GENERAL INSTRUCTIONS FOR REGISTRATION OF SWS COURSES

Step 0 Login on the SWS website and follow the highlighted box (Red Box)

Go to link: http://sws.cept.ac.in/

## Step 1: Details for NON-CEPT STUDENTS/PROFESSIONALS

Non CEPT Students or Professionals need to register by clicking on the top of the registration tab as a NEW Student and fill up all the Personal Information in the Portal. (Refer the above screenshot)

Note for Non CEPT Student: Please note that if you are registering in the Summer Winter School as non CEPT students, you must be a bona fide student in any education institution in India or abroad. You will have to submit bona fide certificated to summer winter school. You can upload the same or else can send the same through mail also on the email ID summerwinterschool@cept.ac.in after the completion of the registration process. This is a mandatory requirement for getting enrolled in any course.

Note for Professional: Please note that if you are registering in the Summer Winter School as a Professional, you must be read the rules given in the student handbook carefully and submit the required documents of your association with current organization. This is a mandatory requirement for getting enrolled in any course.
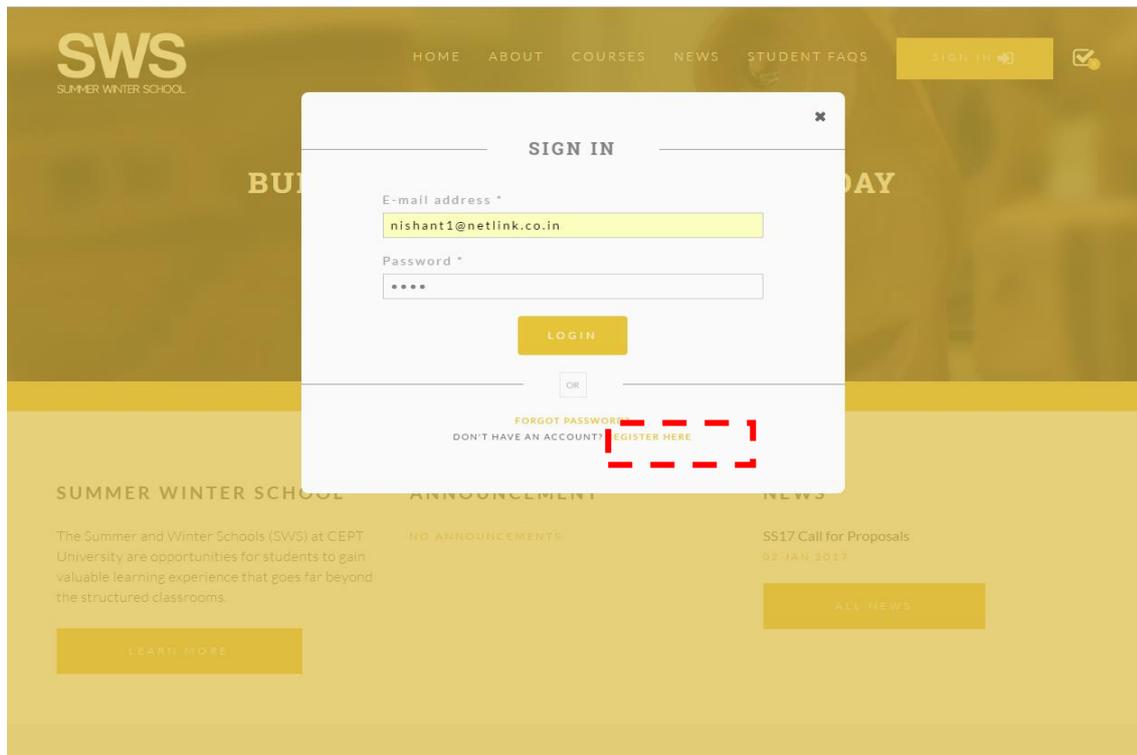
Once you click the SIGN IN button the next screen would be seen as above kindly click the register button as highlighted in the above screen and complete the registration process. You need to fill in all the mandatory details asked in the form. Please use your current active email ID for the registration process only. Once you complete filling up the form you would receive an email of the Unique Student Code generated for SWS. You would be requiring the same code for all further correspondence of SWS.

Student Code generated for SWS. You would be requiring the same code for all further correspondence of SWS.

Step 1: Sign In for CEPT STUDENTS

CEPT STUDENTS: For logging in the system, the students registered with CEPT University need to enter the registered CEPT e-mail id and password (newly admitted students would be given password separately by e-mail).

Step 2 Selections of Courses

Go to course tab given on top of the SWS page. After that click on enrol check box for selecting the course option of your choice. After selection of the courses you are required to click on **Set Course Priority**. You can scroll down for more courses.

Step 2.1Selecting the priority & Applying Credits

After selection of the courses from the courses page, you will have to go to Set course Priority. On that page you will have to set the course priority and also you will have to choose the credits you want to apply for. Maximum 10 credits you will be able to apply.

Note: In case of time clash of courses you would be shown a warning indicating a time clash. However, you would be still able to select the courses and you would be allotted either of the courses based on your preference.

Step 3 Payments of Fees/ Registration

1) View the charges and fees per credit as applicable.
2) Read the student hand book and tick the undertaking before making the payment.

The mode of Payment of Fees: - Online Only. Please see the details below.

Kindly please note the following necessary steps

a) Please check your details in the online payment option. You would not be able to register your courses without fee payment.

b) Fees mentioned for professionals are the total amount with service tax.

Online Payment Mode:- *You can pay through citrus. Kindly refer the below screenshot*

1. CITRUS: Net Banking/ Credit – Debit Card

Step 4 Completing the Registration

Online Payment Mode

Please note that once the online payment transaction is successfully completed the registration process is completed and you have successfully registered for the SWS course option of your choice. *In case the amount has been deducted and the registration process is not completed, kindly write an email on summerwinterschool@cept.ac.in with the transaction details or drop in to the office.*