Student Course Enrollment Mechanism

As per the requirements of study programmes, students are required to follow courses offered by the Institute on semester basis. Every semester, students should enroll in the courses they intend to follow before the beginning of the semester or during the first week of the semester using the prescribed course enrollment form (google form or a paper form). Following are the steps of the student enrollment mechanism for each semester.

1. Before the commencement of the semester, the coordinator of the study programme should inform the students about the details of courses that the students should enroll in for the semester.

2. The students should then fill and submit the course enrollment form to the senior assistant registrar/assistant registrar of the PGIS before the start /during the first week of the semester.

3. The senior assistant registrar/assistant registrar should then inform the list of students enrolled in each course offered in the semester to the LMS administrator of the PGIS.

4. The LMS administrator will register students for respective courses in the LMS.

Also, students have the option to add new courses or drop courses they have already enrolled in for the semester. The add/drop period is four weeks from the start of the semester. Use "Add/drop courses" form for this purpose. This enhances the flexibility of the student enrollment mechanism.

5. Students who intend to add/drop courses should fill the "Add/drop courses" form and submit it to the senior assistant registrar/assistant registrar of the PGIS.

6. The senior assistant registrar/assistant registrar informs the adding or dropping of courses to LMS administrator.

7. LMS administrator will add or drop student from the LMS.

POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA

Student Enrollment Form for Semester Courses

Study Programme

Academic Year & Semester:

Registration No:

Name of the student (with initials):

Write/insert a "√ " mark in the "enrolled courses" column for the courses intended to enroll.

Course Code	Course Title	Credits	Enrolled courses	Status *(P/MP/R)
No. of Total Credits				

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            Date                                        Student Signature
```

(*Note: P-Proper, MP-Medical Proper, R-Repeat)

POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA

Add/Drop Form for Semester Courses

Study Programme:

Academic Year & Semester:

Registration No:

Name of the student (with initials):

Course Code	Course Title	Credits	Status *(P/MP/R)
	Dropping Courses		
	No. of Total Credits		
	Adding Courses		
	No. of Total Credits		

```
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            Date                                  Student Signature
```

(*Note: P-Proper, MP-Medical Proper, R-Repeat)