# GENERAL INSTRUCTIONS HOW TO REGISTER FOR SWS COURSES

### Login on the http://sws.cept.ac.in/



### SUMMER WINTER SCHOOL

The Summer and Winter Schools (SWS) at CEPT University are opportunities for students to gain valuable learning experience that goes far beyond the structured classrooms.

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### ANNOUNCEMENT

NO ANNOUNCEMENTS

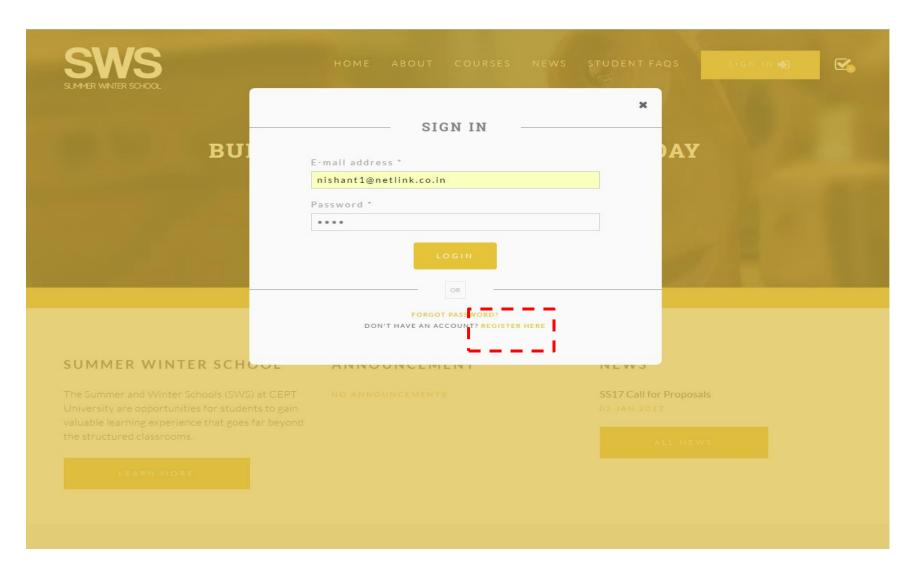
### NEWS

SS17 Call for Proposals

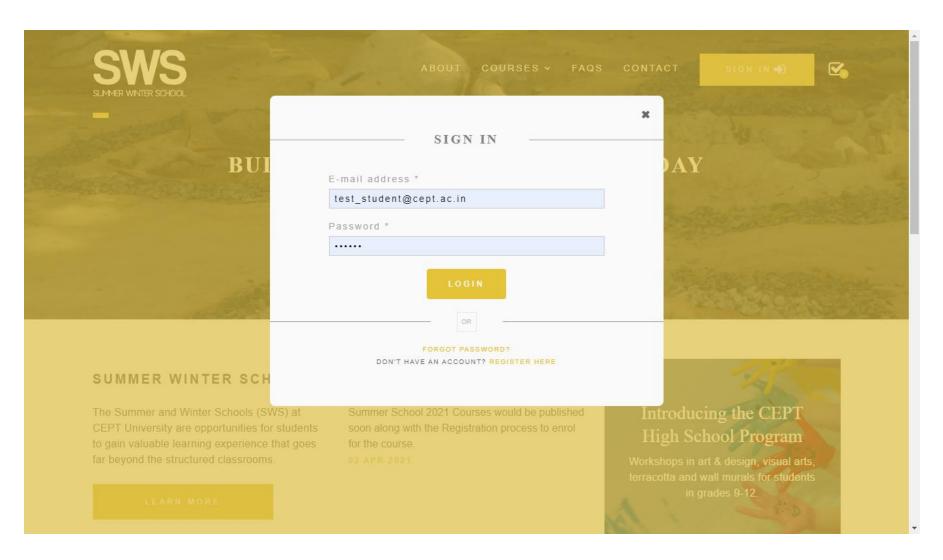
02 JAN 2017

ALL NEWS

## For NON-CEPT STUDENTS/PROFESSIONALS

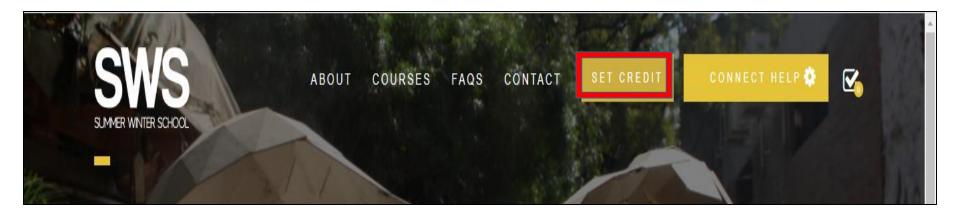


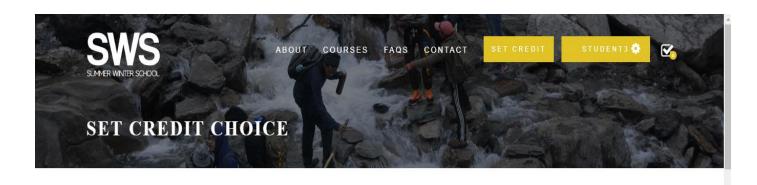
### For CEPT STUDENTS



## **GENERAL STEPS**

### **Set Credit**





Set Credits Select Courses Set Course Priority Pay Fees Accept Courses

2 3 4 5

### STEP 1 - ENTER CREDITS

Enter number of Credits you wish to enroll for (max. 10, min. 2)

Your fee would be calculated based on credits you enter.

### STEP 2 - SELECT NO. OF COURSES

Select number of Courses you wish to enroll (max. 3, min. 1)

#### STEP 3 - ENTER CREDIT COMBINATION

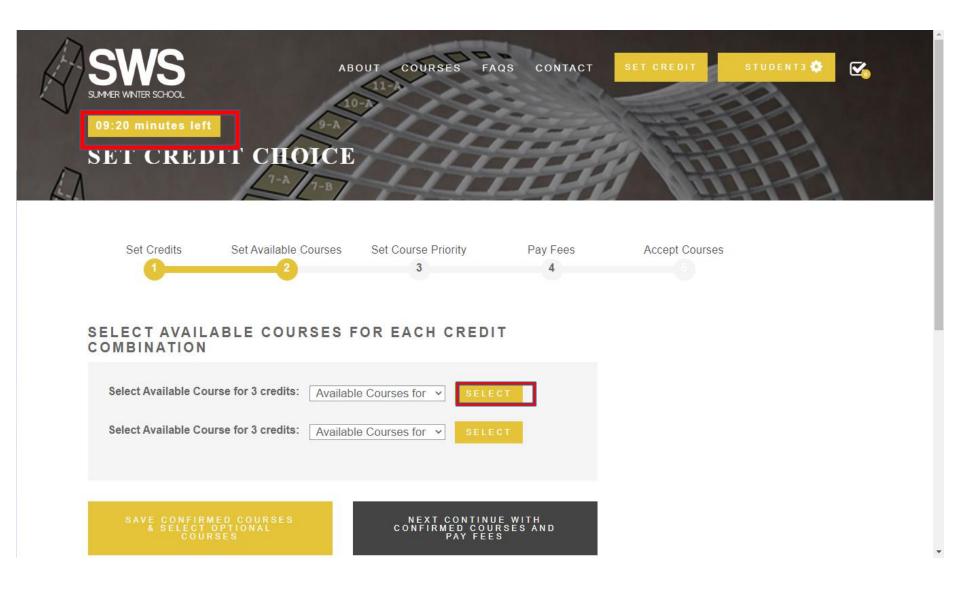
Credit choice for Course 1: 3

Credit choice for Course 2: 3

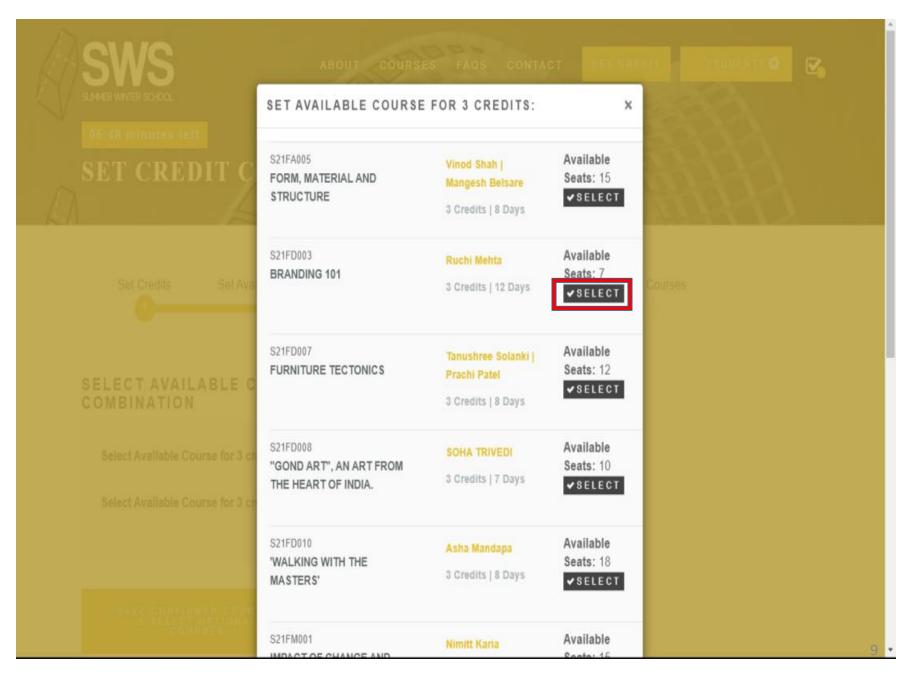
Please go through the student handbook and student undertaking before proceeding to payment.

NEXT SELECT COURSES

## **15 Minutes Timer**

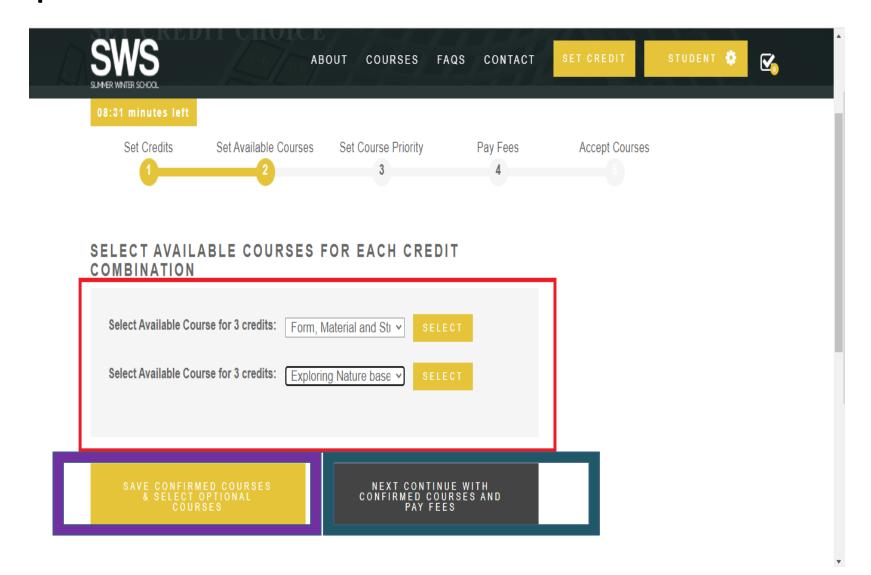


### List of courses with confirmed seats available is shown

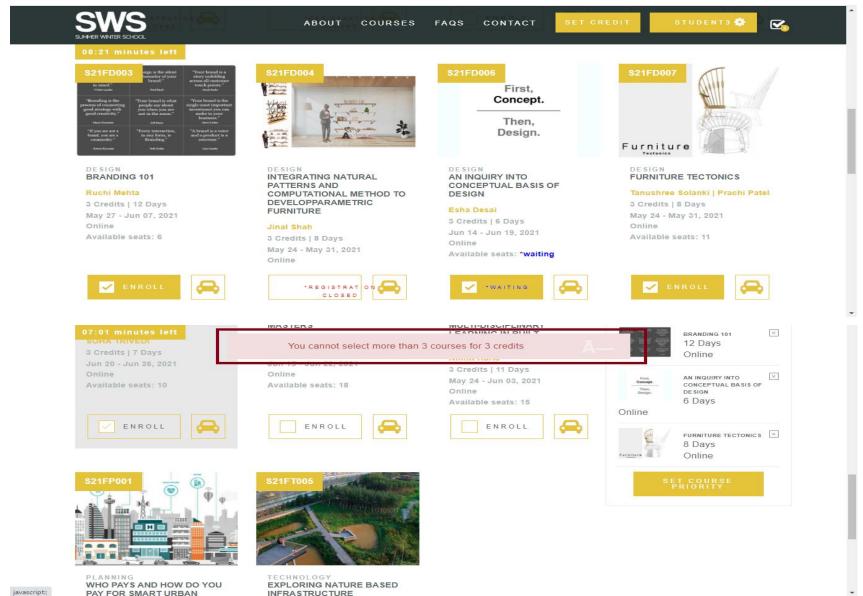


- The course selection to fee payment has a time limit running on a timer of 15 mins
- While the timer is running, the selected courses continue to be available and the seats are locked.
- However, if the timer runs out before the student completes the registration process, the locked seats are released back to the pool and are available for others.
- In cases where students get signed out or face any disruptions, the timer continues to keep their choices under lock, and they will be able to complete their process after signing in again before the timer runs out. However, the time lost in the interim will remain lost.
- In cases where students reset the Credit Selection before the payment of fee, all their choices and the timer will be reset. Students have to then go through the process of selection of courses afresh.

## Option 1 : SAVE CONFIRMED COURSES & SELECT OPTIONAL COURSES Option 2 : CONTINUE WITH CONFIRMED COURSES AND PAY FEES

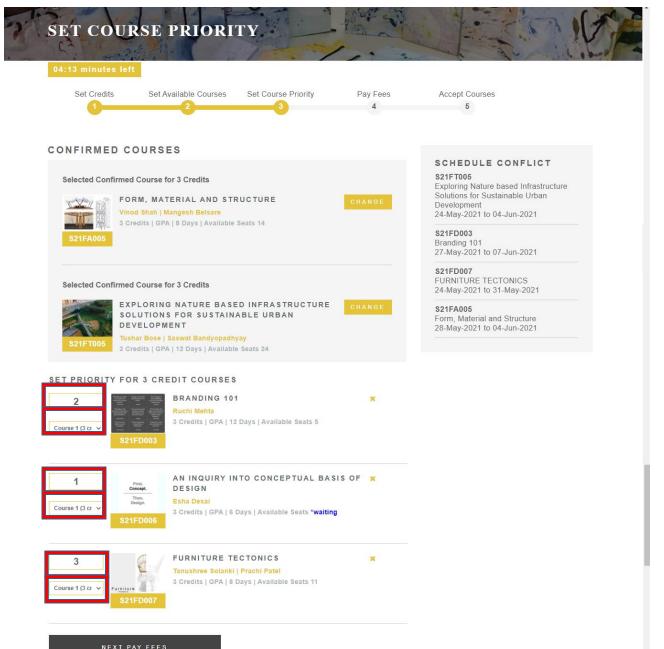


## Option 1 : SAVE CONFIRMED COURSES & SELECT OPTIONAL COURSES upto 3 courses for each of the course-credit combinations

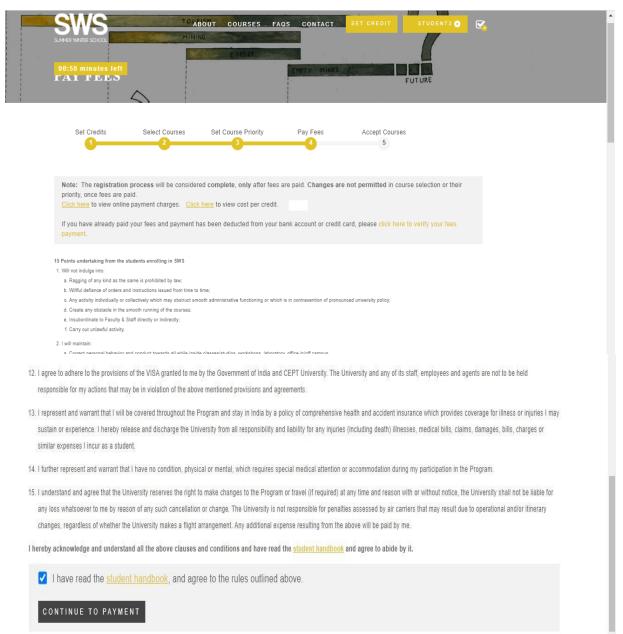


 A student can select other courses which are more of their liking, but do not currently have available seats. This allows students to mark their priority and put their names in a waiting list for those courses.

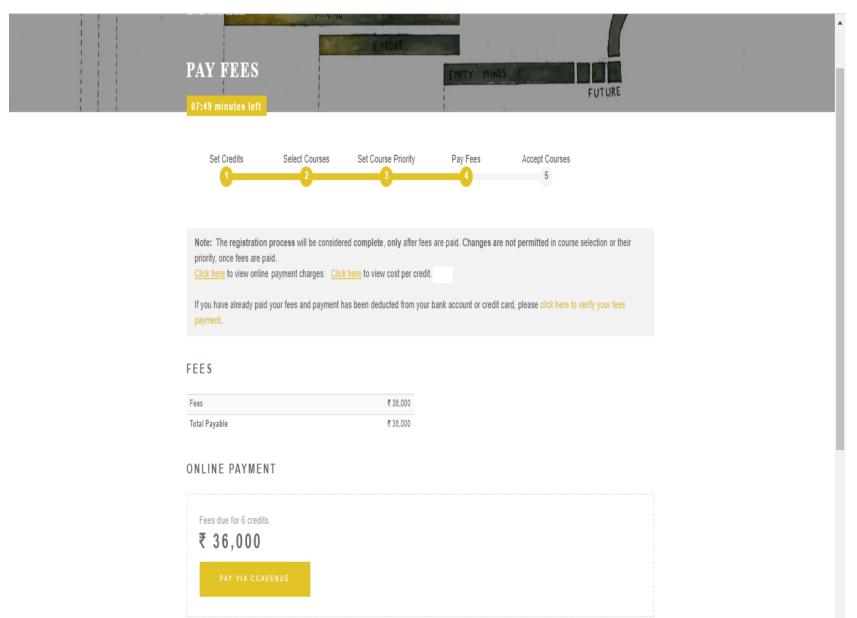
### **SET COURSE PRIORITY PAGE**



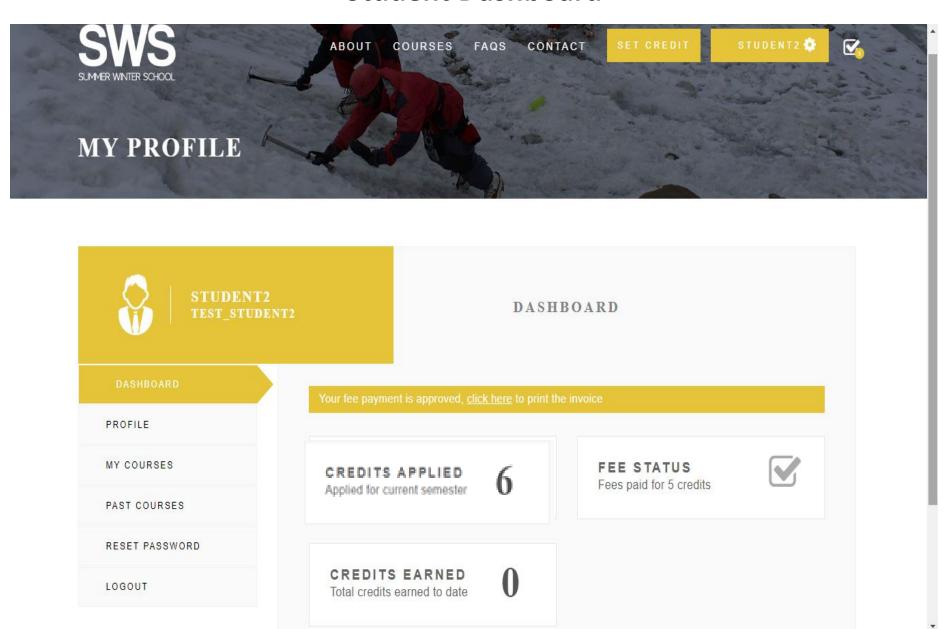
## **Option 2: CONTINUE WITH CONFIRMED COURSES AND PAY FEES**



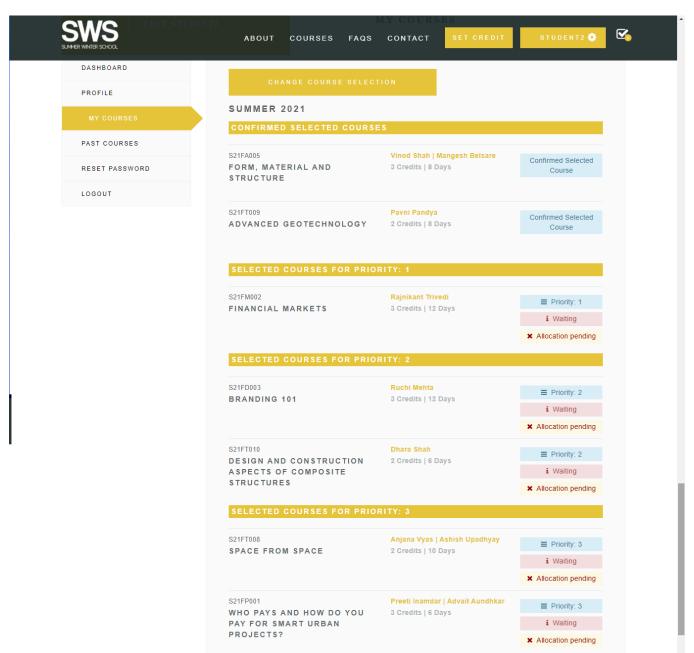
## **Payment Page**



### **Student Dashboard**

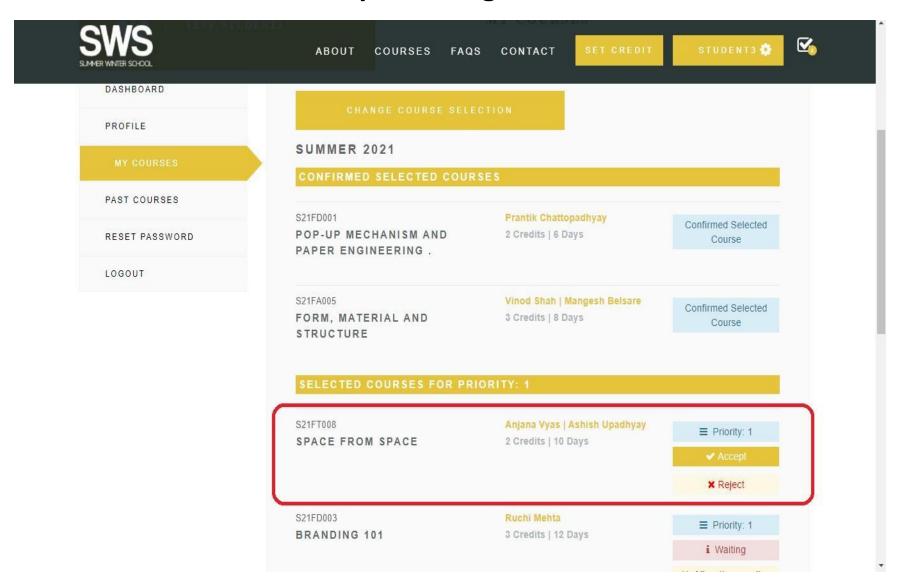


### **My Courses**



 When seats become available due to cancellation, the waitlisted candidates will receive an email. However the accept button will be activated on the dashboard of the candidate who has an earlier time stamp to the waitlist.

### **Accept Waiting Course**



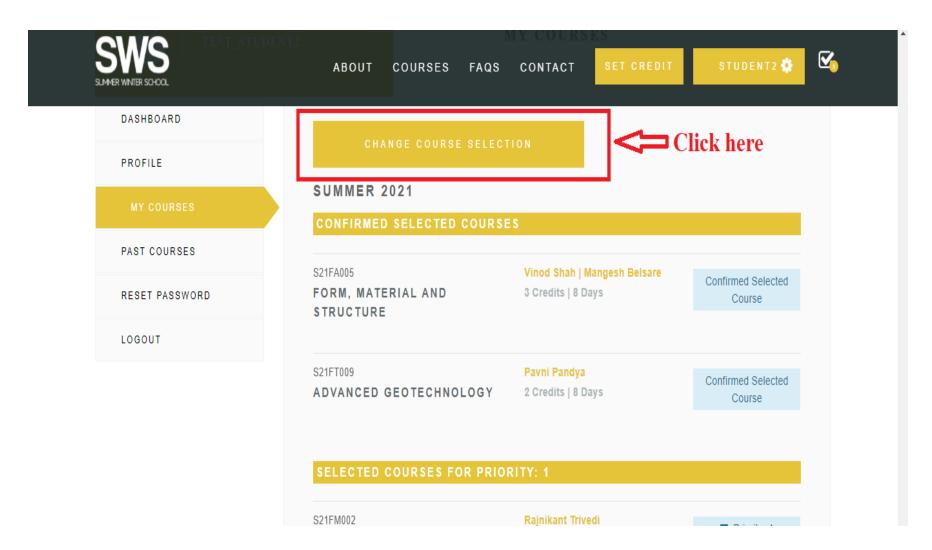
**Accept Courses:** After the payment of fees or the registration is done, a student can accept or reject the waiting list course. The accept button will be active for a given duration which would cover ample daytime for the candidate to exercise the option.

For example – Candidate A cancelled the course at 12 am, so the email will go to B, C, D candidates who were in the waitlist for the course.

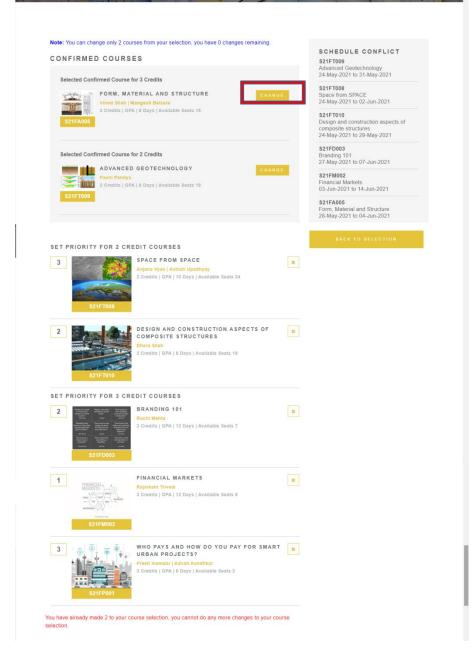
The accept button will be activated in the dashboard of Candidate B as that was the earliest time stamp.

The button will be active till 6 pm the next day to exercise the choice. Failing which it will get activated in Candidate C's dashboard as that was the earliest time stamp.

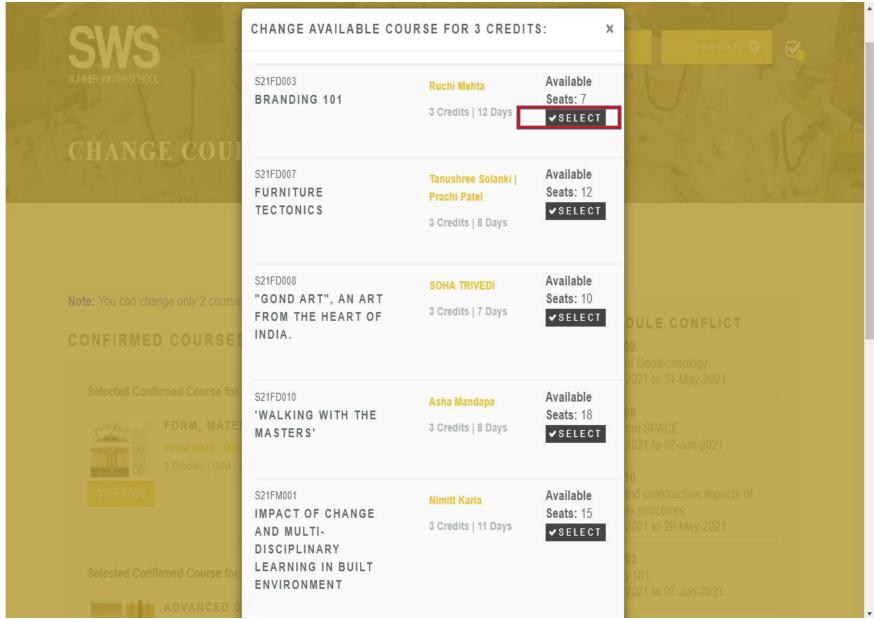
### **Change Course Selection**



### CHANGE COURSE SELECTION



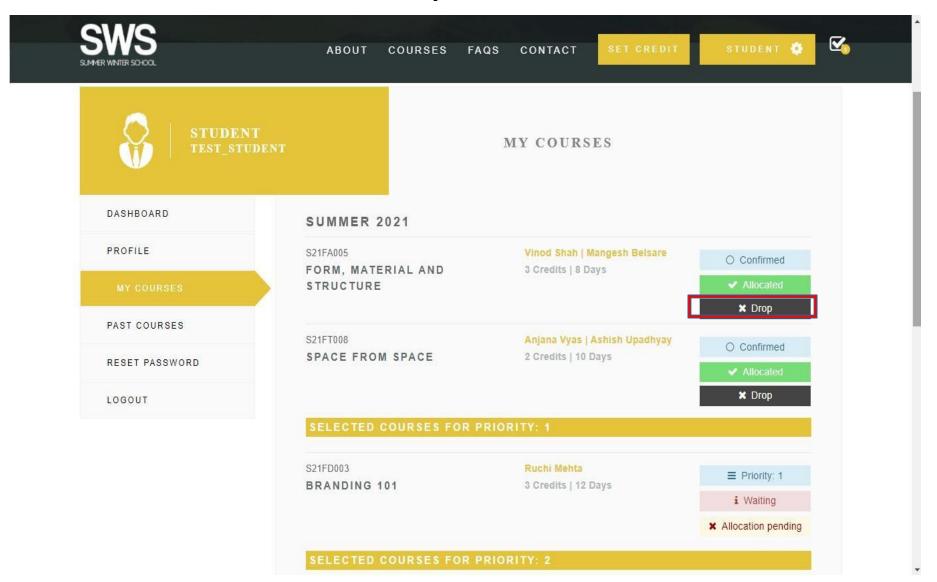
### Change confirmed selected course against another available course



### **CHANGE COURSE SELECTION RULE:**

- This option allows student to change the confirmed course even after successful payment. It's optional and applicable for students who do not want to do a confirmed course and would like to change it.
- Students are allowed to change their course selections up to 2 times after the payment. As students change the course and select another course, older confirmed course(s) will be released for other students for selection, or confirmed to the students in the waitlist, as the case may be.
- Course(s) will be changed only when there are available courses in the selection of courses page.
- Changing Course Priority in the existing course selections will not be counted against the allowable number of course selection changes.

### **Drop Course**



**Drop Course:** After the courses are published and allocation is done, a drop button would be available. The students can drop out of the course. In this case, the student will no longer be part of that course. Refer the refund policy

