

Instructions for
Self-registration of
courses
By students

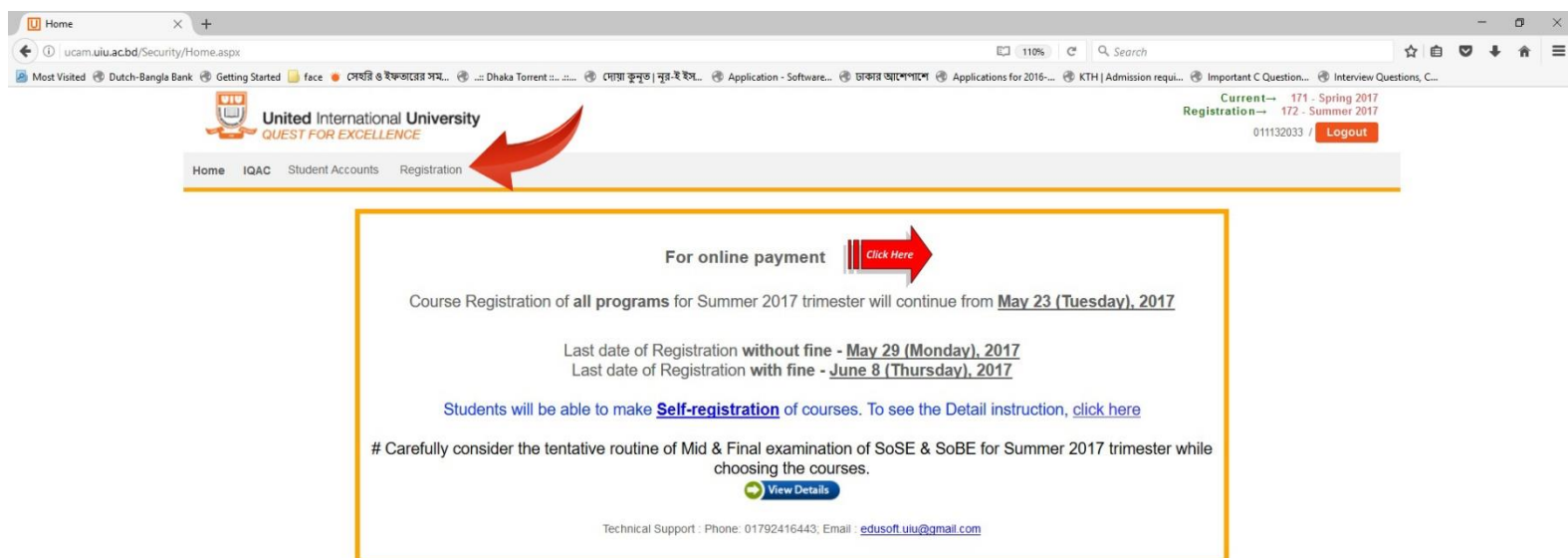
STUDENTS MUST HAVE TO MAKE REGISTRATION OF COURSES
IN ORDER TO CONTINUE THE NEXT ACADEMIC TRIMESTER.

Step 1:

Go to the UCAM - Student Portal (<http://ucam.uiu.ac.bd>) and login by your Student ID and Password

Step 2:

Click on “*Registration*” from the Menu bar



The screenshot shows a web browser window displaying the UCAM Student Portal. The address bar shows the URL ucam.uiu.ac.bd/Security/Home.aspx. The page header includes the United International University logo and the tagline "QUEST FOR EXCELLENCE". The navigation menu bar contains links for Home, IQAC, Student Accounts, and Registration. A red arrow points to the "Registration" link. The main content area features a central announcement box with the following text:

For online payment [Click Here](#)

Course Registration of all programs for Summer 2017 trimester will continue from **May 23 (Tuesday), 2017**

Last date of Registration **without fine - May 29 (Monday), 2017**
Last date of Registration **with fine - June 8 (Thursday), 2017**

Students will be able to make **Self-registration** of courses. To see the Detail instruction, [click here](#)

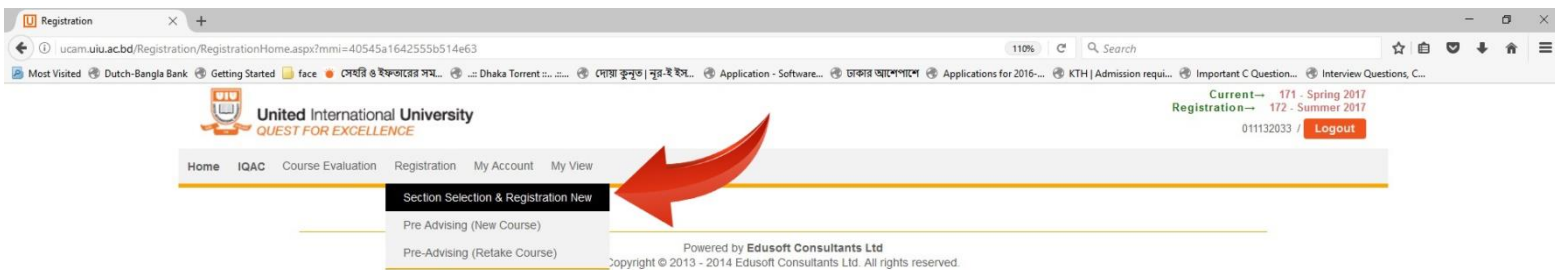
Carefully consider the tentative routine of Mid & Final examination of SoSE & SoBE for Summer 2017 trimester while choosing the courses.

[View Details](#)

Technical Support : Phone: 01792416443; Email : edusoft.uiu@gmail.com

Step 3:

Click “*Section Selection & Registration New*” submenu under *Registration* menu



Step 4:

You will find all of your courses with sections which were taken during Pre-advising and Advising period. There is a “Registration” button in the Final Registration blocks. Click the “Registration” button.

The screenshot shows the registration page for United International University. The page header includes the university logo and name, along with navigation links like Home, IQAC, Course Evaluation, Registration, My Account, and My View. The current session is identified as 171 - Spring 2017. A student's profile is displayed with the following details:

- Student ID: 011132033
- Name: Hamudi Hasan Sonet
- Batch: 132 - Summer 2013
- Program: BSCSE

Below the profile, there is a section for 'Section Selection' with a link to 'Exam Routine Template for SoSE & SoBE'. A table lists the selected courses and sections:

SL	Code	Title	Credits	Section	Section Name & Time	Section Remove	Registered
1	CSE 499	Building a Tech Startup	3.00	Take/Change	A (Mon - 03:35 PM - 04:55 PM (102 Main Campus)); (Wed - 03:35 PM - 04:55 PM (102 Main Campus)); (- - (-))	Remove	No
2	CSE 323	Computer Networks	3.00	Take/Change	B (Mon - 11:20 AM - 12:40 PM (106 Main Campus)); (Wed - 11:20 AM - 12:40 PM (106 Main Campus)); (- - (-))	Remove	No
3	CSE 324	Computer Networks Laboratory	1.00	Take/Change	A (Sun - 05:00 PM - 07:40 PM (Comp. Lab - 4 Main Campus)); (- - (-))	Remove	No
4	CSE 429	Digital System Design	3.00	Take/Change	B (Mon - 05:00 PM - 06:20 PM (106 Main Campus)); (Wed - 05:00 PM - 06:20 PM (106 Main Campus)); (- - (-))	Remove	No
5	CSE 430	Digital System Design Laboratory	1.00	Take/Change	A (Sun - 11:20 AM - 02:00 PM (Digital Lab 2 Main Campus)); (- - (-))	Remove	No

At the bottom of the page, under the 'Final Registration' section, there is a 'Registration' button. A red arrow points to this button, indicating the next step in the process.

Step 5:

You will get the following message in a pop up window if your registration is completed successfully.

Congratulations!!

Your registration is completed and bill generated successfully.

The screenshot shows the registration portal for United International University. A success message is displayed in a pop-up window: "Congratulations!! Your registration is completed and bill generated successfully." Below the message, the student's details are shown: Student ID: 011132033, Name: Hamudi Hasan Sonet, Batch: 132 - Summer 2013, Program: BSCSE. A table lists the registered courses with columns for SL, Code, Title, Credits, Section Name & Time, Section Remove, and Registered. The table contains 5 rows of course information.

SL	Code	Title	Credits	Section Name & Time	Section Remove	Registered
1	CSE 499	Building a Tech Startup	1.00	A (Mon - 03:35 PM - 04:55 PM (102 Main Campus)), (Wed - 03:35 PM - 04:55 PM (102 Main Campus)), (- - ())	Remove	Yes
2	CSE 323	Computer Networks	3	B (Mon - 11:20 AM - 12:40 PM (106 Main Campus)), (Wed - 11:20 AM - 12:40 PM (106 Main Campus)), (- - ())	Remove	Yes
3	CSE 324	Computer Networks Laboratory	1.00	A (Sun - 05:00 PM - 07:40 PM (Comp. Lab - 4 Main Campus)), (- - ())	Remove	Yes
4	CSE 429	Digital System Design	3.00	B (Mon - 05:00 PM - 06:20 PM (106 Main Campus)), (Wed - 05:00 PM - 06:20 PM (106 Main Campus)), (- - ())	Remove	Yes
5	CSE 430	Digital System Design Laboratory	1.00	A (Sun - 11:20 AM - 02:00 PM (Digital Lab 2 Main Campus)), (- - ())	Remove	Yes

Step 6:

Close the pop up window and you will find “Download Print out” button where you can download the PDF copy of your registered course(s) any time. Please note that, download button will be enabled if your registration is made successfully.

The screenshot shows the registration page for United International University. The page header includes the university logo and name, along with the current session (171 - Spring 2017) and registration session (172 - Summer 2017). The navigation menu includes Home, IQAC, Course Evaluation, Registration, My Account, and My View.

The main content area is titled "Registration" and displays a message for the student. The student's details are as follows:

- Student ID: 011132033
- Name: Hamudi Hasan Sonet
- Batch: 132 - Summer 2013
- Program: BSCSE
- No probation!

Below the student details, there is a "Section Selection" section with a link to "Exam Routine Template for SoSE & SoBE". A table lists the registered courses:

SL	Code	Title	Credits	Section	Section Name & Time	Section Remove	Registered
1	CSE 499	Building a Tech Startup	3.00	Take/Change	A (Mon - 03:35 PM - 04:55 PM (102 Main Campus)); (Wed - 03:35 PM - 04:55 PM (102 Main Campus)); (-- ())	Remove	Yes
2	CSE 323	Computer Networks	3.00	Take/Change	B (Mon - 11:20 AM - 12:40 PM (106 Main Campus)); (Wed - 11:20 AM - 12:40 PM (106 Main Campus)); (-- ())	Remove	Yes
3	CSE 324	Computer Networks Laboratory	1.00	Take/Change	A (Sun - 05:00 PM - 07:40 PM (Comp. Lab - 4 Main Campus)); (-- ()); (-- ())	Remove	Yes
4	CSE 429	Digital System Design	3.00	Take/Change	B (Mon - 05:00 PM - 06:20 PM (106 Main Campus)); (Wed - 05:00 PM - 06:20 PM (106 Main Campus)); (-- ()); (-- ())	Remove	Yes
5	CSE 430	Digital System Design Laboratory	1.00	Take/Change	A (Sun - 11:20 AM - 02:00 PM (Digital Lab 2 Main Campus)); (-- ()); (-- ())	Remove	Yes

At the bottom of the page, there is a "Final Registration" section with a "Download Print Out" button. A red arrow points to this button.

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Important things to remember

Students will not be able to make self-registration for the following reasons:

- If Pre-Advising/Advising is not completed
- If Advising is completed with any unassigned section of a course(s)
- Students intending to take any Self Study course/Thesis/Project/Internship
- Having 'F' grade in any course(s)
- Having blocked status to the following:
 - Payment block (Not clearing outstanding dues and making advance payment of Tk. 15,000)
 - Probation block (Students having CGPA less than 2.00)
 - Any other block by Dept. /Office, i.e. Disciplinary case, Loan default etc.

**Students, who will be unable to
make self-registration, shall have
to complete their registration at
University**

A student has to pay a fine of Tk. 1,000 for making registration/add courses after the last date of registration (without fine).