

#### **Student Self Service Registration**





# Manage Your Classes

 Login to the Student Self Service Portal with your student ID and password: <u>https://campus.udst.edu.qa/</u>

2. From the Student Self Service Homepage, go to Manage Classes

3. Select **Plan and Enrol Courses** to begin managing your Classes









# Plan – Icon Legend

These icons are used while planning, learn what each one means

Planned (★)	You are expected to enrol in this course
In Progress ( 🔶 )	You are currently enrolled in this course
Satisfied (🛩)	You have passed this course
Not Satisfied 🛛 (🗙)	You have not taken or passed this course
Dropped (🛞)	You have dropped this course
Exempted (📀)	You have received an exemption from this course
Transferred ( <del>(</del>	Credits for this course have been transferred from within or from an external institution
Course List Not Satisfied (🛝)	You have not satisfied the requirements for this course



## **Plan – View Requirements**

- 1. View the Program/Plan
- 2. The 4 Year overview gives a summary of requirements
- 3. Total Credits Required displays the number of credits that are required to complete each Year
- Completed provides the percentage of the requirements that you have met for that year

Program / Plan / Specia	alization (click to display / refr	resh)		
B.A.Sc IT / Data and C	Cyber Security / 901-2 Cyber De	fense 🔶 🚺		
Save Planning Expand All Collapse All	Enrol			
Planned (★) Dropped (⊗)	In Progress ( ♦ ) Exempted (♥)	Satisfied (✔) Transferred (✦)	Not Satisfied (🗙 ) Course List Not Satisfied ( 🔥 )	
910-901-R Year 1	3 Total Ci Comple	redits Required: 32	Expand	
910-901-R Year 2	Total Cı Comple	redits Required: 31 ted: 0%	Expand	6
910-901-R Year 3	Total Cı Comple	redits Required: 30 ted: 0%	Expand	
910-901 <b>-2</b> Year 4	Total Cro Complet	edits Required: 33 ted: 0%	Expand	



# **Plan – Plan for the Year**

- 1. Expand the year to view the requirements for each semester
- 2. The **Course Names** are displayed, next to each course name you can view:
  - a) The course **Required** or is an **Elective**
  - b) The Credit Value assigned to the course
  - c) An **Icon** refer to the **Legend on top** for details about the icon
- A drop down menu may also be available which will provide a choice of semesters to take the course. Before changing your plan, it is recommended that you meet with your Academic Advisor to discuss the impact of this action.
- 4. If the **o** icon is displayed, click it to view a list of prerequisites and/or corequisites for this course

	Planned (🚖) In Progress ( 🔶 )	Satisfied (🛹)	Not Satisfied ( 🗙 )	
	Dropped (⊗) Exempted (⊗)	Transferred ( <del>( </del> )	Course List Not Satisfied ( 🛕 )	
	910-901-R Year 1	Total Credits Required. 32 Completed: 0%	Expan	d v 🕂 🚺
	910-901-R Semester 1	Total Credits Requi Completed: 0%	red: 12	
	INFS 1101: Intro to Comp & Prob Solving	<b>∂</b> →	Required 3.00 🙀 Wi	nter 2022 🗸
Ν	and COMM 1010: English Communication I		Required 3.00 ★ Win	nter 2022 🗸
	and MATH 1030: Calculus I	0	Required 3.00 ★ Win	nter 2022 🗸
	and 910-901-R Semester 1 - Course List	Select Courses	Elective	
	910-901-R Semester 2	Total Credits Requi Completed: 0%	ired: 14	
	COMM 1020: English Communication II	Required	3.00 ★ Spring 2	022 🗸
	and MATH 1050: Linear Algebra	Required	3.00 ★ Spring 2	022 🗸
И	and INFS 1201: Computer Programming	Required	4.00 ★ Spring 2	022 🗸
	and INFT 1201: Computer Hardware	Required	4.00 ★ Spring 2	022 🗸
Ų	910-901-R Semester 3	Total Credits Req Completed: 0%	uired: 6	
	INFS 1301: Computing Ethics and Society	Req	uired 3.00 ★ Fall 2	022 🗸
	and 910-901-R Semester 3 - Course List	Select Courses Elec	tive	



### **Plan – Save Planning**

- 1. When planning is complete, select **Save Planning**
- 2. Select **Enrol** to begin the enrolment process

	Plan and E	nrol Courses				命(	Q
Program on (click to B.A.Sc. Jata and C	o disrefresh) Syber 2 rty						
Save Planning	Enrol						
Planned (★)	In Progress ( 🔶 )	Satisfied (🛹)	No	t Satisfied	(×)		
Dropped ( 🛞 )	Exempted (🕑)	Transferred ( <del>( </del> )	Co	urse List I	Vot Sat	isfied (🚹)	
910-901-R Year 1		Total Credits Required: 32 Completed: 0%				v	
910-901-R Semester 1		Total Credits Req Completed: 0%	uired: 12				
INFS 1101: Intro to Com	p & Prob Solving		Required	3.00	*	Winter 2022 V	
and COMM 1010: Engl	ish Communication I		Required	3.00	*	Winter 2022 🗸	
and MATH 1030: Calcu	lus I	A	Required	3.00	+	Winter 2022 🗸	



### **Enrolment**

- **1. Select the Year** from the drop down list
- 2. Scroll through the list of **Courses** to locate the class you wish to enrol in
- 3. Click **Select Class** to open the course information page

Submit Enrolment Cancel			
Select Year	Vinter 2022 🗸	1	25 row
Course ◇	Term Planned 🜣	Classes Available $\diamond$ Selected Class $\diamond$	Select Class
AECH 1100: Environment Awareness & Ethics	Winter 2022	2 classes available	Select Class
AECH 2113: Quality Assurance	Winter 2022	1 class available	Select Class
AEEL 1100: Fundamentals of Electricity	Winter 2022	5 classes available	Select Class
AEEL 1200: Fundamentals of Electricity	Winter 2022	10 classes available	Select Class
AEMA 1102: Health & Safety in Workplace	Winter 2022	1 class available	Select Class
AEMA 1312: Engineering Graphics	Winter 2022	15 classes available	Select Class



### Enrolment

- Review the Class Time, Room Number, Instructor and Number of Open Seats for this class
- 2. Click the **Arrow** next to select that class
- 3. Repeat this process if you have more courses to enrol
- 4. The **Course** list has been update with the **Selected Class(es)**
- 5. Click **Submit Enrolment** to begin the enrolment process for this course(s)

	entais or	Electricity (Lab)					1				
Cour	se Infor	mation					Ľ				
<ul> <li>Class</li> </ul>	s Select	ion									
Select a c	class optio	n 🕕							Selected	Filters 10	) 0
Option	Status	Session	Class	M	.ang Dates	Days and Times	Room	Instructor	Seat	s	
1	Open	Regular Academic Session	Laboratory - Class 2165 -	Section 1 09 14	9/01/2022 - 4/04/2022	Wednesday 9:30AM to 12:30PM	5-269	Atif Mohammed	Ope 15	n Seats 1 (	of
2	Open	Regular Academic Session	Laboratory - Class 2167 -	Section 2 09	9/01/2022 - 4/04/2022	Monday 2:00PM to 5:00PM	5-269	Atif Mohammed	2 Ope	n Seats 5 (	of
3	Open	Regular Academic Session	Laboratory - Class 2168 -	Section 3 09 14	9/01/2022 - 4/04/2022	Thursday 8:00AM to 11:00AM	5-269	Atif Mohammed	Ope 15	n Seats 3 (	of
4	Open	Regular Academic Session	Laboratory - Class 2169 -	Section 4 09	9/01/2022 -	Tuesday	5-269	Khalid Alomari	Ope 15	n Seats 5 (	of
					10412022	11:00AM			13		
					104/2022	11:00AM			13		
Sul	bmit Er	nrolment Cance	Select Year	~		11:00AM	4			<	
Sul	bmit Er se ◊	nrolment Cance	Select Year	v Planned ◊	Classes Ava	ilable $\diamond$ Set	4 lected C	lass ◊	Select Class	Re	m
Sul Cours AECH	bmit Er se ≎ I 1100: E	nrolment Cance	Select Year Term Ethics Winter	▼ Planned ◊ er 2022	Classes Ava 2 classes ava	ilable ◇         Sel           ailable         %0	4 lected C nday 0AM to S odnesday 0AM to S	lass	Select Class	Ren ] [	m
Sul Cours AECH AECH	bmit Er se ≎ I 1100: E I 2113: G	Invironment Awareness & Quality Assurance	Select Year Term Ethics Winte Winte	■ Planned ◇ ar 2022 ar 2022	Classes Ava 2 classes ava 1 class availa	ilable ≎ Sel ailable & Sel ailable %0	ected C nday 0AM to 9 0AM to 9	lass ≎ 9:00AM 9:00AM	Select Class Select Class Select Class	R	e



#### **Enrolment**

- 1. The Enrolment Confirmation page will appear
- 2. Errors will be displayed if the **Class Requirements** have not been met or if there is a **time conflict**
- 3. Courses with errors have NOT been enrolled
- 4. Repeat the process and select another class which will not conflict with timing of other classes and ensure prerequisites have been met.
- 5. Enrolment Confirmation page will display a message when the class(es) are successfully enrolled
- 6. Outstanding balance calculation with a link to make a payment.





# **View My Schedule**

- Select View My Schedule for an updated view of the schedule with the enrolled classes
- 2. Use the **Filter** to remove Friday and Saturday (optional)
- Select Printable Page if you wish to print your class schedule

and Enroy ourses	Printable F	Page	3									
My Classe	T -											
My Schedule	Time	Sunda,	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
My Exam Schedule	8:00AM		PI 4200 Lecture	PM 4100 Lecture	PI 4200 Lecture							
	8:30AM		Room: 5-138	Room: 12-136	Room: 5-138							
Classes	9:00AM	MA 3000 Lecture		MA 3000 Lecture		MA 3000 Lecture						
Classes	9:30AM	9:00 AM-10:00 AM Room: 5-254		9:00 AM-10:00 AM Room: 5-254		9:00 AM-10:00 AM Room: 5-254						
se Course Catalog	10:00AM	PI 4200 Laboratory										
	10:30AM	10:00 AM-11:00 AM Roam: 5-120	PM 4100 Laboratory									
	11:00AM	CHEM 1010 Lecture	9:30 AM-12:30 PM Room: 9-143	CHEM 1010 Lecture		CHEM 1010 Lecture						
	11:30AM	11:00 AM-12:00 PM Room: 5-115		11:00 AM-12:00 PM Room: 5-115		11:00 AM-12:00 PM Room: 5-115						
	12:00PM											
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	5:00PM											
	5:30PM		SP 4010 Lecture		SP 4010 Laboratory							
	6:00PM	PR 4015 Lecture	5:00 PM-7:00 PM Room: 10-128		5:00 PM-7:00 PM Room: 10-128							
	6:30PM	5:00 PM-8:00 PM Room: 5-101										
	7:00PM											
	7:30PM											
	8-00DM											



# **Drop Classes**

#### **Important Note about Dropping Classes**

Before taking these steps to drop a class, it is recommended that you first meet with your **Academic Advisor** to discuss the impact.

If you are a **sponsored** student, you **cannot drop** a course without approval. Please contact the **Sponsor Specialist** in the Admissions and Registration Department to seek approval.

✓ Student Homepage
TR Plan and Enrol Courses
Tiew My Classes
Tiew My Schedule
📆 View My Exam Scherdle
📕 Drop Classes
arr Swap Classes
🚔 Swap Classes (CNAQ)
Browse Course Catalog

- Select **Drop Classes** from the Manage Classes Page
- 2. Select the box next to the Class(es) to drop

Winter 2022 Credit								
Select Classes to Drop     In Progress	Step 1	of 2: Select Classes to Drop						
2 Review Classes to Drop	Select	Class	Description	Days and Times	Room	Instructor	Units	Status
Not Started		Lecture - Class 1707 -Section 1	CHEM 1010 General Chemistry I	Tuesday 11:00AM to 12:00PM	5-115	H. Hijazi	3.00	Enrolled
				Thursday 11:00AM to 12:00PM	5-115	H. Hijazi		
2				Sunday 11:00AM to 12:00PM	5-115	H. Hijazi		
		Lecture - Class 1447 -Section 1	MA 3000 Calculus I (Derivative)	Tuesday 9:00AM to 10:00AM	5-254	S. Traverse	3.00	Enrolled
				Thursday 9:00AM to 10:00AM	5-254	S. Traverse		
				Sunday 9:00AM to 10:00AM	5-254	S. Traverse		
		Lecture - Class 1512 -Section 1	PI 4200 Foundamentals-Pipeline Design	Monday 8:00AM to 9:00AM	5-138	L. Hussein	2.00	Enrolled
				Wednesday 8:00AM to 9:00AM	5-138	L. Hussein		
		Laboratory - Class 1513 -Section 2		Sunday 10:00AM to 11:00AM	5-120	L. Hussein		



# **Drop Classes**

- 1. Select **Next** to move to the next step
- 2. Review Class(es) to Drop
- 3. Select **Previous** to return to the list of classes
- 4. Select **Drop Classes** if you are sure you want to drop this class

Select Class Lecture - Class 1	Descrip	otion	Days and Times				
Lecture - Class 1			Duys and Times	Room	Instructor	Units	Statu
	707 -Section 1 CHEM	1010 General Chemistry I	Tuesday 11:00AM to 12:00PM	5-115	H. Hijazi	3.00	Enro
			Thursday 11:00AM to 12:00PM	l 5-115	H. Hijazi		
			Sunday 11:00AM to 12:00PM	5-115	H. Hijazi		
Lecture - Class 1	447 -Section 1 MA 300	0 Calculus I (Derivative)	Tuesday 9:00AM to 10:00AM	5-254	S. Traverse	3.00	Enro
			Thursday 9:00AM to 10:00AM	5-254	S. Traverse		
			Sunday 9:00AM to 10:00AM	5-254	S. Traverse		
	512 Section 1 DL 4200	- Foundamentale Dinaline Decise	Manday 9:004M to 0:004M	5 400	L Uussoin	2.00	Farr
2				3 –		<	Prev
Step 2 of 2: Review	v Classes to Drop		4-			Drop	Class
Class	Description	Days and	d Times f	Room In	nstructor U	inits	Statu
Lecture - Class 1707 -Se	ction 1 CHEM 1010	General Chemistry I Tuesday	11:00AM to 12:00PM	5-115 H	I. Hijazi 3	.00	Enroll
		Thursday	( 11:00AM to 12:00PM /	5-115 H	Liiozi		
	Lecture - Class 1	Lecture - Class 1447 - Section 1 MA 300     Locture - Class 1613 Section 1 DI 4300     Step 2 of 2: Review Classes to Drop     Class Description     Lecture - Class 1707 - Section 1 CHEM 1010	Lecture - Class 1447 - Section 1       MA 3000 Calculus I (Derivative)         Lecture - Class 1447 - Section 1       DI 4300 Faundementals Direction Device         Step 2 of 2: Review Classes to Drop         Class       Description         Lecture - Class 1707 -Section 1       CHEM 1010 General Chemistry I	Lecture - Class 1447 - Section 1       MA 3000 Calculus I (Derivative)       Tuesday 9:00AM to 10:00AM         Thursday 9:00AM to 10:00AM       Thursday 9:00AM to 10:00AM         Locture - Class 1512 Section 1       DI 4300 Foundementals Flination Design       Mondeu 0:00AM to 0:00AM         Locture - Class 1512 Section 1       DI 4300 Foundementals Flination Design       Mondeu 0:00AM to 0:00AM         Class       Description       Days and Times         Lecture - Class 1707 -Section 1       CHEM 1010 General Chemistry I       Tuesday 11:00AM to 12:00PM	Lecture - Class 1447 - Section 1         MA 3000 Calculus I (Derivative)         Tuesday 9:00AM to 10:00AM         5-254           Thursday 9:00AM to 10:00AM         5-254         5-254           Sunday 9:00AM to 10:00AM         5-254           Lecture - Class 1512 Section 1         DL 4200 Faundementedo Direction Decision         Mardey 9:00AM to 10:00AM         5-254           Lecture - Class 1512 Section 1         DL 4200 Faundementedo Direction Decision         Mardey 9:00AM to 0:00AM         5-130           Step 2 of 2: Review Classes to Drop         4         4         4         4           Lecture - Class 1707 -Section 1         CHEM 10:10 General Chemistry I         Tuesday 11:00AM to 12:00PM         5-115	Lecture - Class 1447 - Section 1       MA 3000 Calculus I (Derivative)       Tuesday 9:00AM to 10:00AM       5-254       S. Traverse         Thursday 9:00AM to 10:00AM       5-254       S. Traverse         Sunday 9:00AM to 10:00AM       5-254       S. Traverse         Locture - Class 1512       Section 1       EL 4200       Evendementale Directore Decise       Meeder: 0:00AM to 0:00AM       5-254       S. Traverse         2       Step 2 of 2: Review Classes to Drop       4       4       4       4         Class       Description       Days and Times       Room       Instructor       U         Lecture - Class 1707 -Section 1       CHEM 1010       General Chemistry I       Tuesday 11:00AM to 12:00PM       5-115       H. Hijazi       3	Lecture - Class 1447 - Section 1       MA 3000 Calculus I (Derivative)       Tuesday 9:00AM to 10:00AM       5-254       S. Traverse       3.00         Thursday 9:00AM to 10:00AM       5-254       S. Traverse       3.00       5-254       S. Traverse       3.00         Locture - Class 1447 - Section 1       DI 4000 Foundementals Direction Device       Meeder: 0.00AM to 10:00AM       5-254       S. Traverse       3.00         Locture - Class 12 Section 1       DI 4000 Foundementals Direction Device       Meeder: 0.00AM to 0.00AM       5.130       1       Humania       2.00         Step 2 of 2: Review Classes to Drop       4       Drop       4       Drop         Class       Description       Days and Times       Room       instructor       Units         Lecture - Class 1707 -Section 1       CHEM 1010 General Chemistry I       Tuesday 11:00AM to 12:00PM       5-115       H. Hijazi       3.00       1



# **Drop Classes**

- A message will be displayed requesting confirmation to drop the class. Select Yes if you are sure that you want to drop
- 2. A message confirming that the class has been dropped
- 3. If you have dropped the course after the drop date you will get a message informing you that .....



CHEM 1010 - General Chemistry I





Plan and Enrol Courses

View My Classes

Wiew My Schedule

Drop Classes

虐 Swap Classes

in View My Exam Schedule

🛃 Browse Course Catalog

### **Swap Classes**

- 1. From the Manage Classes page, select Swap Classes
- 2. Review the current list of classes
- 3. Click Select New Class to swap this class with another

1

2

3

					Next >
Select Classes to Swap Visited	Save	Continue			
Review Classes to Swap					4 rows
Not Started	Term $\diamond$	Course $\diamond$	Current Class $\diamond$	New Class $\diamond$	Select New Class
Enrolment Confirmation Not Started	Winter 2022	COMM 1010 English Communication I	Lecture - Class 1565 - Section 18	3	Select New Class
	Winter 2022	EFFL 1001 Effective Learning	Lecture - Class 1518 - Section 1		Select New Class
	Winter 2022	INFS 1101 Intro to Comp & Prob Solving	Lecture - Class 2062 - Section 5		Select New Class
	Winter 2022	MATH 1030 Calculus I	Lecture - Class 1739 - Section 2		Select New Class



# **Swap Classes**

- 1. The class list is now updated with the **New Class** listed
- 2. Select the icon to **Remove** the new class selection
- 3. Select **Save** to save your changes
- 4. Select **Continue or Next** to proceed with the swap or **Previous** to return to the class list
- **5. Review** the information of the current class with the new class
- 6. Click **Continue** to confirm the swap





# **Swap Classes**

- 1. A confirmation page will appear indicating that you have successfully enrolled in the class
- 2. It displays which class you were previously enrolled in
- 3. And which class you have switched to

Course 🛇	From Class ♦	To Class 0	Enrolment Messag
COMM 1010 English Communication I	1591	1589	Successfully enrolle
			r i i i i i i i i i i i i i i i i i i i
	2	3	



#### Thank you



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