

Student Exam Enrollment Procedure

Important Instructions

Course Selection:

Ensure you have selected all desired courses before clicking on the enroll button.

Non-Refundable Fee:

The exam enrollment fee is non-refundable under any circumstances. Confirm all selections and payment details before completing the transaction.

Payment Method:

Payments must be made online only.

FAQs and Support:

Refer to the FAQs section at the bottom of this SOP for further clarification.

For any issues related to payment or enrollment, contact support at support@digiiicampus.com. Expect a response within 2 hours.

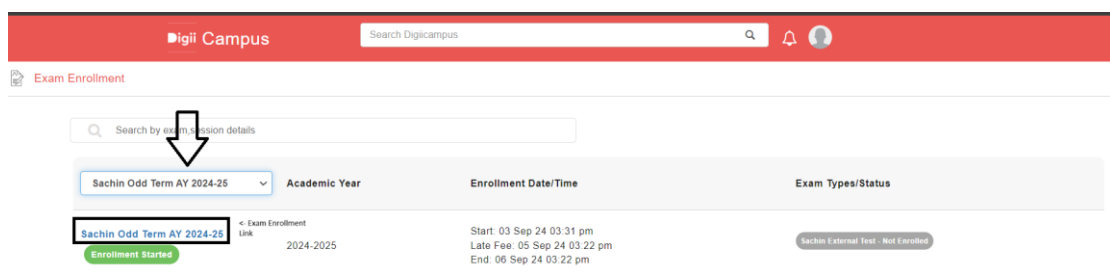
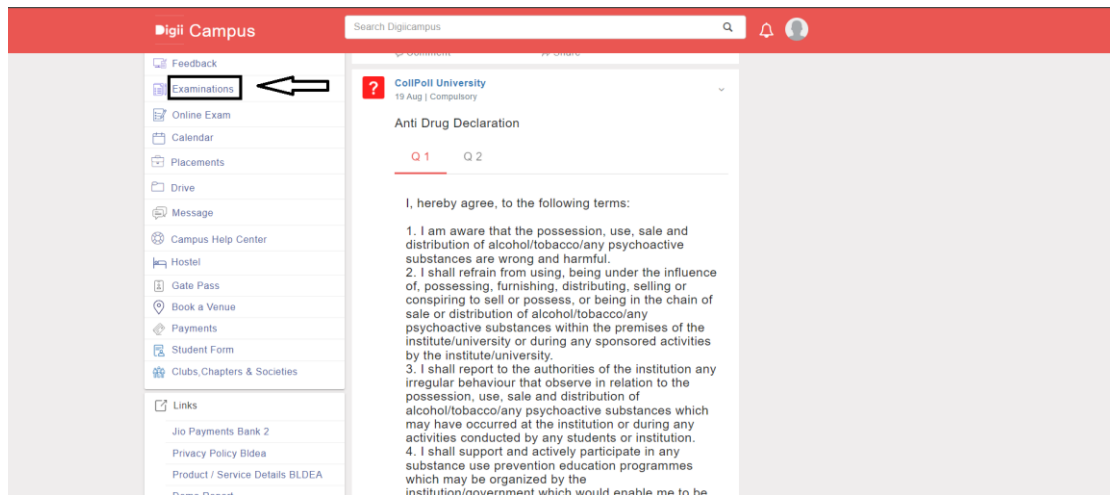
Procedure -

1) Login:

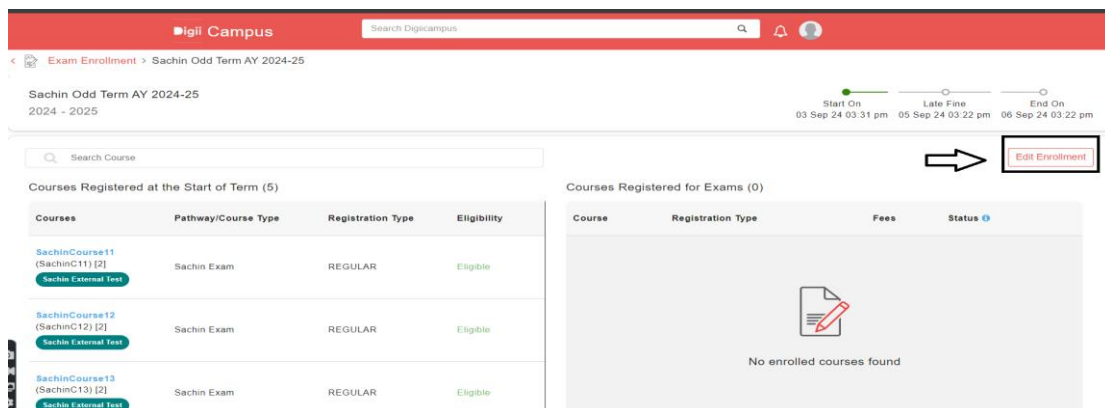
- Access your student account by logging in with your credentials.

2) Navigate to Exam Enrollment:

- Click on the "Examinations" tab on the dashboard.
- Select the relevant term for which you wish to enroll.
- Click on the "Exam Enrollment" link.



3) Select the “Edit Enrollment” button:



4) Course Selection:

- Add all desired courses by clicking on the plus (+) button next to each course.
- Ensure all chosen courses are added before proceeding.
- Click on the “Save” button after adding all courses.

Exam Enrollment > Sachin Odd Term AY 2024-25

Search Course

Courses Registered at the Start of Term (5)

Courses	Pathway/Course Type	Registration Type	Eligibility
SachinCourse11 (SachinC11) [2] Sachin External Test	Sachin Exam	REGULAR	Eligible
SachinCourse12 (SachinC12) [2] Sachin External Test	Sachin Exam	REGULAR	Eligible
SachinCourse13 (SachinC13) [2] Sachin External Test	Sachin Exam	REGULAR	Eligible
SachinCourse14 (SachinC14) [2]			

Courses Registered for Exams (0)

Course	Registration Type	Fees	Status
No enrolled courses found			

Exam Enrollment > Sachin Odd Term AY 2024-25

Sachin Odd Term AY 2024-25
2024 - 2025

Start On: 03 Sep 24 03:31 pm | Late Fine: 05 Sep 24 03:22 pm | End On: 06 Sep 24 03:22 pm

Search Course

Courses Registered at the Start of Term (5)

Courses	Pathway/Course Type	Registration Type	Eligibility
SachinCourse11 (SachinC11) [2] Sachin External Test	Sachin Exam	REGULAR	Eligible
SachinCourse12 (SachinC12) [2] Sachin External Test	Sachin Exam	REGULAR	Eligible
SachinCourse13 (SachinC13) [2]	Sachin Exam	REGULAR	Eligible

Courses Registered for Exams (5)

Course	Registration Type	Fees	Status
SachinCourse11 (SachinC11) [2] Sachin External Test	REGULAR	--	Not Enrolled
SachinCourse12 (SachinC12) [2] Sachin External Test	REGULAR	--	Not Enrolled
SachinCourse13 (SachinC13) [2]	REGULAR	--	Not Enrolled

5) Payment:

- Check the box confirming that you have selected all desired courses.
- If you are enrolling on or before due date, just press the 'Save' button. If you are enrolling with a late fee, please click on the 'Pay and Enroll' button.
- You will be redirected to the payment page where your exam fee dues will be created. • Click on the "Pay Dues" button and complete the payment through the online mode.

Enroll Courses

Courses Selected - 5

Are you sure you want to complete exam enrollment?

Examination Fee: +₹ 2000
Old Examination Due: -₹ 0
Total Amount: ₹ 2000

☒ Student will have to submit this declaration before submitting the exam form

Notes

1. Exam form will be submitted after successful payment
2. If payment status is pending, the exam form will be submitted after confirmation from your bank.
3. Changes to course enrolment for new courses can be made at a later time.
4. A due will be created which can be cleared by paying to the Exam department in offline mode/online mode. Only after Confirmation from Exam department, your enrolment will be confirmed.
5. Once the fees are paid and successfully confirmed, there might be a brief delay before your payment is processed and reflected in the system. After confirmation, all pending course enrolments will be automatically updated to "enrolled" status.

Cancel Pay & Enroll

6) Verification:

- After payment, verify the successful completion of your exam enrollment by returning to the examination page and checking the enrollment status.

FAQs

1) What if my amount gets deducted but the payment fails?

Payment issues usually resolve within 48 working hours. Complete your enrollment well in advance to avoid issues.

2) What if my payment is deducted but my enrollment is not updated?

Email support@digiiicampus.com with your details and payment receipt. The issue will be addressed promptly.

3) What if I want to enroll in more courses after completing the initial enrollment?

You can add and enroll in additional courses before the enrollment deadline.

4) What if I do not get redirected to the examination page after payment?

Return to the examination page and click on the “Edit” and “Save” buttons to refresh the page.