User Manual

Repeat / Improvement Course Registration for Courses Not Currently Offered

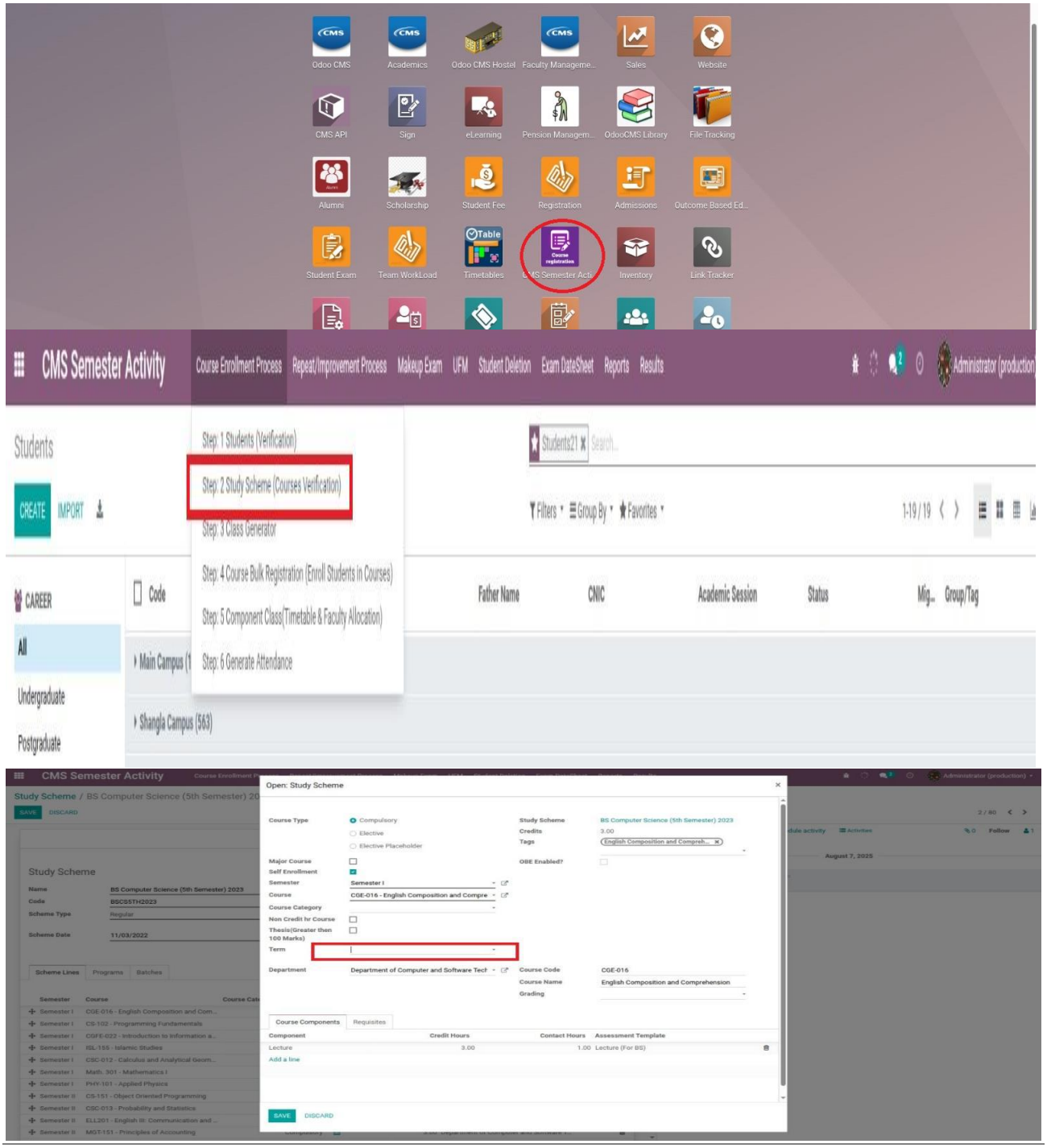
Purpose

This manual provides step-by-step instructions for offering courses that are not currently available in the study scheme and registering students for **Repeat** or **Improvement** courses in the Campus Management System (CMS).

Step 1: Update the Study Scheme

1. Navigate to **CMS Semester Activity**.
2. Open the **Study Scheme** of the student who requires Repeat/Improvement registration.
3. Click **Edit**.
4. Select the course(s) that need to be offered.
5. Update the **Term** for each selected course according to the semester in which it will be offered.
6. Repeat this process for all required Repeat/Improvement courses.
7. Click **Save** to update the Study Scheme.

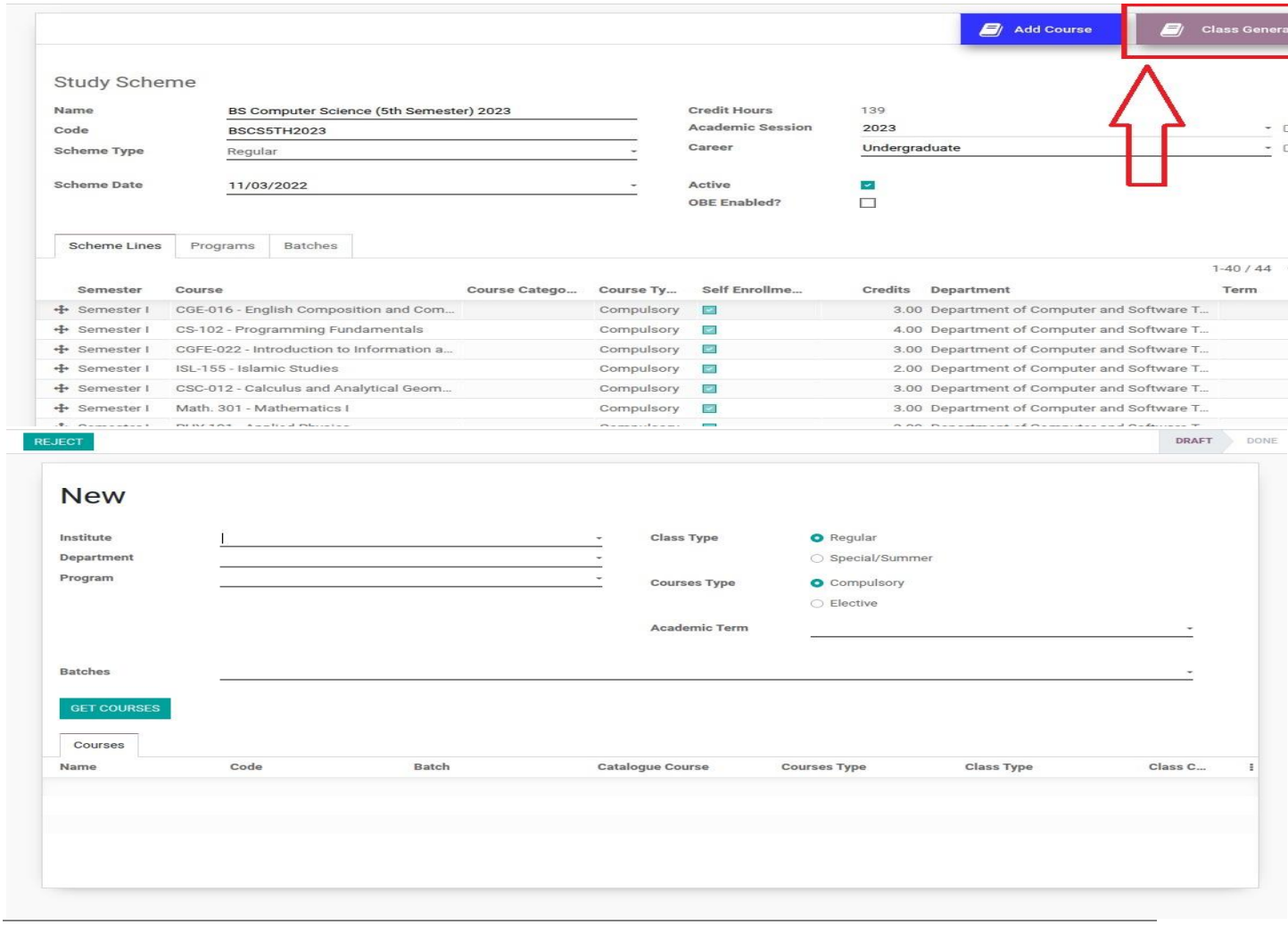
Note: Ensure that all required courses are assigned to the correct academic term before proceeding to the next step.



Step 2: Generate Classes

1. From the updated **Study Scheme**, click the **Generate Class** button located at the top-right corner.
2. Complete all the required fields.
3. Click **Get Courses** to retrieve the list of available courses.
4. Remove any unnecessary courses from the list, if applicable.
5. Save the record.
6. Click **Generate** to create the classes.

Note: Verify that only the required Repeat/Improvement courses remain before generating the classes.



Step 3: Register Students for Repeat / Improvement Courses

1. Navigate to:

CMS Semester Activity → Repeat/Improvement Courses

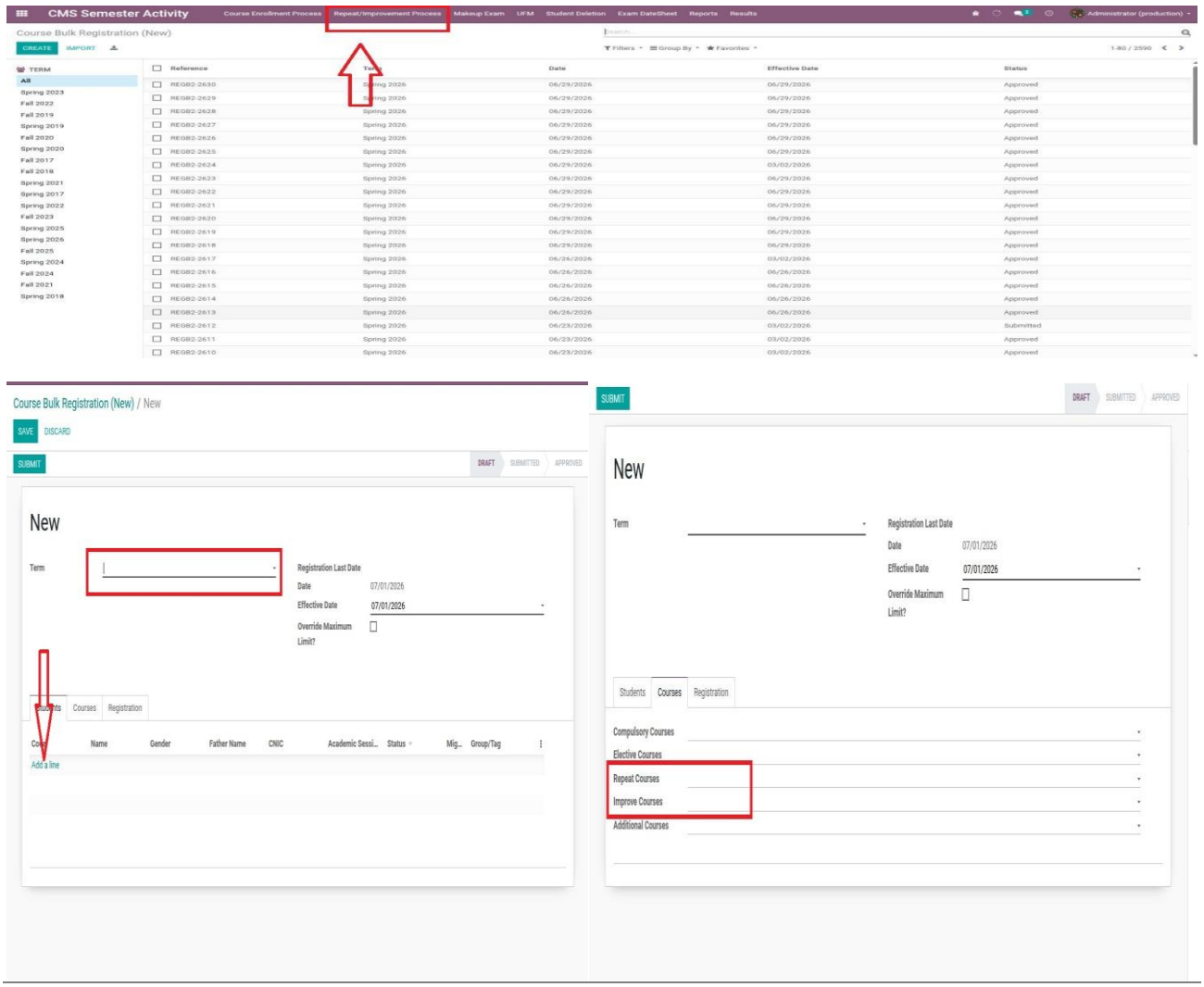
2. Click **Create** to create a new record.
3. Select the appropriate **Academic Term**.
4. Open the **Students** tab and add the required student(s).
5. Open the **Courses** tab and select the relevant course(s).

Course Type Selection

- For students repeating a failed course, select **Repeat Course**.
- For students improving a previously passed course, select **Improvement Course**.

6. After selecting all students and courses, click **Save**.
7. Click **Submit**.
8. Click **Approve**.

Once approved, the selected courses will be successfully offered to the students.



Step 4: Assign Faculty

1. Navigate to **Component Classes**.
2. Open the generated class.
3. Assign the appropriate faculty member responsible for grading the course.
4. Save the record.

