

# **FYUGP- Course Registration User Manual (V.1.1)**



**University of Kerala**

# Step 1

## ( College Level)

The course registration process needed to be initiated from the college level. The students will get support from the Lecture/HOD/Principal for choosing their courses from the College basket. The student will consult the Lecture/HOD/Principal for filling their courses from the college basket to the student basket.

To do course registration, select the course registration sub-menu under the FYUGP menu by the Lecture/HOD/Principal.

The screenshot shows the University of Kerala website interface for Course Registration. The header includes the university logo and name, along with the accreditation status: "Re-accredited by NAAC with A++ GRADE". The main content area is titled "Course Registration" and includes a breadcrumb trail: "Dashboard / Course Registration".

The interface features a sidebar menu on the left with the following items:

- CA Mark
- Examination Registration
- ESA Mark Entry
- Hall Ticket Management
- NoticeBoard
- Course Allocation
- Attendance Upload
- Open Course Mark
- Student Disciplinary Council
- Result
- FYUGP** (highlighted in blue)
  - Discipline Assignment
  - College Basket
  - Print
  - Draft Syllabus
  - Academic Path Way
  - Course Registration** (highlighted with a red box)
  - Time Table

The main content area contains a form for course registration with the following fields:

- Yofadmn: Batch 2024
- Sem: (empty)
- Discipline: (empty)
- Student: (empty)

At the bottom right of the form, there are two buttons: "Reset" (red) and "Submit" (blue).

## Step 2

Select the student details - year of admission, semester, discipline, and student name, and click on the submit button to view the courses.

The screenshot shows the 'Course Registration' page on the University of Kerala website. The page has a blue header with the university's logo and name, and a navigation menu on the left. The main content area contains a form with several dropdown menus and two buttons.

**University of Kerala**  
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**Course Registration** Dashboard / Course Registration

**Yofadmn** **Sem**

Batch 2024  Discipline

Student

Reset Submit

**Navigation Menu:**

- » CA Mark
- » Examination Registration
- » ESA Mark Entry
- » Hall Ticket Management
- » NoticeBoard
- » Course Allocation
- » Attendance Upload
- » Open Course Mark
- » Student Disciplinary Council
- » Result
- » FYUGP**
  - » Discipline Assignment
  - » College Basket
  - » Print
  - » Draft Syllabus
  - » Academic Path Way
  - » Course Registration**
  - » Time Table

# Step 3

The courses in the college basket based on the course category will be listed down.

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### Course Registration

Dashboard / Course Registration

Yofadmn: Batch 2024 | Sem: 1 | Discipline: FYUGP Philosophy

Student: ABHIJITH MADHUSOODANAN (123456789)

Semester : 1	
DSC 1-Major Paper 1	UKIDSCPH100 - Introduction to Philosophy (FYUGP Philosophy)
DSC 2-Minor Paper 1	UKIDSCCHE100 - INORGANIC CHEMISTRY I (FYUGP Chemistry)
DSC 2-Minor Paper 2	UKIDSCMUS101 - Introduction to Carnatic Music - I (FYUGP BA Music)
AEC 1-English Paper1	UKIAECENG100 - Voices of Humanity 1 (FYUGP English)
AEC 1-Other Language Paper1	UKIAECARA100 - Communicative Arabic - I (FYUGP Arabic)
MDC 1-Multi Disciplinary Paper1	UKIMDCMUS102 - MUSIC AND SCIENCE (FYUGP BA Music)

Reset Submit

- CA Mark
- Examination Registration
- ESA Mark Entry
- Hall Ticket Management
- NoticeBoard
- Course Allocation
- Attendance Upload
- Open Course Mark
- Student Disciplinary Council
- Result
- FYUGP**
  - Discipline Assignment
  - College Basket
  - Print
  - Draft Syllabus
  - Academic Path Way
  - Course Registration**
  - Time Table

# Step 4

The courses can be selected by clicking on the arrow button next to the course name, and then select the course from the list. Then click on the submit button.

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Course Registration

Dashboard / Course Registration

Yofadmn: Batch 2024  
Sem: 1  
Discipline: FYUGP Philosophy

Student: AB (123456789)

Semester : 1

DSC 1-Major Paper 1	UKIDSCPH100 - Introduction to Philosophy (FYUGP Philosophy)
DSC 2-Minor Paper 1	UKIDSCPH100 - Introduction to Philosophy (FYUGP Philosophy) UKIDSCPH101 - Comparative Religion (FYUGP Philosophy) UKIDSCPH102 - Logical Reasoning (FYUGP Philosophy) UKIDSCPH104 - Philosophy of Sree Narayana Guru (FYUGP Philosophy)
DSC 2-Minor Paper 2	
AEC 1-English Paper1	UKIAECENG100 - Voices of Humanity 1 (FYUGP English)
AEC 1-Other Language Paper1	UKIAECARA100 - Communicative Arabic - I (FYUGP Arabic)
MDC 1-Multi Disciplinary Paper1	UKIMDCMUS102 - MUSIC AND SCIENCE (FYUGP BA Music)

Reset Submit

## Note:

- Ensure that to select the course registration under the FYUGP menu.
- No Approvals are needed for course registration in the faculty level.
- Students can view the selected courses. From the student end, if the courses are verified they can submit the course registration.
- Candidate need to take the printout of the finalized course list and should append their signature in specified area .This needed to be kept with the academic coordinator after counter signing.
- Course registration will be active till dates are open. If dates are expired, there will be a warning message as “Last date is over”.
- Class Timetable generation is possible only after completion of course registration.
- Class Timetable will be varied based on the course registration of students.

# Step 5

## (Student level)

### First Login

Get the SLCM URL

→You can get the SLCM URL from <https://exams.keralauniversity.ac.in/> by clicking the SLCM banner.

OR

→Use the URL <https://slcm.keralauniversity.ac.in/>←

**UNIVERSITY OF KERALA**  
കേരള സർവകലാശാല  
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**SLCM**  
Examination registration for New Generation PG courses and B.Tech

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**SLCM URL**

**University of Kerala**

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University of Kerala conducts thousands of examinations in hundreds of different courses in two sessions every year. University examinations are conducted in more than 250 affiliated colleges spread in Thiruvananthapuram, Kollam, Alappuzha and some parts of Pathanamthitta districts. The website provides a single window online facility for every candidate of the University for pre-examinations enrollment, registration to University examinations and getting the scores in the examinations. Colleges can submit details of candidates for examination registration and download hall tickets online through this portal. Result analysis feature of the site provides a quick and easy way for comparing the course wise and college wise performance of candidates in University examinations. Availability of an extensive resources of downloads related to different online procedures, several forms connected with examinations, fee details of different courses makes this website highly useful and user friendly to candidates and college alike.

## Step 6

For login, use **APAAR ID** (already submitted as part of the online admission process.) as **Username**.

The default password is **Test@1234**. This can be changed after completing the first login.

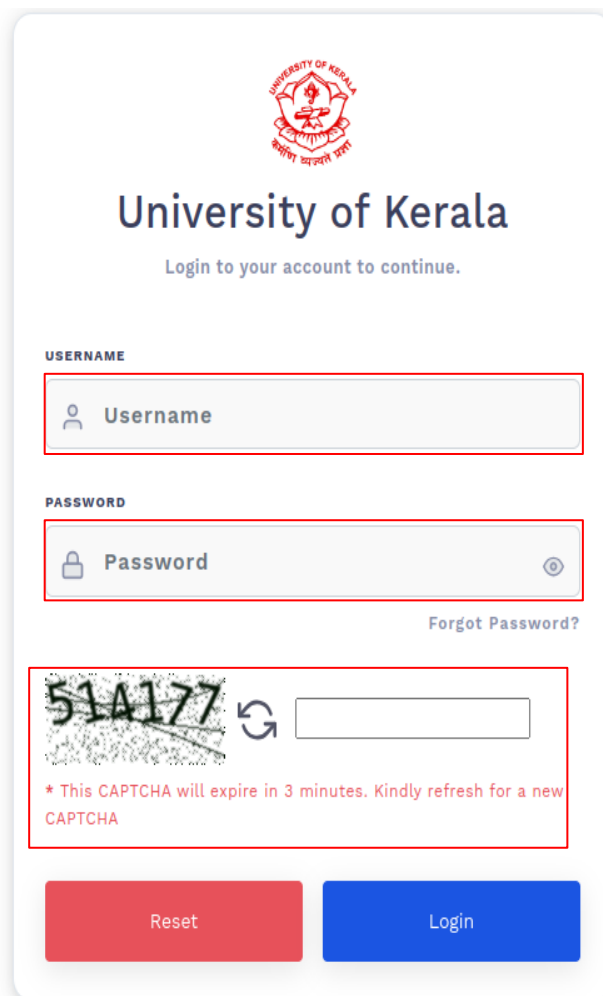
### Note:

→If APAAR ID was not submitted as part of online admission, then the student may access his profile using the **online admission application number** in the below format.

→If the Application number is 1238896 then the student should give

**UG** followed by 1238896 as **username** together without any space ie **UG1238896**.

→



The image shows a login form for the University of Kerala. At the top is the university's logo, a red emblem with a book and a lamp, surrounded by the text 'UNIVERSITY OF KERALA' and 'ജനനം മരണം ശാന്തി' (Janam Maranam Shanti). Below the logo is the text 'University of Kerala' and 'Login to your account to continue.' The form has three main sections: 1. 'USERNAME' section with a text input field containing 'Username' and a red border. 2. 'PASSWORD' section with a text input field containing 'Password', a lock icon, and a toggle eye icon, with a red border. Below this is a 'Forgot Password?' link. 3. A CAPTCHA section with a red border containing a distorted image of the number '51A177', a refresh icon, and an empty input field. Below the CAPTCHA is a note: '\* This CAPTCHA will expire in 3 minutes. Kindly refresh for a new CAPTCHA'. At the bottom are two buttons: a red 'Reset' button and a blue 'Login' button.

# Step 7

## Course Registration(Student)

The students must confirm whether the courses displayed in the student basket are correctly displayed.

Students cannot alter their courses instead, they must consult with the Lecturer/HOD/Principal in order to make any necessary modifications.

To view course registration, select the **course registration** sub-menu under the **FYUGP** menu.

The screenshot displays the 'FYUGP Course Registration' interface. The header includes the University of Kerala logo and name, along with the accreditation 'Re-accredited by NAAC with A++ GRADE'. The page title is 'FYUGP Course Registration' and the breadcrumb is 'Dashboard / FYUGP Course Registration'. A search bar and 'Results : 5' are visible. A table lists the course details:

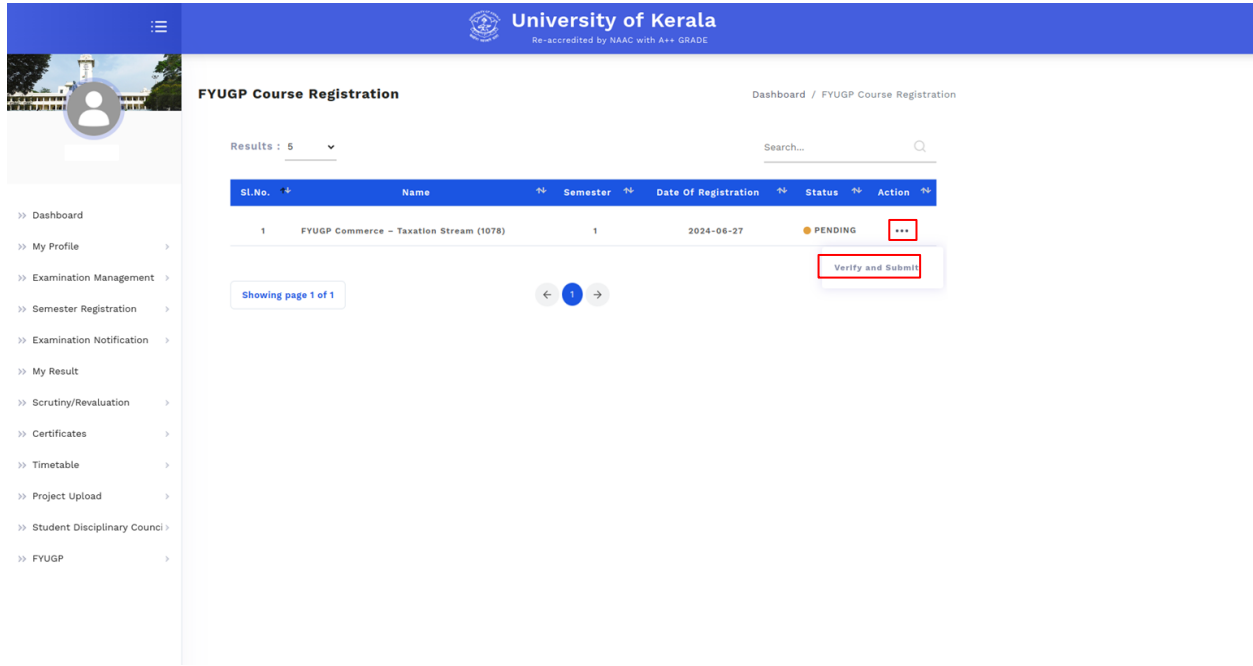
Sl.No.	Name	Semester	Date Of Registration	Status	Action
1	FYUGP Commerce - Taxation Stream (1078)	1	2024-06-27	PENDING	...

Below the table, it says 'Showing page 1 of 1' with navigation arrows. The left sidebar contains a menu with 'FYUGP' highlighted in a red box.

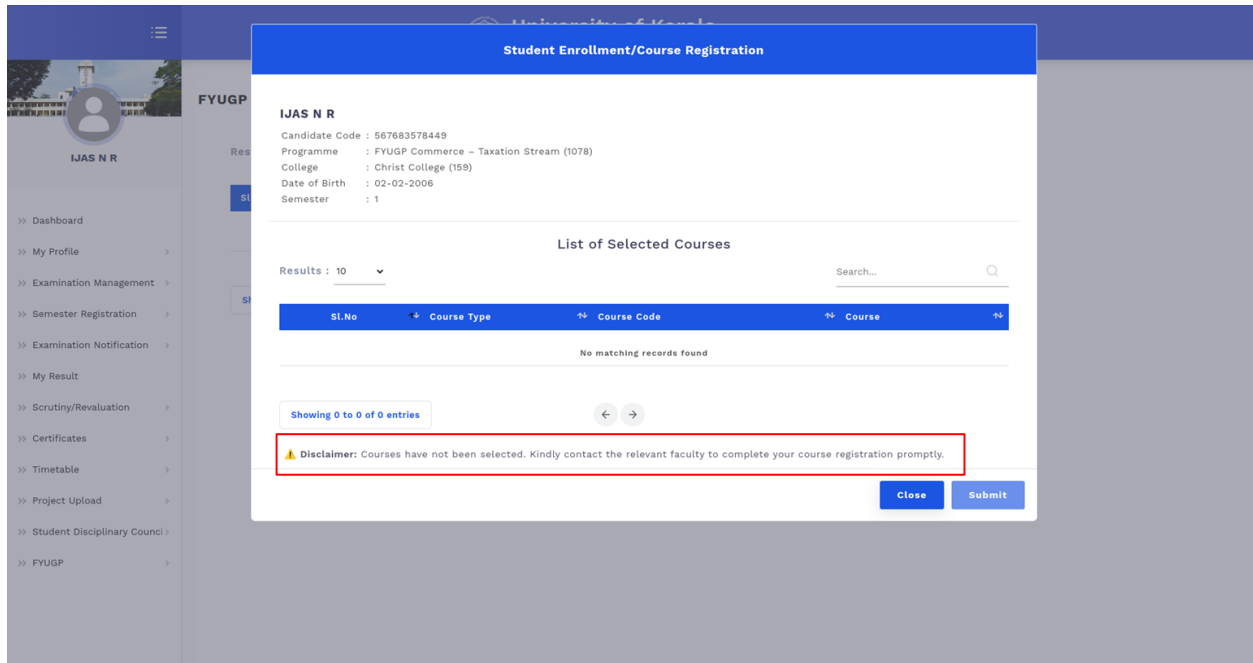


# Step 8

Click on the verify and submit button under the action button to verify the courses.



If course registration is not done, there will be a warning message as “Course not been selected”.



Once the faculty-level course registration is completed, the courses will be listed as shown below.

The screenshot displays the 'Student Enrollment/Course Registration' interface. On the left is a navigation menu for 'STUDENT 6' with options like Dashboard, My Profile, Examination Management, Semester Registration, Examination Notification, My Result, Scrutiny/Reevaluation, Certificates, Timetable, Project Upload, Student Disciplinary Council, and FYUGP. The main content area shows the student's profile and a list of selected courses.

**Student 6**  
Candidate Code : 100024144006  
Programme : FYUGP Economics (1000)  
College :  
Date of Birth : 31-10-2000  
Semester : 1

**List of Selected Courses**

Results : 10 Search...

Sl.No	Course Type	Course Code	Course
1	DSC 1-Major Paper 1	UK1DSCEC0100	Principles of Economics
2	DSC 2-Minor Paper 1	UK1DSCFRE100	Francals Fonctionnel I
3	DSC 2-Minor Paper 2	UK1DSCARA100	Arabic Syntax - I
4	AEC 1-English Paper1	UK1AECENG100	Voices of Humanity 1
5	AEC 1-Other Language Paper1	UK1AECARA100	Communicative Arabic - I
6	MDC 1-Multi Disciplinary Paper1	UK1MDCARA100	An Introduction to Gulf Arabic

Showing page 1 of 1

I, hereby declare that the courses listed above are selected as per my choice!

Close Submit

## Step 9

The students should verify whether the listed courses are according to their preference. If any changes are observed on the student's end, the student can immediately contact the concerned faculty for corrections.

Once verified, click on the checkbox next to the declaration statement, if changes are not required.

The screenshot shows the 'Student Enrollment/Course Registration' page for a student. The student's details are as follows:

- Student 6
- Candidate Code : 100024144006
- Programme : FYUGP Economics (1000)
- College : Un
- Date of Birth : 31-10-2000
- Semester : 1

The 'List of Selected Courses' table is highlighted with a red box:

Sl.No	Course Type	Course Code	Course
1	DSC 1-Major Paper 1	UK1DSCEC0100	Principles of Economics
2	DSC 2-Minor Paper 1	UK1DSCFR0100	Francais Fonctionnel 1
3	DSC 2-Minor Paper 2	UK1DSCARA100	Arabic Syntax - 1
4	AEC 1-English Paper1	UK1AECENG100	Voices of Humanity 1
5	AEC 1-Other Language Paper1	UK1AECARA100	Communicative Arabic - 1
6	MDC 1-Multi Disciplinary Paper1	UK1MDCARA100	An Introduction to Gulf Arabic

Below the table, there is a checkbox with the text:  I, hereby declare that the courses listed above are selected as per my choice!

At the bottom right, there are 'Close' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

There will be a confirmation message after clicking the submit button

The screenshot shows the 'University of Kerala' FYUGP Course Registration page. A confirmation dialog box is displayed in the center, highlighted with a red box:

**Are you sure?**  
This action will submit the semester registration.  
Continue?

At the bottom of the dialog box, there are 'Yes' and 'Cancel' buttons. The 'Yes' button is highlighted with a red box.

There will be a success message, once submission is completed.

The screenshot shows the University of Kerala FYUGP Course Registration dashboard. The header includes the university logo and name, along with the accreditation "Re-accredited by NAAC with A++ GRADE". The page title is "FYUGP Course Registration" and the breadcrumb is "Dashboard / FYUGP Course Registration". A sidebar on the left lists navigation options: Dashboard, My Profile, Examination Management, Semester Registration, Examination Notification, My Result, Scrutiny/Reevaluation, Certificates, Timetable, Project Upload, Student Disciplinary Council, and FYUGP. The main content area shows a table with 5 results. The first row is highlighted and contains the following data: SI.No. 1, Name FYUGP Economics (1000), Semester 1, Date Of Registration 2024-06-27, Status PENDING, and Action. A success message is displayed in a red-bordered box: "Success! Semester Registration Completed successfully." The message includes a green checkmark icon.

Note:

- If Not submitted status will be PENDING
- If course submission is completed, the status will be ACTIVE
- After Submission, the action button changes to "view and print".

The screenshot shows the University of Kerala FYUGP Course Registration dashboard after submission. The header and sidebar are the same as in the previous screenshot. The main content area shows the same table, but the status of the first row is now "ACTIVE" (indicated by a green dot). The action button for this row is now "View and Print". The success message is no longer visible. The page shows "Showing page 1 of 1" and a pagination control with a blue circle containing the number 1.

# Step 10

For printing the course registration of the students with APAAR ID as candidate code. Click on the print button at the bottom.

The screenshot shows the 'Student Enrollment/Course Registration' interface. The student's details are as follows:

- Name of Student : Student 6
- APAAR Id/Candidate Code : 100024144006
- Programme : FYUGP Economics (1000)
- College : University College ( )
- Date of Birth : 31-10-2000
- Semester : 1

The 'List of Selected Courses' table is as follows:

Sl.No	Course Type	Course Code	Course
1	DSC 1-Major Paper 1	UKIDSCCE0100	Principles of Economics
2	DSC 2-Minor Paper 1	UKIDSCFRE100	Francals Fonctionnel I
3	DSC 2-Minor Paper 2	UKIDSCARA100	Arabic Syntax - I
4	AEC 1-English Paper1	UKIAECENG100	Voices of Humanity 1
5	AEC 1-Other Language Paper1	UKIAECARA100	Communicative Arabic - I
6	MDC 1-Multi Disciplinary Paper1	UKIMDCARA100	An Introduction to Gulf Arabic

Below the table, there is a declaration:  I, hereby declare that the courses listed above are selected as per my choice!

At the bottom right, there are two buttons: 'Close' and 'Print' (highlighted with a red box).

For printing the course registration of the students without APAAR ID. There will be a precaution message below the declaration regarding the non-updation of the APAAR ID in the student profile, click on the print button at the bottom.

The screenshot shows the 'Student Enrollment/Course Registration' interface for a student without an APAAR ID. The student's details are as follows:

- Name of Student : ABHIJITH MADHUSOODANAN
- APAAR Id/Candidate Code : \*
- Programme : FYUGP Philosophy (1005)
- College : Govt. College For Women Trivandrum (107)
- Date of Birth : 29-03-2002
- Semester : 1

The 'List of Selected Courses' table is as follows:

Sl.No	Course Type	Course Code	Course
1	DSC 1-Major Paper 1	UKIDSCPH100	Introduction to Philosophy
2	DSC 2-Minor Paper 1	UKIDSCBOT101	Plant World I
3	DSC 2-Minor Paper 2	UKIDSCMUS101	Introduction to Carnatic Music - I
4	AEC 1-English Paper1	UKIAECENG100	Voices of Humanity 1
5	AEC 1-Other Language Paper1	UKIAECARA100	Communicative Arabic - I
6	MDC 1-Multi Disciplinary Paper1	UKIMDCMUS102	MUSIC AND SCIENCE

Below the table, there is a declaration:  I, hereby declare that the courses listed above are selected as per my choice!

A precaution message is displayed in a red box:   
\*The course registration has been successfully completed, but the enrollment process is not finished because the APAAR ID is not updated in your profile. Failure to submit the APAAR ID may prevent your examination registration and other future activities.

At the bottom right, there are two buttons: 'Close' and 'Print' (highlighted with a red box).

# Profile Edit

The mail id and mobile number must be updated through the menu **My Profile>View Profile>Bio**.

Utmost care needs to be taken for updating the e-mail id and phone number as further communication will be done via e-mail/phone.

The screenshot shows the University of Kerala profile page. The header includes the university logo and name, along with the text "Re-accredited by NAAC with A++ GRADE". The left sidebar contains a menu with "My Profile" expanded, and "View Profile" highlighted with a red box. The main content area is divided into sections: "Bio" (highlighted with a red box), "Academic Info", "Fee Concession Details", and "Address". The "Bio" section contains fields for Student ID, Date of Birth, Country, and Mobile Number.

Field	Value
Student	Student
Date of Birth	24-04-2003
Country	India
Mobile Number	1111111111

The screenshot shows the "Fee Concession Details" modal form. The form is titled "Fee Concession Details" and contains a checkbox for "Eligible for fee concession". Below the checkbox are several input fields for personal information, including Email, Mobile, Gender, Address Line 1, Address Line 2, Address Line 3, Zip Code, City, and District. The "Save" button is highlighted with a blue background.

Field	Value
Eligible for fee concession	<input type="checkbox"/>
Email	
Mobile	1111111111
Gender	Male
Address Line 1	
Address Line 2	
Address Line 3	
Zip Code	691572
City	Kollam
District	Kollam

For any further queries, contact  
<mailto:support@keralauniversity.ac.in>



**Thank  
You!!!**