

# Student User Guide for Course Selection Process for External programmes

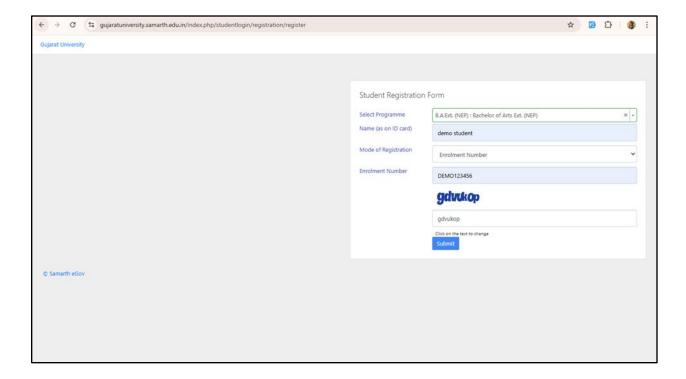
#### 1. Registration on the Student Portal

The student must visit the <u>Gujarat University Student Portal</u>. After opening the portal, the student should register by entering the following details:

- Select Programme: The student must select the programme they have applied for during the admission process. (For e.g. Bachelor of Arts Ext. (NEP), Master of Arts (MA-EXT), Bachelor of Commerce EXT. (NEP), Master of Commerce (MCOM-EXT).
- Name (as on ID card): Please note that in the field "Name (as on ID Card)", the student must enter their name as per the Aadhaar Card.
- Mode of Registration: Kindly select the Enrollment Number from the drop-down.
- Enrollment Number: Enter the Enrollment Number.

After filling in all the required details, the student must click the **Submit** button.

Once the details are submitted, the student will be prompted to **generate a password**. This password will be used to log in to the student account.

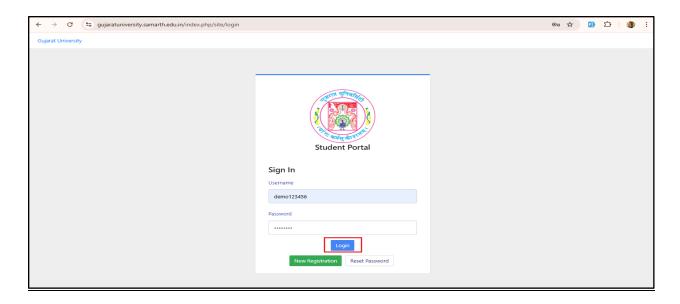


## 2. Logging into the Student Account

After successfully doing the registration, the student can log in to their account at the <u>Gujarat University Student Portal</u> using:

Username: Enrollment Number

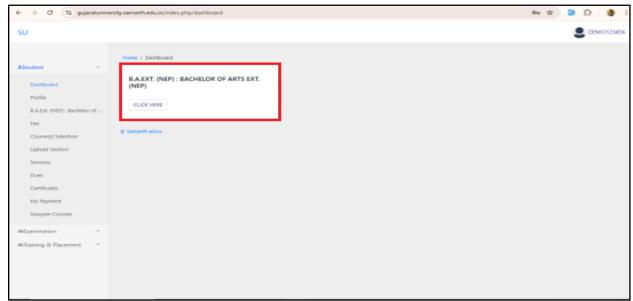
• Password: The password created during registration



## 3. Dashboard Overview

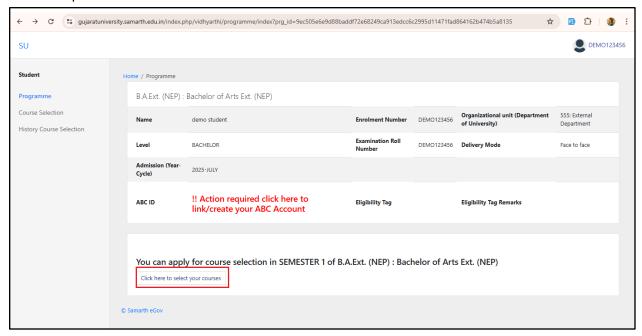
After logging in successfully, the student will be redirected to the **Dashboard** of the student portal. Here, they can view details related to the programme for which they have registered and need to complete the course selection.

To proceed with the course selection, the student must click on the "**Click Here**" option displayed for their programme.



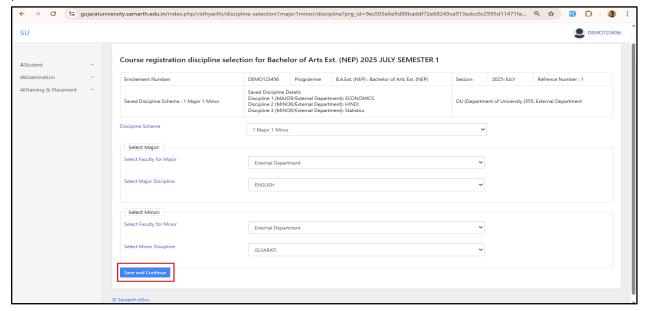
# 4. Navigating to Course Selection

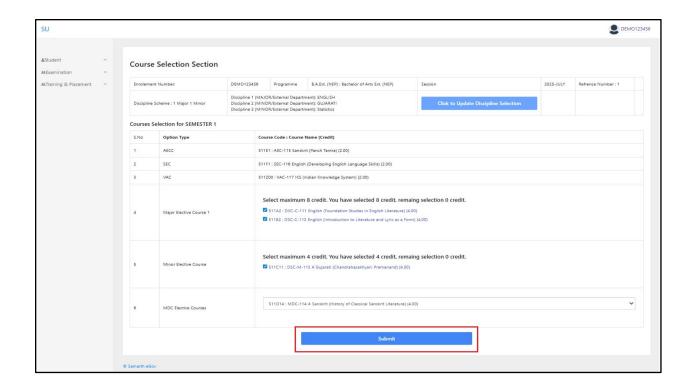
After clicking "Click Here", the student will be taken to the Programme details page. On this page, they must click on "Click here to select your courses" to begin the course selection process



## **5. Selecting Courses**

On the course selection page, the student can select the required courses for their programme. After selecting all the necessary courses, the student should click on the "**Submit**" button to proceed.





## **6. Previewing Selected Courses**

After submitting the course selection, the student will be redirected to the **Preview Page**. Here, the student can:

- Review all the selected courses
- Make changes by clicking "Update Course Selection" if required

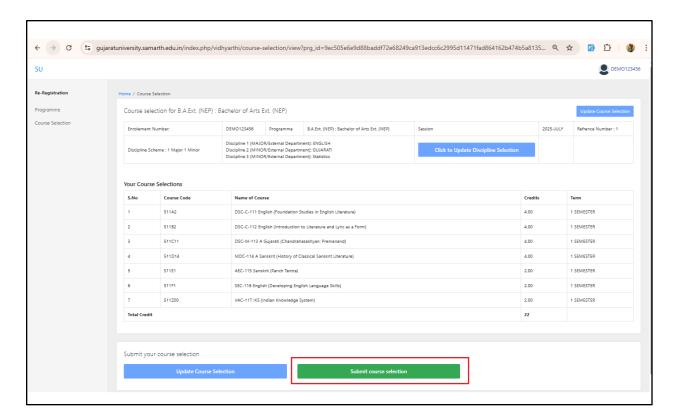
Once all course details are correct, the student can move ahead with final submission.

## 7. Final Submission

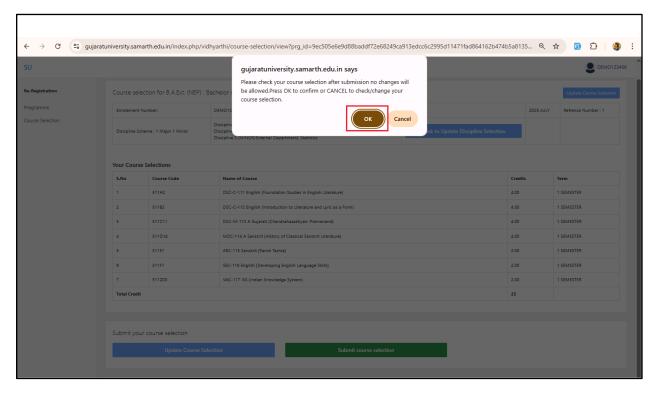
To complete the course selection process, the student must click the "Submit Course Selection" button located at the bottom of the preview page.

After that a confirmation pop-up will appear and the student must click "**OK**" to confirm. After this, the course selection is successfully submitted from the student's side.

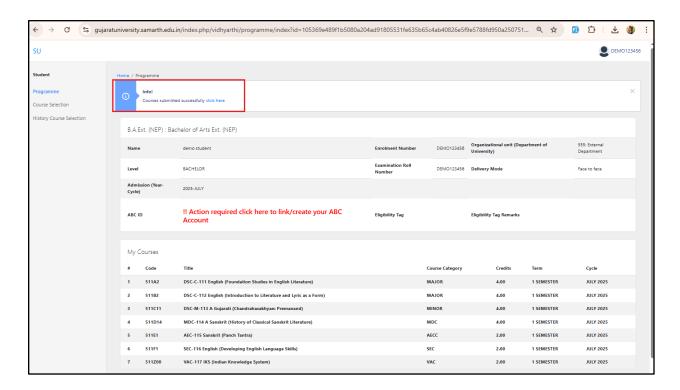
Note:- Updates can only be made before the final submission. The student cannot update the course selection after the final submission.



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Once the student submits their confirmation for the Course Selection process, they will be redirected to the Dashboard page, where the system will display a pop-up message confirming the completion of the Course Selection process.



-----The End-----