## **Guidelines for Repeat Module Enrollment**

1. Login to LearnOrg through; <a href="http://lms.uom.lk">http://lms.uom.lk</a>



2. Select Repeat Registration from the "Student Area"

LearnOrg	
Welcome to LearnOrg         • UoM         My LearnOrg         • Edit Account information         • Change Password         Student Area         • Register New Course         • Enrolments History         • View My Results         • Field Selection         • Supplication Form         Complaining A Reporting         • Complaining on Administration & Weifare         • Incidents Reporting         • Hostel Management         • Defects Reporting         • Hostel Application         • Parsonal Device Info         • Rom Reservation         • Rupeat Registration         • Repeat Registration PDF Form         Students Details	Add repeat student's Enrollments          BSc Eng Hons V Eng-CIVIL       Inteke 2006         Inteke 2007       Inteke 2007         Inteke 2010       Inteke 2010         Inteke 2010       Inteke 2010         Inteke 2010       Inteke 2010         Inteke 2010       Inteke 2010         Inteke 2011       Inteke 2010         Inteke 2016       Inteke 2016         Inteke 2016       Inteke 2016         Inteke 2010       Inteke 2016         Inteke 2010       Inteke 2016         Inteke 2016       Inteke 2016         Inteke 2017       Inteke 2016         Inteke 2018       Inteke 2016         Inteke 2019       Inteke 2016         Inteke 2016       Inteke 2016         Inteke 2017       Inteke 2016         Inteke 2018       Inteke 2016         Inteke 2019       Inteke 2016         Inteke 2017       Inteke 2016         Inteke 2018       Inteke 2016         Inteke 2019       Inteke 2016         Inteke 2017       Inteke 2016         Inteke 2018       Inteke 2016         Inteke 2018       Inteke 2016         Inteke 2017       Inteke 2016         Inteke 2018       Intekee         In
<ul> <li>1. Student Details Collection Form</li> <li>2. Upload Photo &amp; Download PDF</li> <li>3. Upload Contified Documents</li> </ul>	Intake of current offering

- a. Select the degree as (BSc Eng Hons) from the drop down list
- b. Select the department that offers the module
  - ELTC Languages, English and Humanities modules
  - MOT Management Modules
- c. Select the current intake of the above module offering
- d. Select the Semester that the module being offered
- e. Press the "Go" button to display the available modules to enroll
- 3. Select the relevant module and press enroll [the given example is for mathematics]

BSc Eng Hons	Eng-MATH	✓ Inta	ke 2020 🗸	New BSc Eng. Se	emester - 1	~	Go
Viow Offe	aringe - De	nartmoni	of Mat	hematics			
View Offe	erings - De	partment	of Mat	thematics			
<b>/iew Offe</b> Module Code	erings - De Module Name	Status	of Mat	thematics			
/iew Offe Module Code MA1014	Module Name Mathematics	Status	t of Mat	thematics			

- 4. Insert the details of repeat enrollment [the given example is for CE1023 Fluid Mechanics offered by Civil Engineering department]
  - a. Select the relevant category from "Registering for"
    - i. CA only to repeat Continuous Assessments component
    - ii. WE only to repeat Written Examination component
    - iii. Full module to repeat both CA and WE components

Welcome to LearnOrg	Add repeat student's Enrollments
➔ UoM	
	BSc Eng Hons 🗸 Eng-CIVIL 🗸 Intake 2020 🗸 New BSc Eng. Semester - 1 🗸 Go
My LearnOrg	
<ul> <li>Edit Account information</li> </ul>	
<ul> <li>Change Password</li> </ul>	Module - CE1023 (Fluid Mechanics)
Student Area	
<ul> <li>Register New Course</li> </ul>	Status : +
<ul> <li>Enrolments History</li> </ul>	Registering for * : Full Module 🗸
<ul> <li>View My Results</li> </ul>	Attempt considered as : CA
<ul> <li>Field Selection</li> </ul>	Academic Concersion * :
<ul> <li>Supplication Form</li> </ul>	Academic Concession · Full Module
Complaining & Reporting	
<ul> <li>Complaining on Administration &amp; Welfare</li> </ul>	Comment :
Incidents Reporting	
Hostel Management	* - Mandatory Information
Defects Reporting	WE - Written Exam
<ul> <li>Hostel Application</li> </ul>	
Personal Device Info	
Room Reservation	
Student Repeat Registration	Add Enrollment
Repeat Registration	
Repeat Registration PDF Form	
Students Details	
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## iv. Upgrade - only available if the previous result is "D" or "C-" on status

Status	: U
Registering for *	✓
Attempt considered as	:
Academic Concession *	: WE VILL Module
Comment	:
* - Mandatory Information WE - Written Exam	1
	Add Enrollment

- b. Select appropriate from "academic concession", if you have obtained any
  - i. Repeat repeating the module without academic concessions
  - ii. First Attempt if you have not enrolled for the module earlier
  - iii. First Attempt with concession repeating the module as a first attempt candidate with a concession. <u>Must attach [or send] the Senate letter with</u> <u>the enrollment application</u>
- c. Type your message [if any] regarding the repeat enrollment on the "Comment" section
- d. Press "Add Enrollment"

5. Confirm the information and press "Send for approval and download the PDF"

Intake 2020 - Semester 1					
Module Code	Module Name	Registered for	Previous result		
CE1022	Fluid Mechanics	Full Module			
	✓ I confirm the above information is correct and a Send for Approval and Download the PDF	ccurate.			