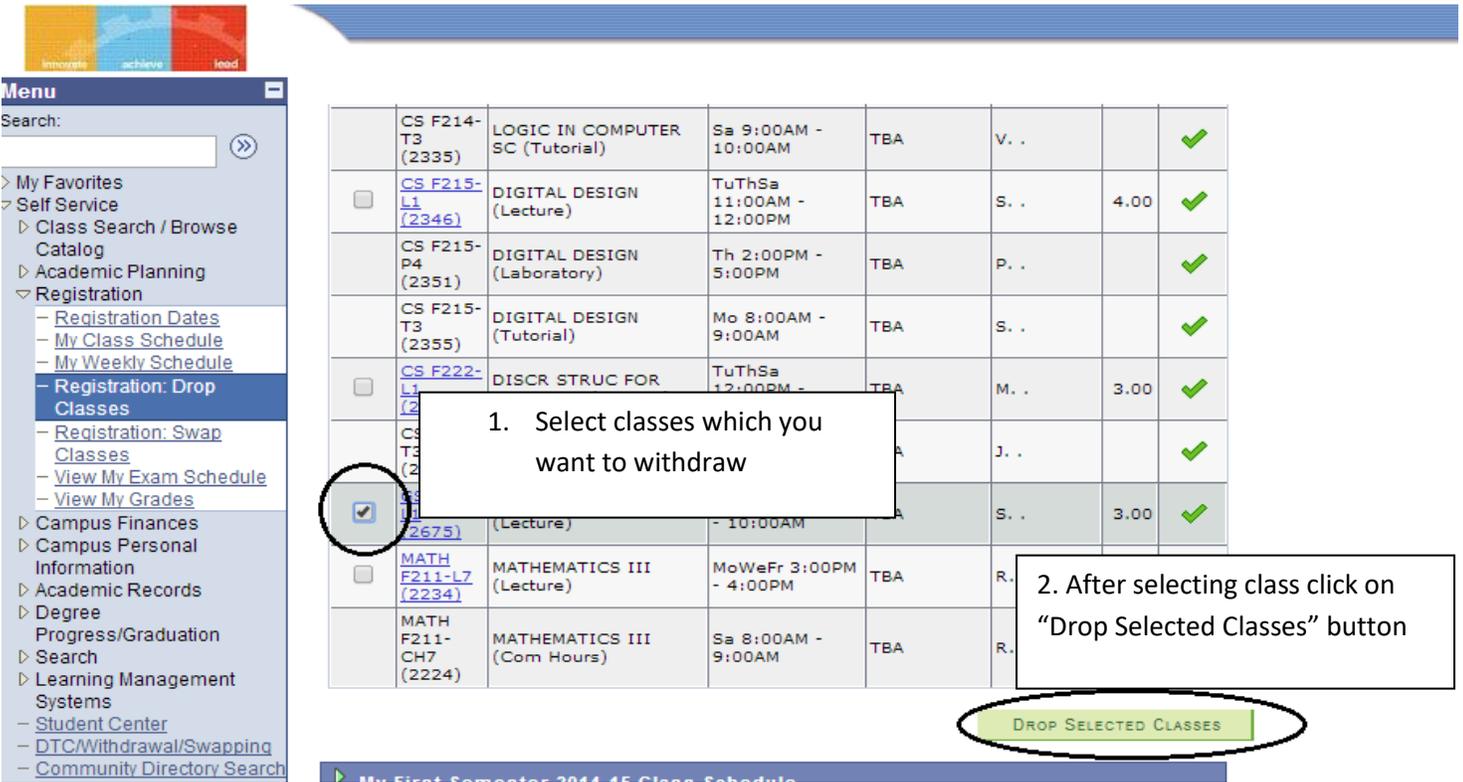
Search:

- My Favorites
- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Registration**
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes**
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Search
  - Learning Management Systems
  - Student Center

Click here to withdraw

Drop classes from your schedule.

2. Select classes which you want to withdraw then click on “Drop Selected Classes” button.



**Menu**

Search:

- My Favorites
- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Registration**
    - Registration Dates
    - My Class Schedule
    - My Weekly Schedule
    - Registration: Drop Classes**
    - Registration: Swap Classes
    - View My Exam Schedule
    - View My Grades
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Search
  - Learning Management Systems
  - Student Center
  - DTC/Withdrawal/Swapping
  - Community Directory Search

<input type="checkbox"/>	CS F214-T3 (2335)	LOGIC IN COMPUTER SC (Tutorial)	Sa 9:00AM - 10:00AM	TBA	V. .		✓
<input type="checkbox"/>	CS F215-L1 (2346)	DIGITAL DESIGN (Lecture)	TuThSa 11:00AM - 12:00PM	TBA	S. .	4.00	✓
	CS F215-P4 (2351)	DIGITAL DESIGN (Laboratory)	Th 2:00PM - 5:00PM	TBA	P. .		✓
	CS F215-T3 (2355)	DIGITAL DESIGN (Tutorial)	Mo 8:00AM - 9:00AM	TBA	S. .		✓
<input type="checkbox"/>	CS F222-L1 (2375)	DISCR STRUC FOR	TuThSa 12:00PM - 1:00PM	TBA	M. .	3.00	✓
<input checked="" type="checkbox"/>	CS F211-L1 (2275)	DIGITAL DESIGN (Lecture)	TuThSa 11:00AM - 12:00PM	TBA	S. .	3.00	✓
<input type="checkbox"/>	MATH F211-L7 (2234)	MATHEMATICS III (Lecture)	MoWeFr 3:00PM - 4:00PM	TBA	R. .		✓
	MATH F211-CH7 (2224)	MATHEMATICS III (Com Hours)	Sa 8:00AM - 9:00AM	TBA	R. .		✓

1. Select classes which you want to withdraw

2. After selecting class click on “Drop Selected Classes” button

**DROP SELECTED CLASSES**

3. Then click on "Finish Dropping" button

- > My Favorites
- > Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - [Registration Dates](#)
    - [My Class Schedule](#)
    - [My Weekly Schedule](#)
    - **Registration: Drop Classes**
    - [Registration: Swap Classes](#)
    - [View My Exam Schedule](#)
    - [View My Grades](#)
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Search
  - ▷ Learning Management Systems
  - [Student Center](#)

## Drop Classes

1 2 3

### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

First Semester 2014-15 | First Degree | Birla Institute of Tech & Sci

Registered Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">GS F326-L1 (2675)</a>	CREATIVE THINKING (Lectu	MoWeFr 9:00AM - 10:00AM	TBA	S. .	3.00	✓

Then Click on Finish Dropping

FINISH DROPPING

go to ...

4. Check the status by getting this green "Tick" or Click on "My Class Schedule" button .

- > My Favorites
- > Self Service
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▽ Registration
    - [Registration Dates](#)
    - [My Class Schedule](#)
    - [My Weekly Schedule](#)
    - **Registration: Drop Classes**
    - [Registration: Swap Classes](#)
    - [View My Exam Schedule](#)
    - [View My Grades](#)
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation
  - ▷ Search
  - ▷ Learning Management Systems

## Drop Classes

1 2 3

### 3. View results

View the results of your registration request. Click Fix Errors to make changes request.

This green sign indicates that you withdrawn successfully.

First Semester 2014-15 | First Degree | Birla Institute of Tech & Sci

Success: dropped Error: unable to drop class

Class	Message	Status
GS F326	<b>Message:</b> You have been given a grade of W for this class.	✓

MY CLASS SCHEDULE

5. You will get that withdrawn course will appear with "W" Grade

My Favorites  
 Self Service  
 ▷ Class Search / Browse Catalog  
 ▷ Academic Planning  
 ▾ Registration  
 - [Registration Dates](#)  
 - [My Class Schedule](#)  
 - [My Weekly Schedule](#)  
 - **Registration: Drop Classes**  
 - [Registration: Swap Classes](#)  
 - [View My Exam Schedule](#)  
 - [View My Grades](#)  
 ▷ Campus Finances  
 ▷ Campus Personal Information  
 ▷ Academic Records  
 ▷ Degree Progress/Graduation  
 ▷ Search  
 ▷ Learning Management Systems  
 - [Student Center](#)  
 - [DTC/Withdrawal/Swapping](#)  
 - [Community Directory Search](#)  
 Reporting Tools  
[Change My Password](#)  
 My Personalizations

CS F222 - DISCR STRUC FOR COMP SCI						
Status	Units	Grading		Grade	Deadlines	
Enrolled	3.00	Course Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2337	<a href="#">L1</a>	Lecture	TuThSa 12:00PM - 1:00PM	TBA	MUKESH KUMAR ROHIL .	01/08/2014 - 20/12/2014
2340	<a href="#">T3</a>	Tutorial	We 8:00AM - 9:00AM	TBA	JAGAT SESH CHALLA .	01/08/2014 - 20/12/2014

GS F326 - CREATIVE THINKING						
Status	Units	Grading		Grade	Deadlines	
Withdrawn	3.00	Course Grading		W		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2675	<a href="#">L1</a>	Lecture	MoWeFr 9:00AM - 10:00AM	TBA	SANGEETA SHARMA .	01/08/2014 - 20/12/2014

HSS F325 - CINEMATIC ADAPTATION						
Status	Units	Grading		Grade	Deadlines	
Withdrawn	3.00	Course Grading		W		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
2488	<a href="#">L1</a>	Lecture	MoWeFr 4:00PM - 5:00PM	TBA	DEVIKA .	01/08/2014 - 20/12/2014

## V. Minor Program Application/Registration Manual

Steps for applying the Minor:

1. Please enter the Contact Number for future communication if required.
2. Choose the required Minor Program.
  - Once Minor program selected, CDC and Elective courses of respective minor will popup automatically if completed/InProgress any.
3. Click on Submit Button.
4. You can select and submit the multiple minor programs.

Student Homepage Student Pre Registration

Project Course Pre Registratio  
POM/POE Preference Page  
**Minor Admission Application**

Minor Application Form

Application Form for Admission into a Minor Program Workflow Status

Student ID:   
\*Contact No  Latest CGPA  Semester

**Minor Course Details** Find | View All | First 1 of 1 Last

\*Minor\_Type CPEM Computational Economics + -

**Core Courses for the specific Minor** Personalize | Find | First 1 of 1 Last

Course No	Course Title	Course Status
1		

**Electives for the specific Minor** Personalize | Find | First 1 of 1 Last

Course No	Course Title	Course Status
1 CS F320	FOUNDATIONS OF DATA SCIENCE	Completed

Reason(s) you want to pursue this minor (This information will not be used in favor/against your admission):

Choose the required Minor Program Here.

Steps for accepting the Minor:

1. System will display the all approved minor programs from your applied list.
2. Click on the respective Minor program check box for accepting it.
3. Click on submit button to submit your acceptance.
  - Once you click on submit button, Minor admission fees will be charged under your fee section.
4. Please click on Make a payment button to pay the Minor Admission Fees.

Student ID: [Redacted]

Contact No [Redacted]

Latest CGPA 9.11

Semester [Redacted]

**Approved Minor Programs**

[Personalize](#) | [Find](#) |  | 

First  1 of 1  Last

	MINOR_TYPES	Description	Click on the check box to accept Minor
1	DASM	Data Science	<input checked="" type="checkbox"/>

Note:

1. Select minor program to enable the submit button, once submitted you can't edit or change the minor.
2. You can choose only one minor program.