

Postgraduate Programmes

ONLINE OPTION REGISTRATION / REARRANGEMENT INSTRUCTIONS

General Instructions:

- I. Candidates included in the rank lists for admission to various M.Sc (except M.Sc Forensic Science as well as MSc in Econometrics and Financial Technology) and M.FSc programmes in the Academic Year 2023 may **rearrange their options** if they want to (i.e. in the order of preference of academic programmes they wish to join) through the facility provided in their home/profile page at <https://admissions.cusat.ac.in/>. If no rearrangement is made, allotment will be processed as per the **default options**, i.e in the order in which the candidate has selected various courses while submitting online application for CAT 2023.
- II. Candidates included in the rank lists for admission to MCA programme in the Academic Year 2023 should invariably **register their options** (i.e in the order of preference of academic programmes) they wish to join through the facility provided in their profile page. **If the options are not registered, such candidate will not be considered for MCA allotment process.**

Various options available for MCA Programme

- MCA Regular, Dept. of Computer Applications, Thrikkakara Campus
 - MCA Regular, Cochin University College of Engineering Kuttanad, Pulincunnoo, Alappuzha
 - MCA Cost Sharing, Dept. of Computer Applications, Thrikkakara Campus
 - MCA Cost sharing, Cochin University College of Engineering Kuttanad, Pulincunnoo, Alappuzha
- ❖ To know the difference in fee between “**Regular**” and “**Cost Sharing**” MCA programmes kindly refer to the fee structure furnished in the Academic Prospectus 2023(for reference purpose).

- III. **Candidates included in the rank lists for admission to the following programmes need not register any options:**

1. MA (Applied Economics)
2. MA (Hindi)
3. Three year LL.B
4. Two year LL.M
5. Two year LL.M (IPR)
6. LLM (IP) Ph.D)
7. LL.M (IPR Ph.D)
8. M Voc Courses
9. M.Sc Forensic Science
10. M.Sc in Econometrics and Financial Technology
11. Masters in Bioethics (MBE)

Last Date for Option Registration / Rearrangement.

05.06.2023, 12:00 Midnight.

- IV. Applicants included in the rank lists for admission to M.Sc Biopolymer Science and M.Sc Polymer Science (Conducted by CIPET, Kochi) are instructed to contact CIPET: IPT – Kochi.
- V. Merely registering/rearranging options does not entitle a candidate to be considered for admission to any programmes of the University. It will be subject to the fulfillment of the eligibility criteria prescribed in the prospectus and relevant rules of the University. It is the responsibility of candidates to prove their eligibility for admission to various programmes by producing required documents to prove their eligibility, Reservation, community, Non-creamy layer status etc. If any candidate is unable to produce the required/mandatory certificates at the time of certificate verification, their claim for admission to the program if allotted to them will be forfeited. Hence the onus of proving the claim for admission lies with the candidate and not with the University.
- vi. Candidates can modify **options** once registered/exercised/rearranged by them till the last date of online option registration. However, the online options stored in the University database as on the date and time of closing of online option registration shall be treated as final. Only this option will be considered for the allotment.
- vii. Maintaining the confidentiality of the password and other login credentials shall be the sole responsibility of the candidate. **Allotment Schedule & Instructions, fee details pertaining to these programmes will be published later.**

How to register online options - Step-by-step Procedure

1. In order to register options, candidates should login to their home page using their User Id and password.
2. In the candidate's home page, click on the appropriate link to proceed to option registration/rearrangement.
3. MCA Candidates can exercise a maximum of four options. They can select preferred options using the dropdown menu. Clear button is provided in the option registration page to clear the selected options.
4. For MSc/MFSc programmes candidates can only rearrange options. No addition or removal of options is permitted. The order of the selected/default options can be changed using the 'Up' or 'Down' buttons.
5. Now click Submit button to get the preview of the options exercised.
6. Candidates can now click 'Confirm' button to finalize the registered options or click 'Back' button to go back to the previous page to make changes.
7. After finalizing options candidates may take a printout/screenshot of their registered options for reference and should terminate their session by clicking the logout button.
8. Candidates can modify their options till the last date of option registration.
9. No changes in the registered options will be permitted after the last date of option registration/rearrangement under any circumstances.
