



SOP For Course Registrations on iCloud

Step 1. Login in your iCloud accounts with username and password.

The screenshot shows the iCloudEMS login interface. On the left, there is a banner for 'iCloudEMS' with the tagline 'Powering student-centric education in universities & colleges'. On the right, the login form is highlighted with a red border. It includes fields for 'Login id' and 'Password', a 'Select College / Branch' dropdown menu, a 'Forgot password?' link, a 'LOGIN' button, and a 'Sign in with Google' button.

Step 2. Click on college info

The screenshot shows the 'corecampus/student/student_index.php' page. The page features a grid of service icons. The 'College Info' icon, which depicts a building, is circled in red. Other icons include Admit Card, Alumni Connect, Attendance, Circular, Courses, Examination Seating Plan, Fee Undertaking, Feedback, Fees, Grievance Complaint, LMS, Mentor Mentee, My Report Card, NEFT Form, Online Exam, Performances, PHD, Student Request Service, Student Services, Survey, and Time Table.

Step 3. Click on Registration Tab

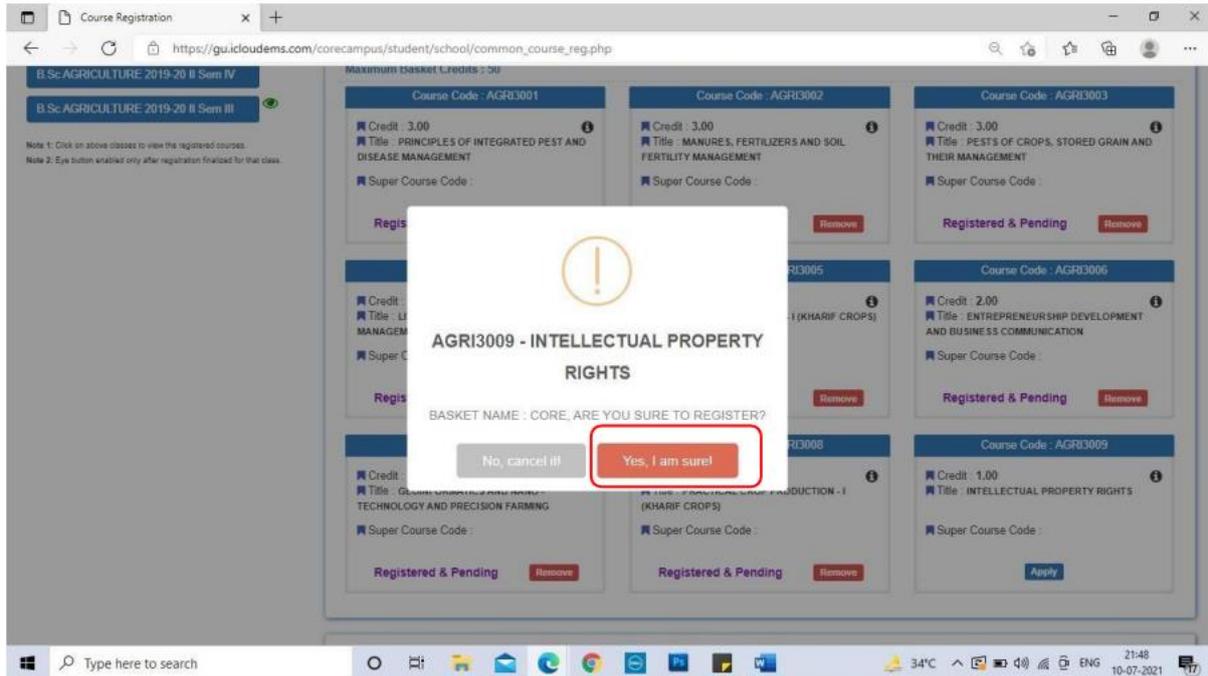
The screenshot shows the Galgotias University portal interface. At the top, the university logo and name are displayed. Below the header, there is a navigation bar with a "Back To Main Login" button and the user's name "Tushar Saini". The main content area features a grid of icons for various services: Profile, Structure, Rooms, Departments, Perfo.Grades, Programme, Registration (highlighted with a red border), and Calendar. Below this grid, there is a "Registration" section with three tabs: "Exam Form Fillup", "Course Registration", and "Term Promotion". A "Close" button is located at the bottom of this section.

Step 4. Click on Top white tab and click on "Apply" buttons for the courses you want to register for the courses.

The screenshot shows the "Course Registration" page in a web browser. The browser address bar displays the URL: https://gu.cloudems.com/corecampus/student/school/common_course_reg.php. The page header shows the program "Bachelor of Science (Honours) in Agriculture", the academic year "2021-2022", and the semester "Sem V". A note states: "Max credit allowed 25. Select desired courses and click on Finalise Registration button to avoid 200 Rs/day Fine". Below this, there is a list of courses for "B.Sc AGRICULTURE 2019-20 III Sem V". The first course, "B.Sc AGRICULTURE 2019-20 III Sem V", is highlighted with a red box. The main content area displays a "Basket Name : Core" with a table of courses. The table has columns for Course Code, Credit, Title, and Super Course Code. The "Apply" button for the first course (AGRI3001) is highlighted with a red box. The table also shows the total approved credit (0), total registered credit (0), basket weightage (100.00), and basket credits (25).

Course Code	Credit	Title	Super Course Code
AGRI3001	3.00	PRINCIPLES OF INTEGRATED PEST AND DISEASE MANAGEMENT	
AGRI3002	3.00	MANURES, FERTILIZERS AND SOIL FERTILITY MANAGEMENT	
AGRI3003	3.00	PESTS OF CROPS, STORED GRAIN AND THEIR MANAGEMENT	
AGRI3004	4.00	LIVESTOCK AND POULTRY MANAGEMENT	
AGRI3005	2.00	CROP IMPROVEMENT - I (KHARIF CROPS)	
AGRI3006	2.00	ENTREPRENEURSHIP DEVELOPMENT AND BUSINESS COMMUNICATION	
AGRI3007			
AGRI3008			
AGRI3009			

Step 5. Click on **“Yes Iam Sure button”** to add the course for registrations. Do it for all other courses/subjects you wants to register and meet the maximum credit limit required for registrations.



Step 6. Student to see the Maximum credit required for registrations and Its mandatory to click on **finalise registrations button**.

- If students unable to click on finalise button then their registration is not going to be completed.
- Late registration fine of Rs.200/day will be charged if students not going to complete the registration process on timelines of registrations shared by Registrar Office.
- Once student click on finalise button a green coloured eye button will appear and students have to download PDF as registrations completed.
- The course registrations will be approved by school program chairs.



NOTIFICATION

It is hereby informed that the registration process for Even Semester 2024-25 will start from 15.02.2025. The complete schedule for the registration process is as follows:

Activity Details	Regular Semester	Summer Semester
Start date of Registration for 2,4,6,8 & 10 semester	15.02.2025	01.03.2025
Last date of Registration for 2,4,6,8 & 10 semester without fine	22.02.2025	10.03.2025
Last Date of Registration with fine	28.02.2025	-

Important Notes:

1. All pending dues must be cleared before proceeding with online registration.
2. No registration will be permitted after the due date mentioned in the schedule.
3. Attendance Requirement:
 - 100% attendance is mandatory to appear in the Mid-Term Examination (MTE) and End-Term Examination (ETE).
 - A minimum of 75% attendance may be considered only with valid proof of medical or other emergencies.
4. Students failing to maintain the minimum course-wise 75% attendance will not be allowed to appear for both MTE & ETE Examinations.
5. Students are advised to regularly visit the university website for updates and official notifications.
6. All students must adhere strictly to the official notifications regarding attendance. Avoid misinformation and rumours.
7. Attendance will be calculated from the date of commencement of classes.
8. Students are advised to update their Aadhar details to verify their Academic Bank of Credits (ABC) ID.

For any further queries, students may contact the university administration.

