



Daffodil International University
Faculty of Science and Information Technology
Department of Computer Science and Engineering
Registration Guidelines for Students

Registration Motto: "First Come, First Section."

1. Complete your **teaching evaluation** first. Pay the required amount to confirm your registration clearance by checking for a **green tick** in the registration section of your student portal before meeting with your batch advisor for course registration.
2. Find your assigned batch advisor to register for courses. Course registration will follow the **'First Come, First Section'** policy. Do not attempt to register with an advisor not assigned to you.
3. Register only for your offered courses. Do not enroll in any advanced courses.
4. Check the **exam schedule** to avoid potential overlaps when registering to retake courses. No overlap exams will be arranged from Fall 2024 onwards.
4. You are advised to register for backlog courses (those with an 'F' grade, 'I' grade, or 'W' grade) first, before enrolling in regularly offered courses.
5. A student can retake a course if the grade is below B+.
6. Do not register for any courses if the prerequisite courses have not been completed.
7. Write the appropriate course names and course codes (as per the course offer) on the registration clearance slip and submit it to your batch advisor for registration.
8. Students following the old syllabus (with IDs before 191), students of Spring 2019 syllabus and students of Spring 2022 syllabus courses which are not offered yet, are advised to check courses availability then check each course's course code, title, credit, and section before completing their registration.
9. Optional courses are batch-specific. Ensure you check your optional courses before registering.

10. Register on the specific day selected for you by the department.
11. After your advisor completes your course registration, log in to your student portal to verify that all courses have been registered correctly according to the course offerings.
12. Once you have registered, changing sections will not be allowed.
13. We will strictly maintain section sizes: 50 students for theory courses and 25 for lab courses. Therefore, you are advised to register for your courses within the scheduled dates.
14. Check your university email and online notice board regularly for any updates or changes regarding registration.
15. Contact your Batch Advisor immediately if you have any issues during registration.
16. Familiarize yourself with the academic calendar to avoid missing important dates and deadlines.
17. Regularly check course availability, particularly if you plan to retake a course.

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