



Circular

Sub: Win 2017-2018 – Course Registration – reg.

The Winter 2017-18 semester course registration will be carried out on **12th November 2017 (Sunday)** for all programmes of the University as per the schedule which will be made available in your FFCS Student Login. Students can register using the link <https://academicssc.vit.ac.in/>. Those who miss their course registration can register courses during the Add/Drop period, scheduled between 29th November and 1st December 2017.

Description	Date / Period
Course Wish-list Link Opens in FFCS	06.10.2017 (Friday)
Mock Registration	05.11.2017 (Sunday)
Course registration	12.11.2017 (Sunday)
First instructional day	29.11.2017 (Wednesday)
Option for Add / Drop of courses	29.11.2017 – 01.12.2017

Students wishing for Programme Migration should primarily register courses from their current admitted programme except for those two recommended courses from the programme they wish to migrate to. Students under CAL curriculum will have their registration as 'Curriculum based Course Registration'. If they have failed to clear a component of a course (L/P/J), they need to re-register that component alone. However, if they wish, they can re-register the entire course also. Grade improvement option is also available to them.

The minimum and maximum number of courses the student can register will be 16 and 27, respectively. However, students with more arrears are advised not to overload themselves by registering for more courses. Also, there is no compulsion for registering for the backlog courses.

Classes having low strength will be removed after the closing of registration (dynamically indicated to students as 'Subject to offering' in red during their registration and subsequently). Student should check their registration status during Add/Drop. Since Add/Drop is compulsory for all students, students may move to another course during Add/Drop, if the course requested by them is indicated as 'Subject to Offering' or 'Course Not Offered'.

Add/Drop will be closed at the midnight of 1st December 2017 (Friday) and beyond that period students will not be permitted to register for courses. There will be no extension for the 'Add' or 'Drop' session beyond 1st December 2017. For students who have not registered any course upto the Add/Drop period, the Winter 2017-18 Semester will be considered as 'Discontinuation of Programme' and their studentship is liable to be cancelled. Last date for payment for Re-registering a component of a course/ a complete course (@ Rs. 6000 per course) will be **5:00 PM of 1st December 2017 (Friday)**. Re-registered/ Additional courses that are not paid will be removed on 4th December 2017 (Monday). Online payment facility is available.

The link given to Schools Timetable Coordinators to schedule courses will be removed before the start of course registration. After the registration is completed, classes with low strength will be locked and will not be available for registration during Add/Drop period. Schools will not be permitted to re-open those courses again during Add/Drop period. No new courses will be scheduled for the 'Add' or 'Drop' period.

Though students can register (confirmed registrations) for a maximum of 27 credits, they are permitted to add a maximum of two courses under waiting list (independent of credits). Maximum of 60 students will be retained under waiting list in each theory/ lab class. If a student has a confirmed



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registration, wait listing for the same course under different slot/ faculty is not permitted. When a vacancy arises, wait listed courses will be automatically confirmed subject to other course registration conditions. At that time of confirmation, if the existing rules do not permit confirmation of course registration, the entry will be removed from the waiting list. Students are permitted to 'Delete' a waitlisted course on their own also. In few cases, confirmation of wait listed courses will be made within two days after the closing of Add/Drop and the rest of the waited listed courses will be deleted subsequently. Hence students are advised to check their registrations to see whether their "wait list" status is changed to "Confirmed" after the Add/Drop period also.

All students are advised to change their FFCS password before registration, to protect their registrations from hacking. They should use a strong password for their login and should not share their password with their friends. University does not take any responsibility if their course registrations are altered/ deleted by others.

Students are strongly advised to read the Instructions page carefully before they proceed to register Winter semester courses.

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