

INSTRUCTIONS FOR ONLINE REGISTRATION FOR ELECTIVE COURSES - SEMESTER II (2025):

Please follow the step-by-step instructions below to complete your academic registration:

1. Logging in:

- Enter the Examinations Unit website. (examfmisc@sjp.ac.lk)
- Log in to your account.
- If you are accessing your account for the first time, use the following credentials:
 - **Username:** Your Index Number
 - **Password:** Your Registration Number

Important:

- Once you log in to your account for the first time, change your password immediately.
- Remember your new password. In case of forgetting, provide your email address to obtain a new password.
- To change your password and set up email recovery, select the "User Account" command on the student menu.

2. Select Academic Registration Command:

- After logging in, go to the Academic menu.
- Choose the "Academic Registration" command.

The screenshot shows the 'Academic Registration' page. At the top, there is a navigation bar with tabs: File, Student, Department, Academic, Examination, Results, Application, Notice. Below this is a red banner with 'Academic Registration'. A blue text box states: 'This function is available from 2016-February-12 to 2016-February-26'. Below the banner, there are input fields for 'Batch' (AC_2013_2014), 'Semester' (1), and 'Course' (BCC1320 - English I:Grammatical Foundation). There are two buttons: 'Register' and 'Unregister'. Below these is a table titled 'Registered Courses'. The table has columns: Semester, Course Code, and Course Name. The table lists several courses, with the second row (Semester 1, Course Code BCC1320, Course Name English I:Grammatical Foundation) highlighted in yellow. Annotations with arrows point to various elements: 'Click on the register button to register for a course.' points to the 'Register' button; 'Click on the unregister button to cancel your registration for a course.' points to the 'Unregister' button; 'Courses that you have registered for' points to the highlighted row in the 'Registered Courses' table.

Semester	Course Code	Course Name
1	ACC1320	Financial Accounting
1	BCC1320	English I:Grammatical Foundation
1	BUS1320	Introduction to Management
1	DSC1320	Business Mathematics
1	ITC1320	Introduction to Information Technology I

Important Notes:

1. If a course that you want to register for is missing from the list, kindly inform the Examinations Unit in writing.
2. Check both the course code and the course name carefully when selecting your courses.
3. The list of elective courses will only be visible during the registration period (after 15.07.2025).
4. These instructions apply only to students appearing for the examination on their first attempt.
(I.e. **Not applicable** for repeat students, students who have submitted medical reports, and students sitting the examination with privileges)
5. **This registration is NOT required for first-year students.**