

Enrolment Late Addition:

To do the late addition of students to the subject, navigate to Students → Student Enrolment and provide the below fields and click on the Search button.

Enrolment List

✓ Selection

Academic Year*	2017-2018	Semester	Semester 2
Department	Business Administration	Section	Section A
Subject	BUSA402 - Business Law		

[Student Count](#) [Q Search](#) [Print](#)

The enrolled students list will be listed as like below. Type the Student's name or Student's registration no in the Search box and click on the Search button

Q Search

Search box: jawad | Enrolment Type: [Dropdown] | [Q Search](#)

[Jawad Mubeen N.L. Koney\(BA, Semester 2\)](#) [Withdraw](#)

[Enrolment Details](#) | Type Student Name: [Input] | Admission No. or Regn. No.: [Input]

<input type="checkbox"/>	Roll No.	Regn. No.	Student Name	Enrolled Department	Enrolled Course	Year Of Admission	Enrollment Type
<input type="checkbox"/>	10582018	10582018	Edinam Ami Akpokavie	BA	BSc-BA	2014-2015	Full Registration
<input type="checkbox"/>	15482018	15482018	Denzel Omari	BA	BSc-BA	2014-2015	Full Registration
<input type="checkbox"/>	16052017	16052017	Ohene Obeng Duodu	BA	BSc-BA	2014-2015	Full Registration
<input type="checkbox"/>	17412018	17412018	Efua Abokoma Enyimayew	BA	BSc-BA	2014-2015	Full Registration
<input type="checkbox"/>	20182018	20182018	Joseph Kwasi Gbande Wukpan	BA	BSc-BA	2014-2015	Full Registration
<input type="checkbox"/>	23982018	23982018	Eunice Adjoa Yeboah Adu	BA	BSc-BA	2014-2015	Full Registration
<input type="checkbox"/>	24492018	24492018	Patrick Tumusime	BA	BSc-CS	2014-2015	Full Registration
<input type="checkbox"/>	26092018	26092018	Lucy Auma Juma	BA	BSc-MIS	2014-2015	Full Registration
<input type="checkbox"/>	28732018	28732018	Patience Ama - Gyemfuah Oppong	BA	BSc-BA	2014-2015	Full Registration

Once the Search button is clicked, the schedule for the selected subject for the sections will be listed like below:

Timetable Summary ✕

2017-2018, Business Administration, Semester 2, Section A

📅 Day 3

🕒 08:00 to 09:30

📅 Day 5

🕒 08:00 to 09:30

📅 Day 6

🕒 09:10 to 10:10

2017-2018, Business Administration, Semester 2, Section B

📅 Day 3

🕒 09:40 to 11:10

📅 Day 5

🕒 09:40 to 11:10

📅 Day 6

🕒 08:00 to 09:00

Choose the desired section and click on the Enrol button to enrol the student to the selected subject.

Enrolment Late Drop:

To withdraw the student from the subject, navigate to Students → Student Enrolment and provide the below fields and click on the Search button.

Enrolment List

✓ Selection

Academic Year*	<input type="text" value="2017-2018"/>	Semester	<input type="text" value="Semester 2"/>
Department	<input type="text" value="Business Administration"/>	Section	<input type="text" value="Section A"/>
Subject	<input type="text" value="BUS402 - Business Law"/>		

The enrolled students list will be listed as like below. Type the Student's name or Student's registration no in the Search box and under the **Enrolment Details** (highlighted area below)

Enrolment Details

<input type="checkbox"/>	Roll No.	Regn. No.	Student Name	Enrolled Department	Enrolled Course	Year Of Admission	Enrollment Type
<input type="checkbox"/>	81462021	81462021	Elorm Alaba Dartey	BA	BSc-BA	2017-2018	Full Registration
<input type="checkbox"/>	81462021	81462021	Elorm Alaba Dartey	BA	BSc-BA	2017-2018	Full Registration

The repeated/duplicated student information will be listed as above. Select any of the student details by clicking on the check box option and click on the Withdraw button to withdraw the student from the Subject.