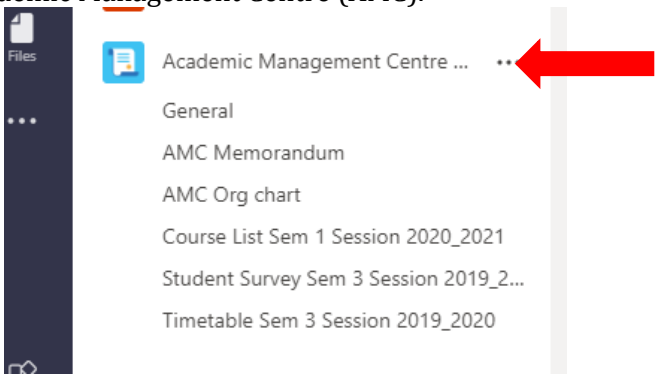
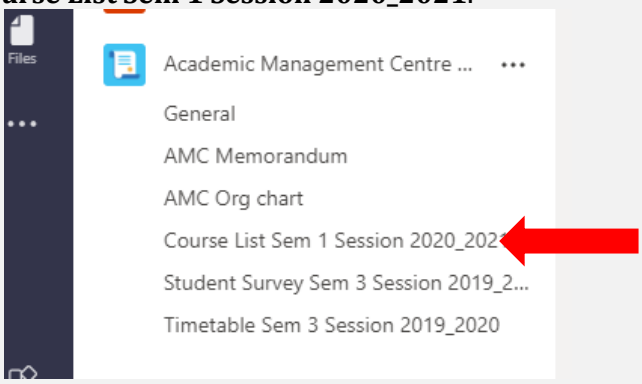
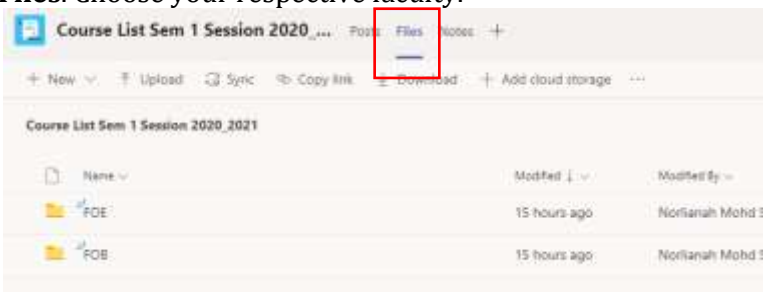
APPENDIX 2

GUIDELINES FOR COURSE REGISTRATION SEMESTER 1 SESSION 2020/2021

Step	Details
1	Open MS Teams.
2	Go to Teams -> Academic Management Centre (AMC). 
3	Go to channel -> **Course List Sem 1 Session 2020_2021**. 
4	Go to tab ->**Files**. Choose your respective faculty. 
5	Choose -> **Programme** -> **Semester**. 5.1 Ensure that all courses to be chosen are correct. 5.2 You are allowed to discuss with your Academic Advisor (AA) or Programme Coordinator (PC) on the course registration, if necessary.
6	Go to tab -> **Fill| Course Registration Form for Semester 1 Session 2020/2021**.
7	Complete the form. 7.1 Ensure that all the details are correct i.e. Course Code, Course Name, Group Name, and Total Credit Hours before submission.
8	Click **Submit**.