



### **Instructions to fill in Online semester registration form**

- Read these instructions carefully before filling up online semester registration form.
- All fields marked with \* are mandatory.
- Online semester registration interface has two sections namely New registration and Login.
- In the new registration area click *Register* to start the online semester registration process.
- Enter student's name, select year of study and Batch, enter date of birth, Admission No, Mobile no and Email ID of the student and click submit button. **Data submitted in the New Registration Area cannot be edited later.** So fill these details very carefully.
- On submission you will get an email with username and password for Login to the Email-ID provided by you.
- Your *admission number* is your user name and your *date of birth* is your password in *dd-mm-yyyy* format.
- Now in the login section, login using your username and password received in your email id.
- You have to fill 3 parts here  
Personal Data, 2.Details of last semester, 3.Academic performance.  
1. Personal Data
- After filling all the mandatory and required fields, press verify and proceed.  
2. Details of Last Semester
- First select the semester from "Semester to which is registration is opted" dropdown menu
- Transaction ID:- Enter your transaction number or UTR number or reference number obtained from your bank during fee payment (Fund transfer to college Account)
- After filling all the mandatory and required fields, press verify and proceed.  
3. Academic Performance
- Here fill all the required fields and submit. You will be directed to a screen showing **You have submitted and need to CONFIRM each sections above to complete the semester registration details.**

- If you want to edit any details press *click to confirm*. After editing the details please press confirm. Once you press confirm the edited data will be saved and *click to confirm* button will change to *Click to view*. Further editing is not possible.
- Even if you don't want to edit details, you have to confirm all the 4 sections.
- After confirming all the 4 sections you will be directed to a screen showing **You have confirmed the semester registration details**.
- After successful confirmation of online semester registration form, the same should be informed to the corresponding staff advisors.
- Staff advisors will verify all the details and forward the registration form to HOD.
- HOD will verify the details and forward the registration form for principal's approval.
- The Registration process will be completed only after the approval from the Principal.
- For any assistance regarding online registration form filling please email to [semregister@mcap.edu.in](mailto:semregister@mcap.edu.in) or call 94461 75472