GENERAL INSTRUCTIONS FOR HOW TO REGISTER FOR SWS COURSES

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

Go to link: 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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02 JAN 2017

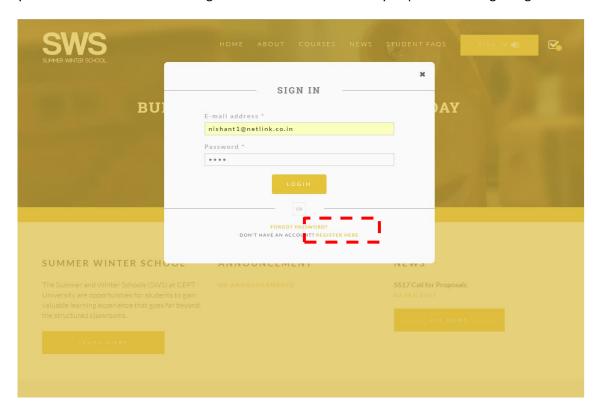
ALL NEWS

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 a bonafide certificate 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.



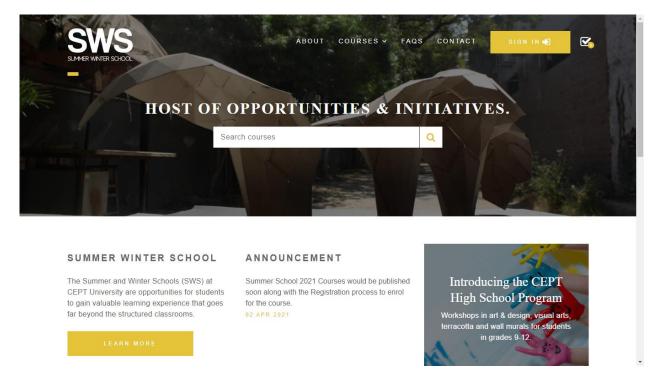
Once you click the SIGN IN button the next screen would be seen as above kindly click the register button as highlighted in the above screen and complete the registration process. You need to fill in all the mandatory details asked in the form. Please use your current active email ID for the registration 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.

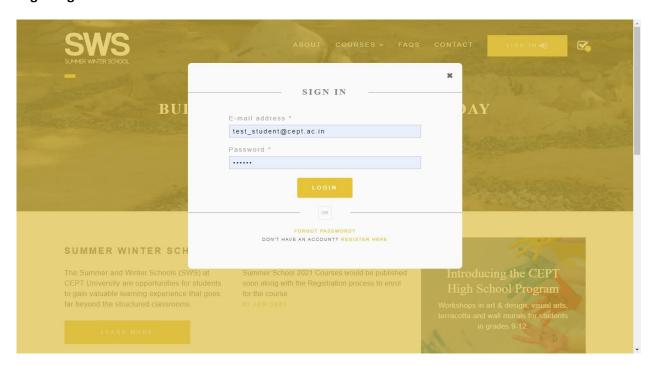
Sign In for CEPT STUDENTS

CEPT STUDENTS: For logging in the system, the students registered with CEPT University need to enter the registered CEPT e-mail id and password

SWS Portal Page



Login Page



GENERAL STEPS

Kindly go through the courses list under Courses Tab thoroughly before starting the registration. This is advisable as a timer is set to complete the registration process.

1. Set Credits:

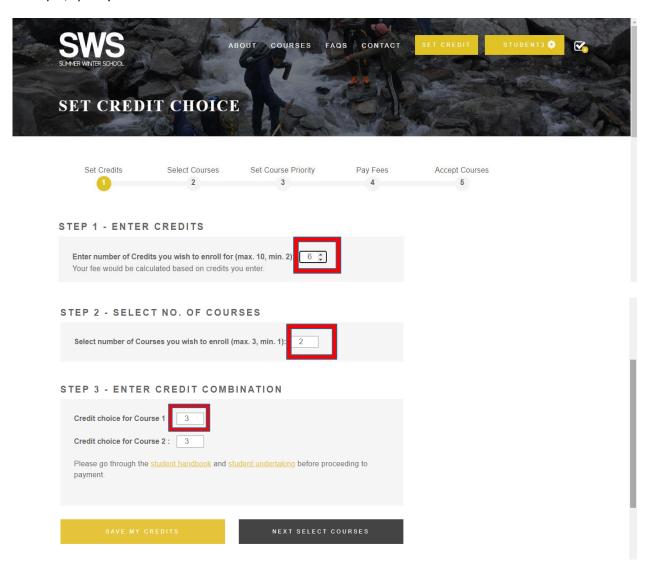
Click on **SET CREDIT** Button to enter credit choices



In Step 1, specify the total number of credits that they wish to enroll for

In Step 2, specify the number of courses across which these credits will be taken

In Step 3, specify the credit combination for each of these courses to achieve the total credits



Click on "SAVE MY CREDITS" to save the specified credit choices and then click on "SELECT COURSES".

Note: After the above screen, a timer of 15 minutes starts and a student will have to complete the registration process within this timeline.

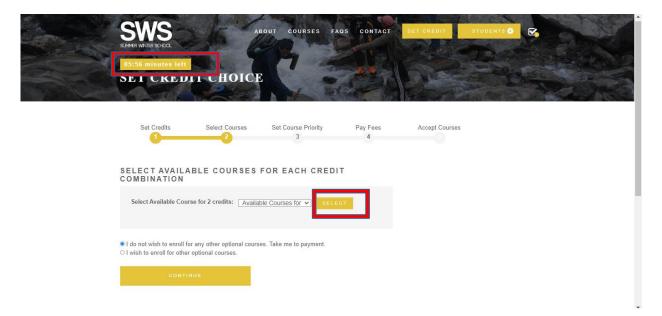
2. Select Courses:

Based on the credit combination specified, and the status of seat availability, a list of courses with confirmed seats available will be shown. Student must select ONE course from this list for each of the course-credit combinations specified in the previous step.

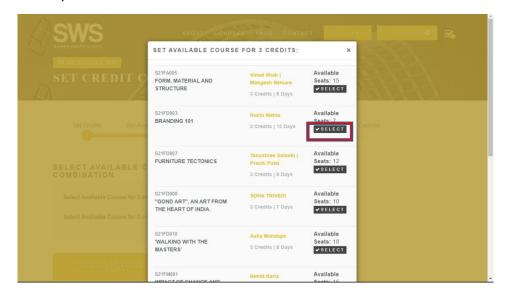
The registration process will be a timed one. A **15 minutes timer** starts ticking from the moment a course is selected after setting the course-credit combination. Students are required to complete their course selections to payment process within these 15 minutes. While the timer is running, the courses they selected continue to be available to them, 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 to 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 or change 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.



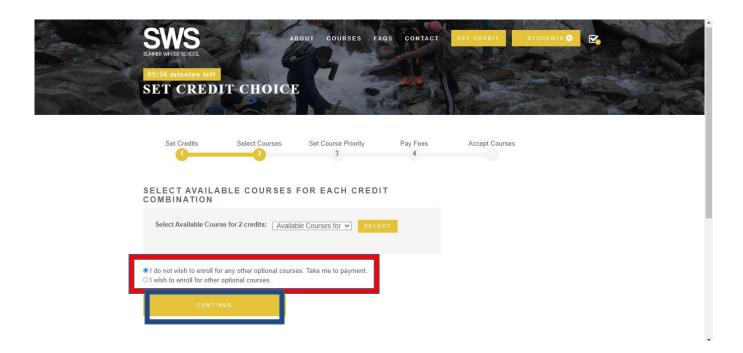
Click on the **SELECT** button. A POP UP window will list the courses with seats currently available as shown below. Make your course selection and select it.



Once the selection of available courses is made, select either one of the option as mentioned below and click Continue

First Radio Button: I do not wish to enroll for any other optional courses. Take me to payment. (go to page 7)

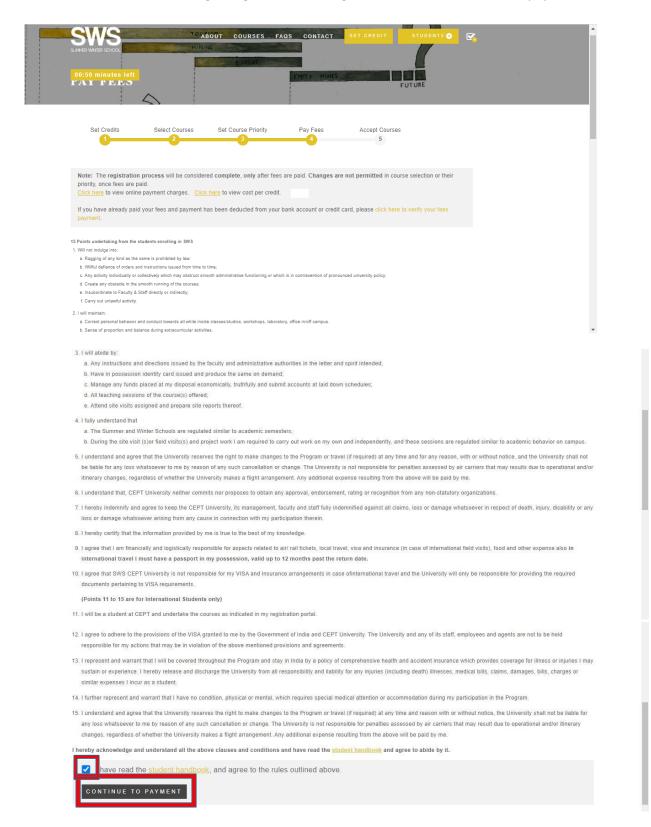
Second Radio Button: I wish to enroll for other optional courses. *(go to page 9)*



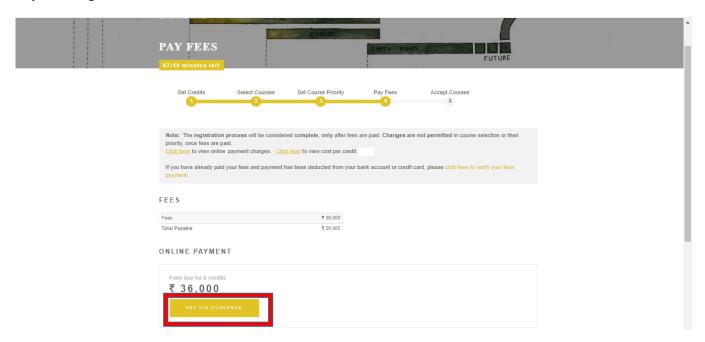
3. Pay Fees

First Radio Button: I do not wish to enroll for any other optional courses. Take me to payment.

Here Click on the check box regarding the undertaking and then click on continue to payment



Payment Page:



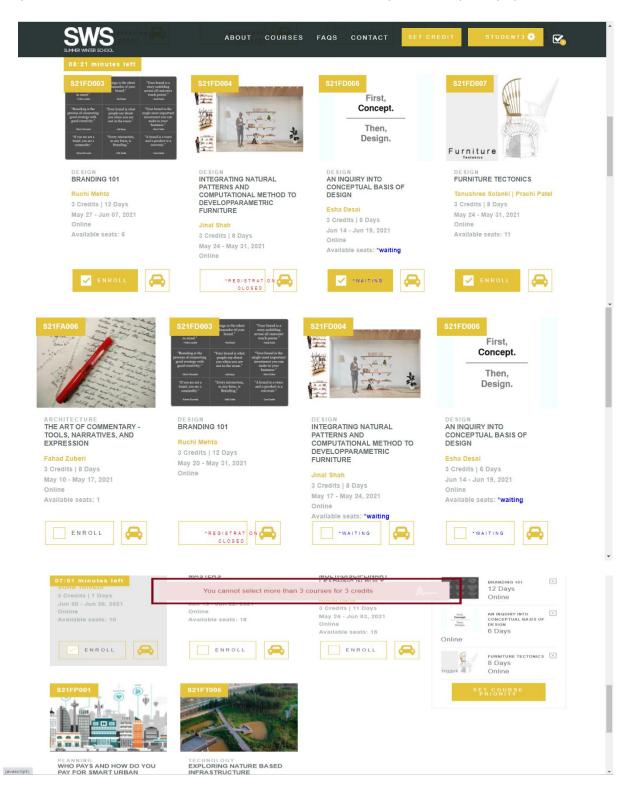
After this, screen on page no. 11 will appear. Go to page 11

4. Set Course Priority

Second Radio Button: I wish to enroll for other optional courses.

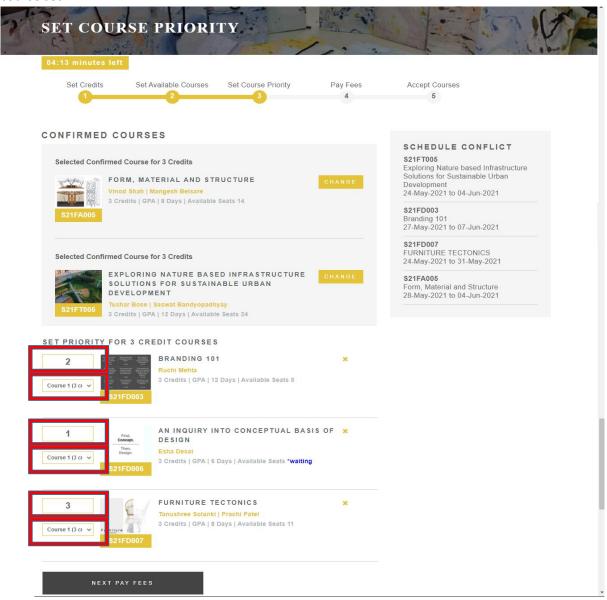
A student can select other courses which are more of their liking, but do not currently have available seats. This allows students to mark their priority and put their names in a waiting list for those courses.

Student can opt for **upto 3 courses for each of the course-credit combinations** they have selected on the basis of selection no. of courses (e.g. if you select no. of courses: 2 on credit selection page, you can select 2 confirmed courses and maximum 6 courses optional and priority upto 3).



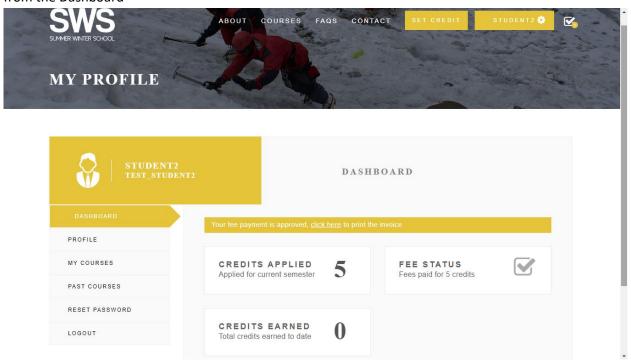
SET COURSE PRIORITY PAGE:

After selection of other courses, click on the button **SET COURSE PRIORITY** and assign priority to the selected course set.

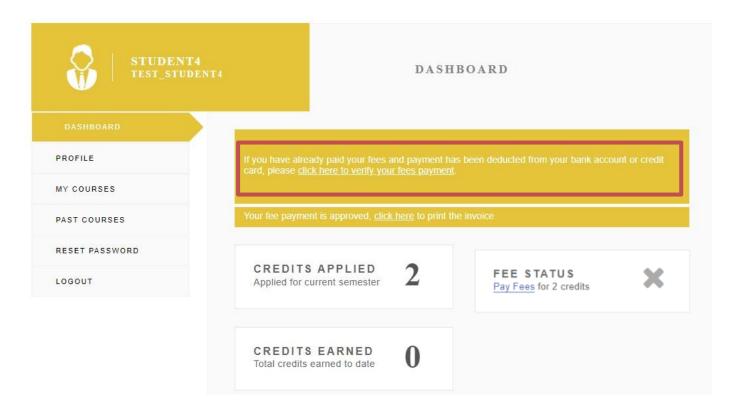


After this, click on the **PAY FEES** button and Terms and Conditions screen will appear and then after the payment screen will open (refer page 7 & 8 of this guidelines).

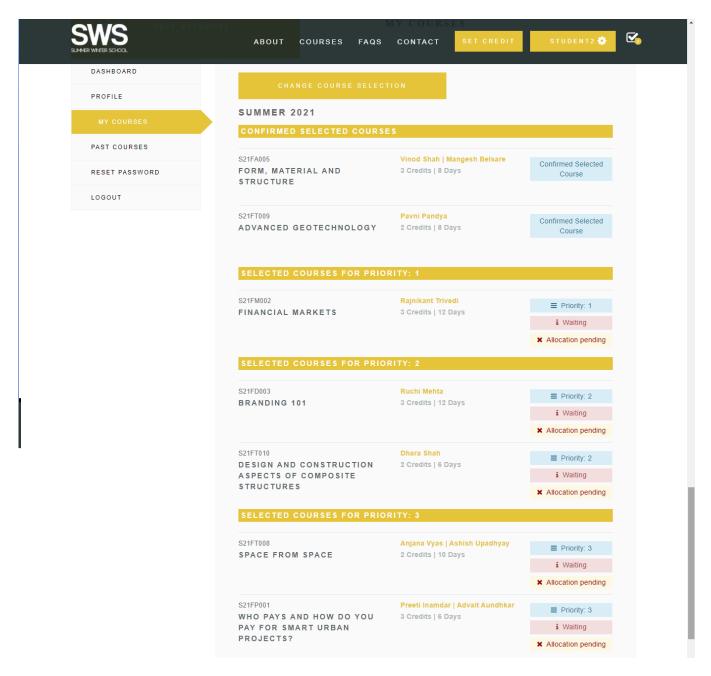
Student Dashboard: After Successful payment of the fees, a student will be able to download fee receipt from the Dashboard



Note – In case the fee status check box shows cross \mathbf{X} even after you have already paid your fees and payment has been deducted from your bank account or credit card, please follow the instructions as highlighted in the below image



My Courses lists the confirmed courses as well as the courses for which a student has expressed preference (if any). Students can see the status of the courses on the SWS Student Account Dashboard under My Courses Menu.



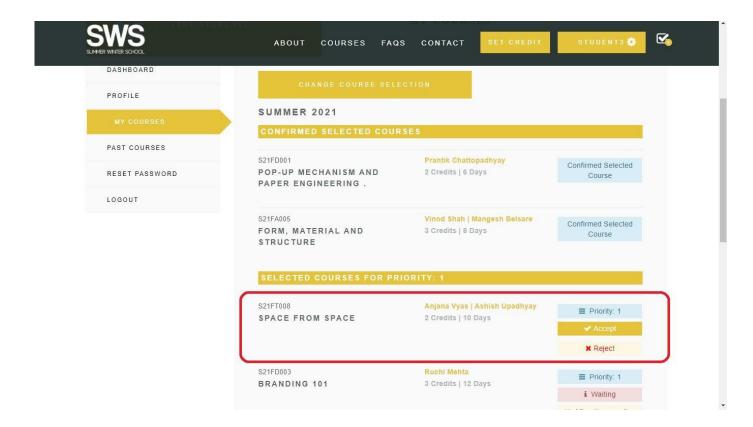
5. **Accept Waiting Courses:** When seats become available due to cancellation, the waitlisted candidates will receive an email. However the accept button will be activated on the dashboard of the candidate who has an earlier time stamp to the waitlist.

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.

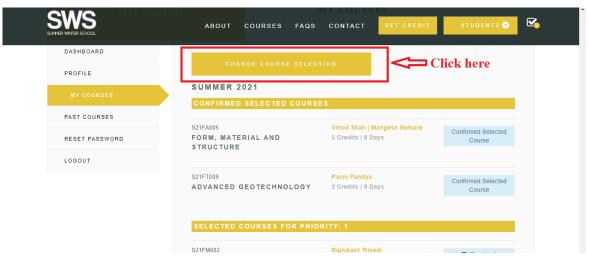
The button will be active till 6 pm the next day to exercise the choice. Failing which it will get activated in Candidate C's dashboard as that was the earliest time stamp.

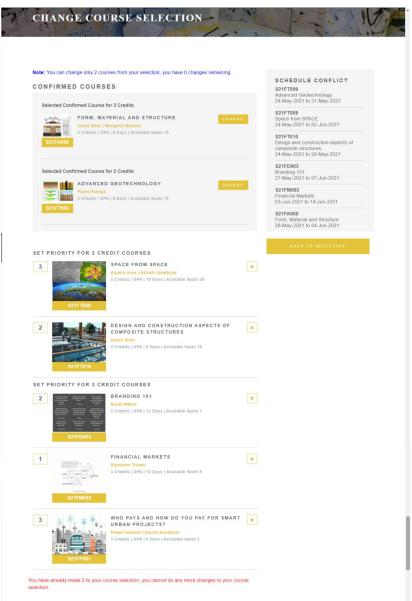


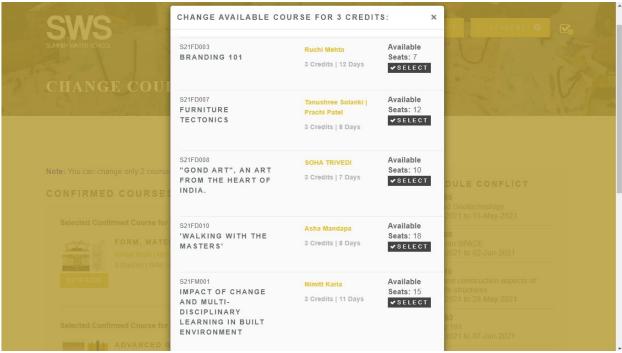
Other Information

Change Course Selection

After payment of fees is done, students have an option of Change Course Selection. This allows students to change their confirmed selected course.







CHANGE COURSE SELECTION RULES:

- 1. 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.
- 2. 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.
- 3. Course(s) will be changed only when there are available courses in the selection of courses page.
- 4. Changing Course Priority in the existing course selections will not be counted against the allowable number of course selection changes.

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.

