

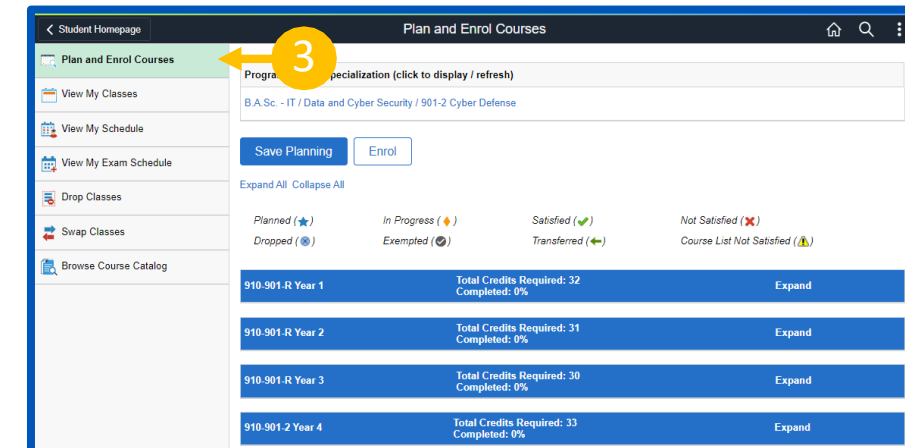
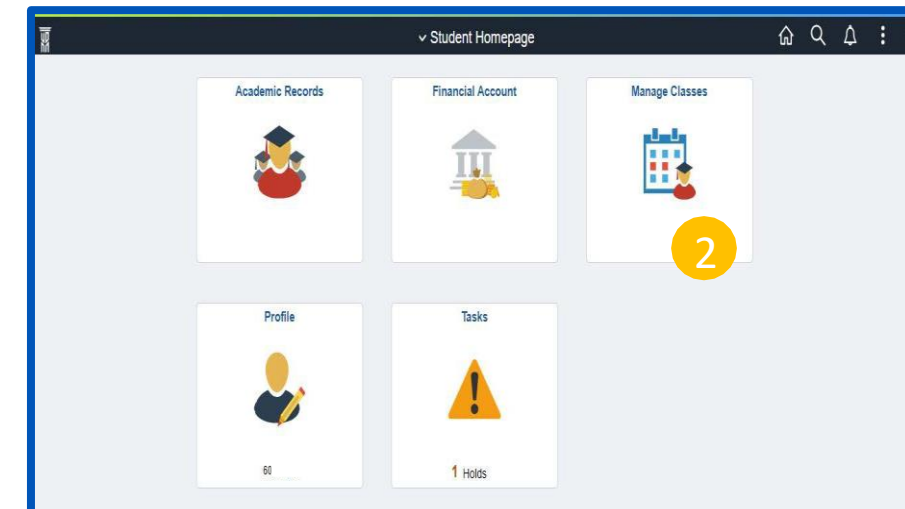


Student Self Service Registration



Manage Your Classes

1. Log in to the **Student Self Service Portal** with your student ID and password: <https://campus.udst.edu.qa/>
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 for this course

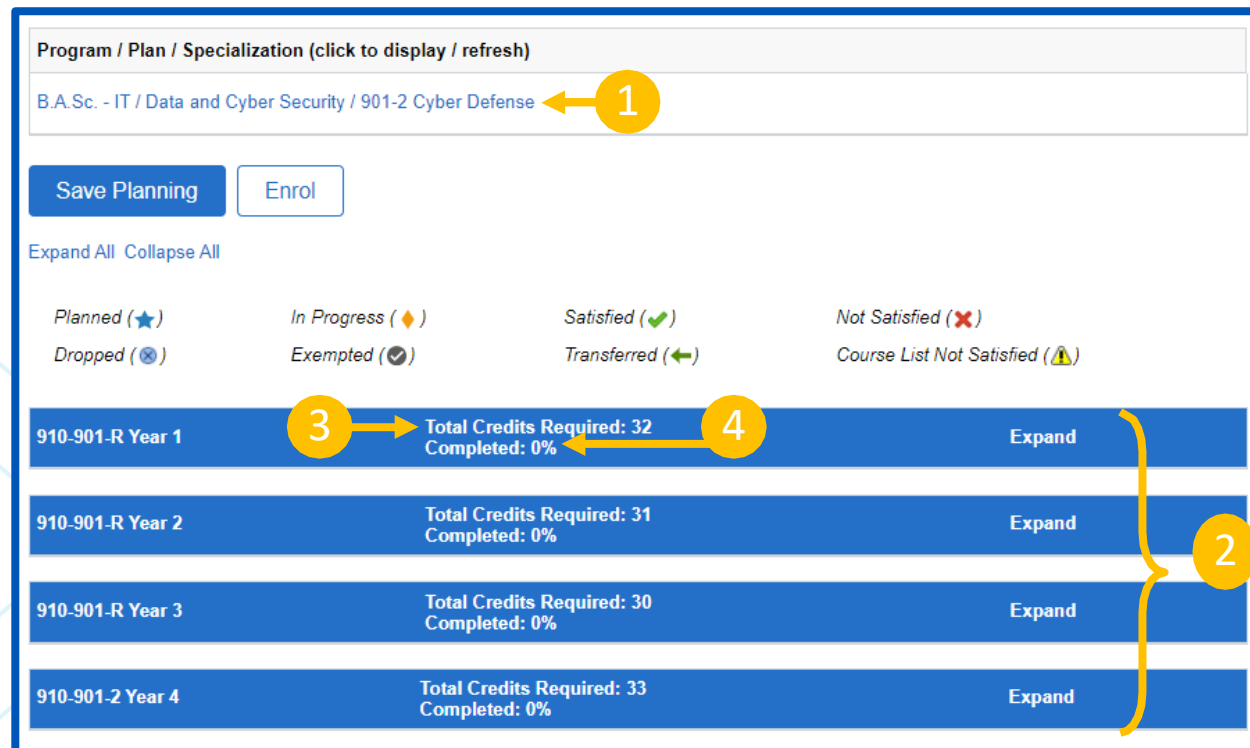
Transferred (↵)

Credits for this course have been transferred from within or from an external institution

Course List Not Satisfied (⚠) You have not yet 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
4. **Completed** provides the percentage of the requirements that you have met for that year

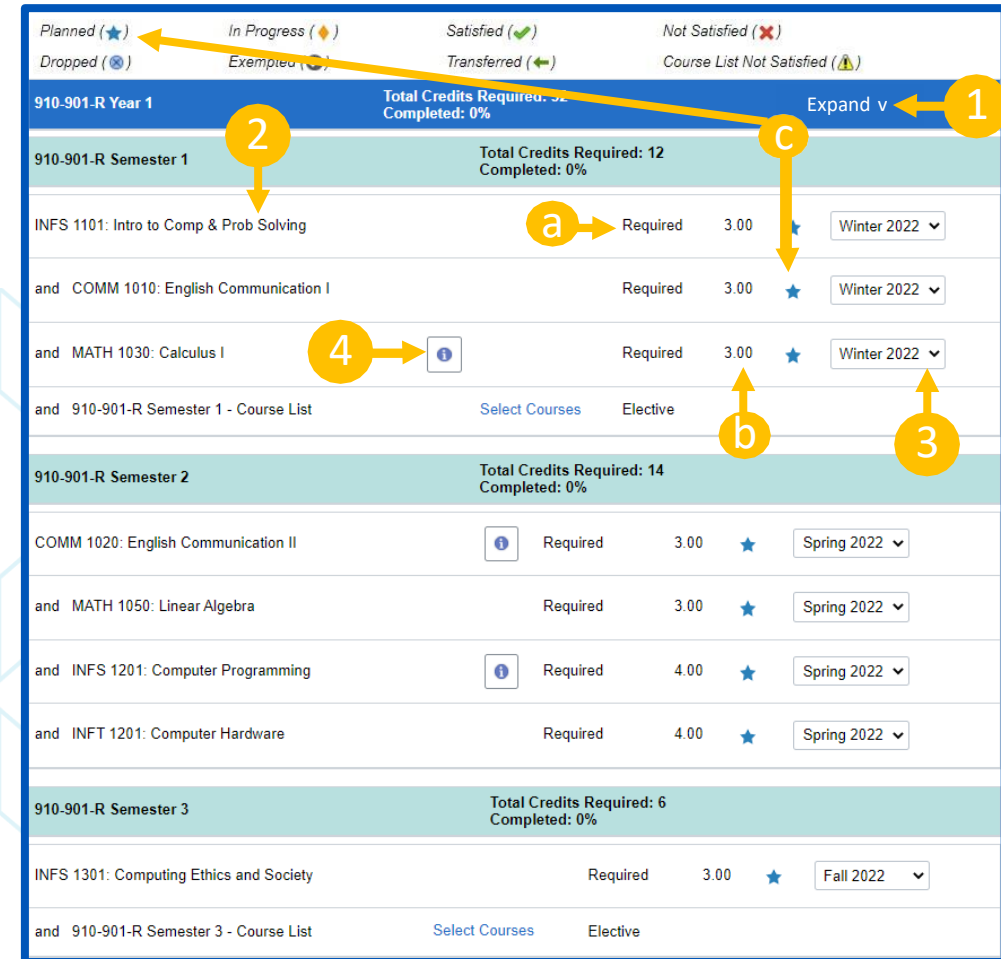


The screenshot shows the 'Plan - View Requirements' interface. At the top, there is a header 'Program / Plan / Specialization (click to display / refresh)' with a dropdown menu showing 'B.A.Sc. - IT / Data and Cyber Security / 901-2 Cyber Defense' (callout 1). Below the header are two buttons: 'Save Planning' and 'Enrol'. Underneath are links for 'Expand All' and 'Collapse All'. A legend section displays various status icons: 'Planned (★)', 'In Progress (◆)', 'Satisfied (✓)', 'Not Satisfied (✗)', 'Dropped (⊗)', 'Exempted (☑)', 'Transferred (↔)', and 'Course List Not Satisfied (⚠)'. The main content area is a table with four rows representing years. The first row is '910-901-R Year 1' (callout 3), followed by '910-901-R Year 2', '910-901-R Year 3', and '910-901-2 Year 4'. Each row displays 'Total Credits Required' and 'Completed: 0%' (callout 4). The first row also has an 'Expand' button. A large bracket on the right side of the table (callout 2) indicates the 4-year overview. The interface is styled with a blue header and a white background for the table.

Year	Total Credits Required	Completed	Action
910-901-R Year 1	32	0%	Expand
910-901-R Year 2	31	0%	Expand
910-901-R Year 3	30	0%	Expand
910-901-2 Year 4	33	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) If the course is **Required** or an **Elective**
 - b) The **Credit Value** assigned to the course
 - c) An **Icon** representing the status of this course – refer to the **Legend on top** for details about the icon
3. A drop down menu will 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  icon is displayed, click it to view a list of prerequisites and/or corequisites for this course

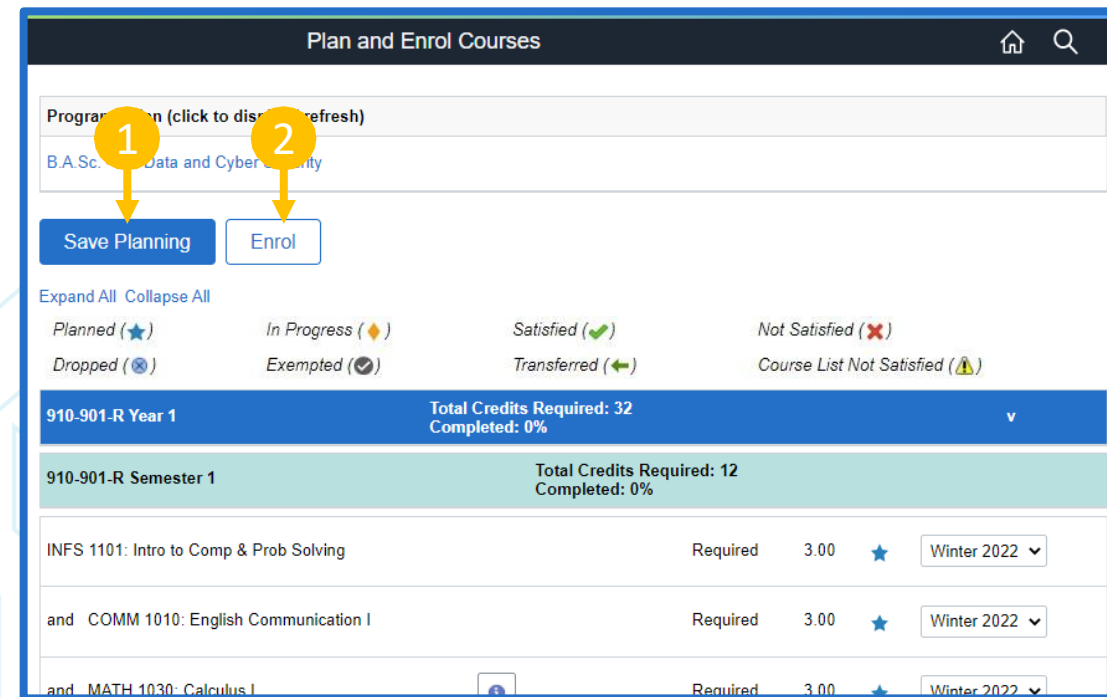


The screenshot displays the 'Plan for the Year' interface. At the top, a legend shows icons for course status: Planned (star), In Progress (diamond), Satisfied (checkmark), Not Satisfied (X), Dropped (cloud), Exempted (circle with slash), Transferred (double arrow), and Course List Not Satisfied (triangle). The main content is organized by semester. Semester 1 shows three required courses: INFS 1101, COMM 1010, and MATH 1030, each with a 3.00 credit value and a star icon. Semester 2 shows four required courses: COMM 1020, MATH 1050, INFS 1201, and INFT 1201, with credit values of 3.00, 3.00, 4.00, and 4.00 respectively. Semester 3 shows one required course, INFS 1301, with a 3.00 credit value and a star icon. Each course entry includes a dropdown menu for selecting the semester. Numbered callouts (1-4) and lettered callouts (a-c) highlight specific features as described in the instructions.

Semester	Course Name	Requirement Type	Credit Value	Status Icon	Semester Dropdown
910-901-R Semester 1	INFS 1101: Intro to Comp & Prob Solving	Required	3.00	★	Winter 2022
	and COMM 1010: English Communication I	Required	3.00	★	Winter 2022
	and MATH 1030: Calculus I	Required	3.00	★	Winter 2022
910-901-R Semester 2	COMM 1020: English Communication II	Required	3.00	★	Spring 2022
	and MATH 1050: Linear Algebra	Required	3.00	★	Spring 2022
	and INFS 1201: Computer Programming	Required	4.00	★	Spring 2022
	and INFT 1201: Computer Hardware	Required	4.00	★	Spring 2022
910-901-R Semester 3	INFS 1301: Computing Ethics and Society	Required	3.00	★	Fall 2022

Plan – Save Planning

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



The screenshot shows the 'Plan and Enrol Courses' interface. At the top, there is a header bar with the title 'Plan and Enrol Courses' and navigation icons. Below the header, there is a section for 'Program Plan (click to display/refresh)' with a dropdown menu showing 'B.A.Sc. Data and Cyber Security'. Below this, there are two buttons: 'Save Planning' (highlighted with a yellow circle and the number 1) and 'Enrol' (highlighted with a yellow circle and the number 2). Below the buttons, there are links for 'Expand All' and 'Collapse All'. A table displays the course plan with columns for 'Planned' (star icon), 'In Progress' (diamond icon), 'Satisfied' (checkmark icon), 'Not Satisfied' (X icon), 'Dropped' (globe icon), 'Exempted' (wheel icon), 'Transferred' (arrow icon), and 'Course List Not Satisfied' (warning icon). The table shows the following courses:

910-901-R Year 1		Total Credits Required: 32		Completed: 0%		
910-901-R Semester 1						
INFS 1101: Intro to Comp & Prob Solving		Required	3.00	★	Winter 2022	▼
and COMM 1010: English Communication I		Required	3.00	★	Winter 2022	▼
and MATH 1030: Calculus I		Required	3.00	★	Winter 2022	▼

Enrolment

1. Select the **Year** from the dropdown 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 Winter 2022

Course	Term Planned	Classes Available	Selected Class	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

25 row

Enrolment

1. Review the **Class Days and Times**, **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 updated with the **Selected Class(es)**
5. Click **Submit Enrolment** to begin the enrolment process for this course(s)

AEEL 1200
Fundamentals of Electricity (Lab)

Course Information

Class Selection

Select a class option ⓘ Selected Filters 10 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Laboratory - Class 2165 -Section 1	09/01/2022 - 14/04/2022	Wednesday 9:30AM to 12:30PM	5-269	Atif Mohammed	Open Seats 1 of 15
2	Open	Regular Academic Session	Laboratory - Class 2167 -Section 2	09/01/2022 - 14/04/2022	Monday 2:00PM to 5:00PM	5-269	Atif Mohammed	Open Seats 5 of 15
3	Open	Regular Academic Session	Laboratory - Class 2168 -Section 3	09/01/2022 - 14/04/2022	Thursday 8:00AM to 11:00AM	5-269	Atif Mohammed	Open Seats 3 of 15
4	Open	Regular Academic Session	Laboratory - Class 2169 -Section 4	09/01/2022 - 14/04/2022	Tuesday 8:00AM to 11:00AM	5-269	Khalid Alomari	Open Seats 5 of 15

Submit Enrolment Cancel

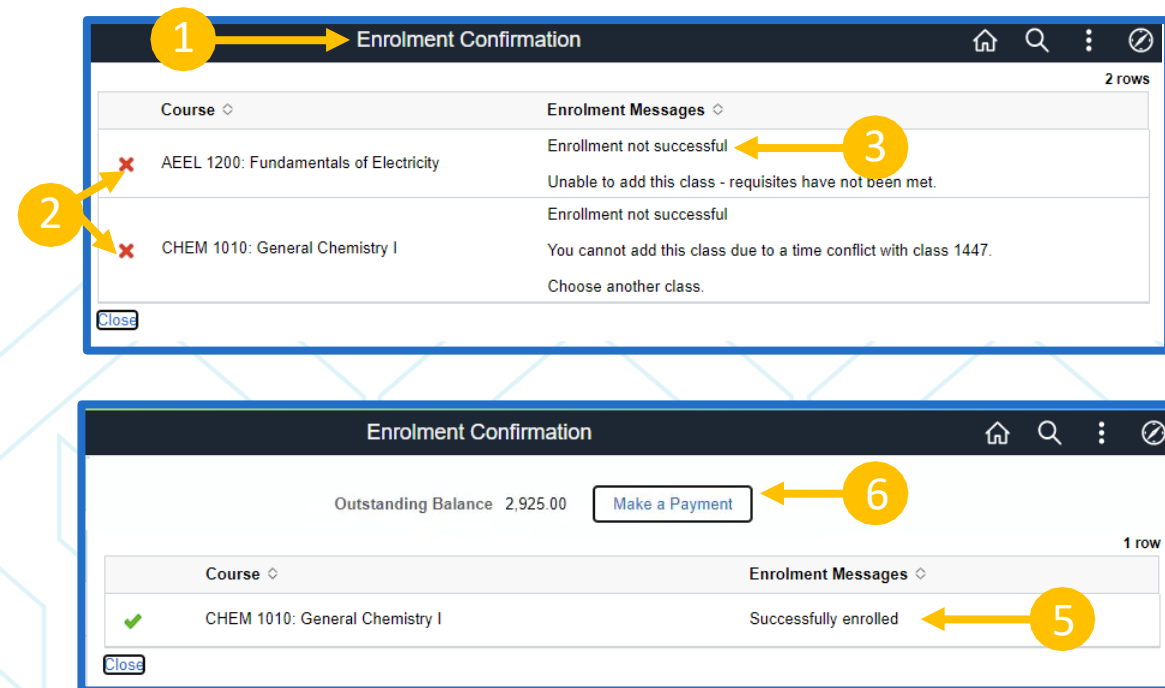
Select Year

57 row

Course	Term Planned	Classes Available	Selected Class	Select Class	Remove
AECH 1100: Environment Awareness & Ethics	Winter 2022	2 classes available	Monday 8:00AM to 9:00AM Wednesday 8:00AM to 9:00AM	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	

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 will be provided



Enrolment Confirmation

2 rows

Course	Enrolment Messages
✖ AEEL 1200: Fundamentals of Electricity	Enrollment not successful Unable to add this class - requisites have not been met.
✖ CHEM 1010: General Chemistry I	Enrollment not successful You cannot add this class due to a time conflict with class 1447. Choose another class.

Close

Enrolment Confirmation

Outstanding Balance 2,925.00 [Make a Payment](#)

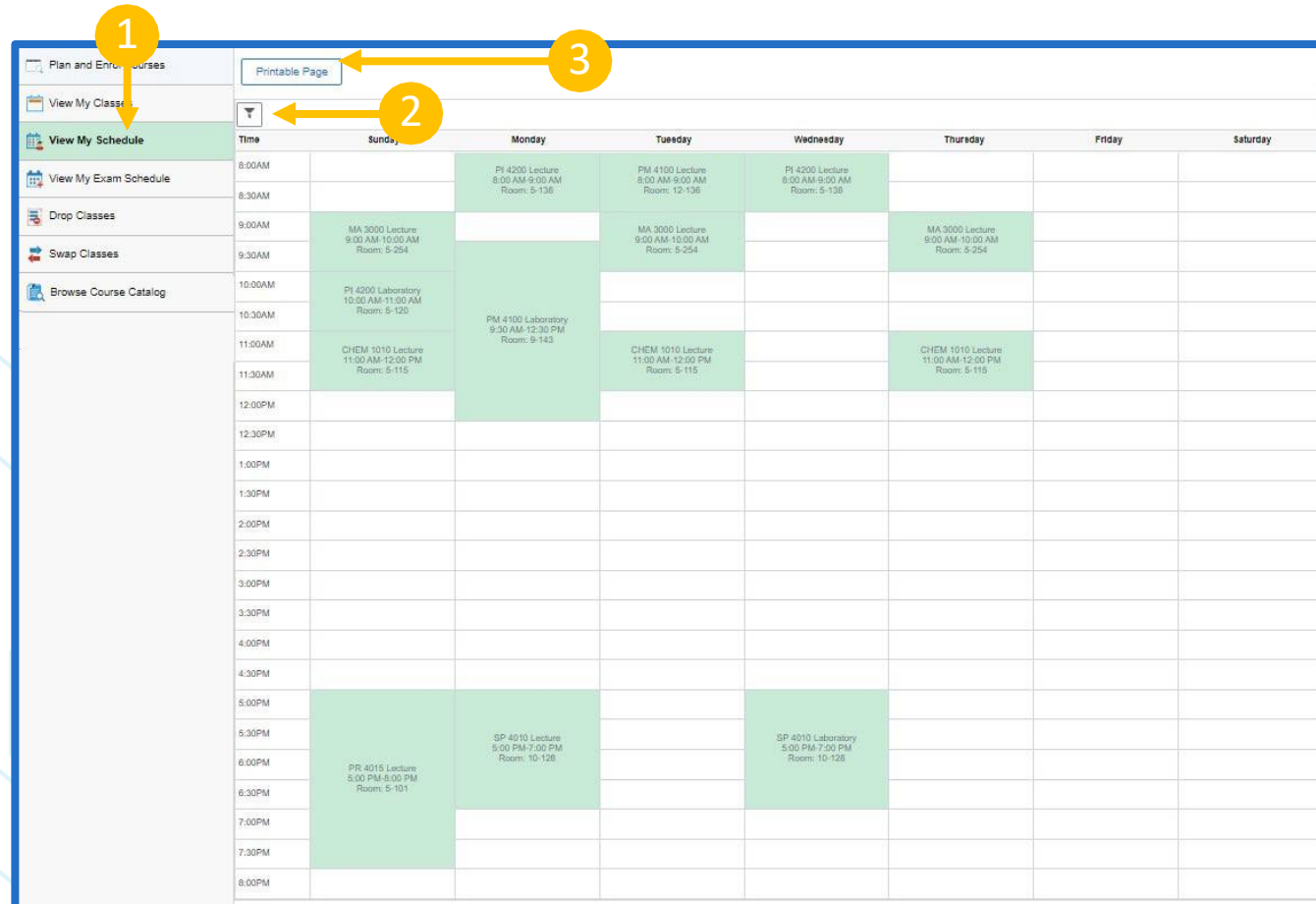
1 row

Course	Enrolment Messages
✔ CHEM 1010: General Chemistry I	Successfully enrolled

Close

View My Schedule

1. 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)
3. Select **Printable Page** if you wish to print your class schedule



The screenshot shows the 'View My Schedule' interface. On the left sidebar, 'View My Schedule' is highlighted (callout 1). Above the schedule grid, there is a 'Printable Page' button (callout 3) and a filter icon (callout 2). The schedule grid displays classes for Sunday through Saturday. The following table represents the data visible in the screenshot:

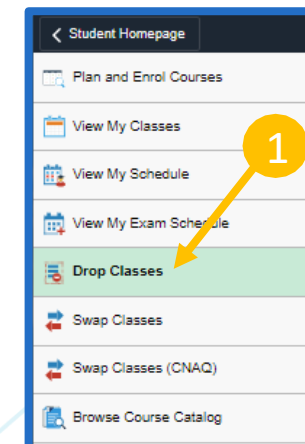
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00AM		PI 4200 Lecture 8:00 AM-9:00 AM Room: 5-136	PM 4100 Lecture 8:00 AM-9:00 AM Room: 12-136	PI 4200 Lecture 8:00 AM-9:00 AM Room: 5-136			
8:30AM							
9:00AM	MA 3000 Lecture 9:00 AM-10:00 AM Room: 5-254		MA 3000 Lecture 9:00 AM-10:00 AM Room: 5-254		MA 3000 Lecture 9:00 AM-10:00 AM Room: 5-254		
9:30AM							
10:00AM	PI 4200 Laboratory 10:00 AM-11:00 AM Room: 5-129						
10:30AM		PM 4100 Laboratory 9:30 AM-12:30 PM Room: 9-143					
11:00AM	CHEM 1010 Lecture 11:00 AM-12:00 PM Room: 5-115		CHEM 1010 Lecture 11:00 AM-12:00 PM Room: 5-115		CHEM 1010 Lecture 11:00 AM-12:00 PM Room: 5-115		
11:30AM							
12:00PM							
12:30PM							
1:00PM							
1:30PM							
2:00PM							
2:30PM							
3:00PM							
3:30PM							
4:00PM							
4:30PM							
5:00PM		SP 4010 Lecture 5:00 PM-7:00 PM Room: 10-126		SP 4010 Laboratory 5:00 PM-7:00 PM Room: 10-126			
5:30PM							
6:00PM	PR 4015 Lecture 6:00 PM-8:00 PM Room: 5-101						
6:30PM							
7:00PM							
7:30PM							
8:00PM							

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 sponsor approval. For further information, please contact the **Sponsorship Specialist** in the Admissions and Registration Directorate.



1. Select **Drop Classes** from the Manage Classes Page

2. Select the box next to the Class(es) to drop

Winter 2022

Credit

1 Select Classes to Drop In Progress

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Lecture - Class 1707 -Section 1	CHEM 1010 General Chemistry I	Tuesday 11:00AM to 12:00PM Thursday 11:00AM to 12:00PM Sunday 11:00AM to 12:00PM	5-115 5-115 5-115	H. Hijazi H. Hijazi H. Hijazi	3.00	Enrolled
<input type="checkbox"/>	Lecture - Class 1447 -Section 1	MA 3000 Calculus I (Derivative)	Tuesday 9:00AM to 10:00AM Thursday 9:00AM to 10:00AM Sunday 9:00AM to 10:00AM	5-254 5-254 5-254	S. Traverse S. Traverse S. Traverse	3.00	Enrolled
<input type="checkbox"/>	Lecture - Class 1512 -Section 1	PI 4200 Fundamentals-Pipeline Design	Monday 8:00AM to 9:00AM Wednesday 8:00AM to 9:00AM	5-138 5-138	L. Hussein L. Hussein	2.00	Enrolled
	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

Winter 2022
Credit

1 → Next >

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Lecture - Class 1707 -Section 1	CHEM 1010 General Chemistry I	Tuesday 11:00AM to 12:00PM Thursday 11:00AM to 12:00PM Sunday 11:00AM to 12:00PM	5-115 5-115 5-115	H. Hijazi H. Hijazi H. Hijazi	3.00	Enrolled
<input type="checkbox"/>	Lecture - Class 1447 -Section 1	MA 3000 Calculus I (Derivative)	Tuesday 9:00AM to 10:00AM Thursday 9:00AM to 10:00AM Sunday 9:00AM to 10:00AM	5-254 5-254 5-254	S. Traverse S. Traverse S. Traverse	3.00	Enrolled
<input type="checkbox"/>	Lecture - Class 1512 -Section 1	PL 4200 Fundamentals Pipeline Design	Monday 9:00AM to 9:00AM	5-128	J. Hussain	3.00	Enrolled

Winter 2022
Credit

2

3 → Previous <

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Visited

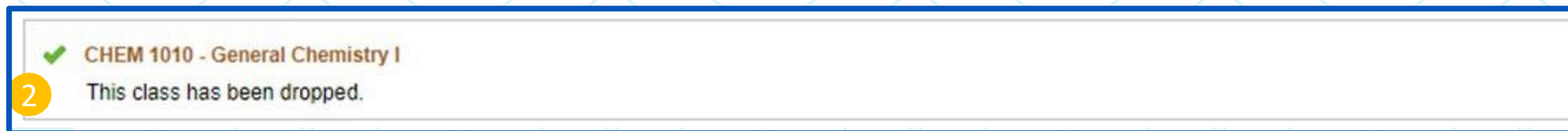
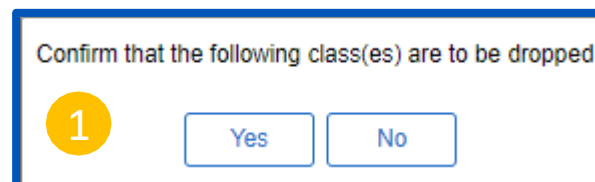
Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - Class 1707 -Section 1	CHEM 1010 General Chemistry I	Tuesday 11:00AM to 12:00PM Thursday 11:00AM to 12:00PM Sunday 11:00AM to 12:00PM	5-115 5-115 5-115	H. Hijazi H. Hijazi H. Hijazi	3.00	Enrolled

4 → Drop Classes

Drop Classes

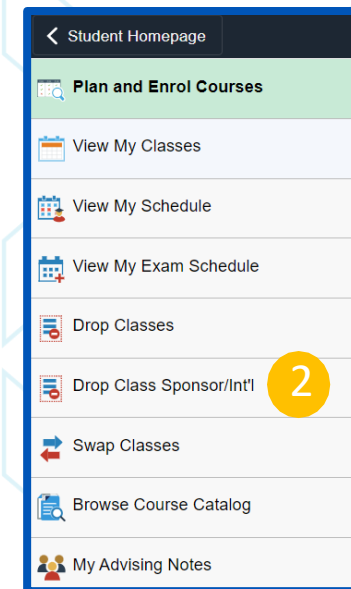
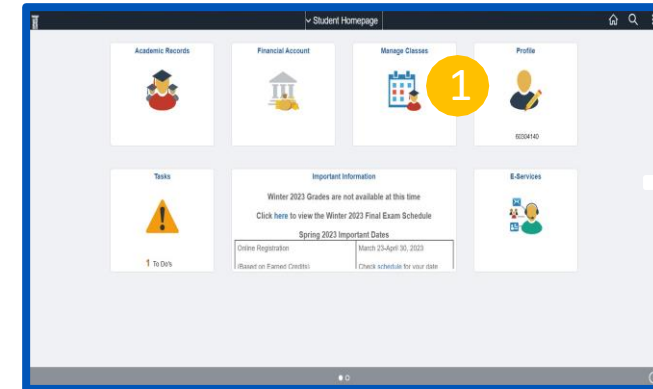
1. A message will be displayed requesting confirmation to drop the class. Select **Yes** if you are sure that you want to drop.
2. You will receive a message confirming that the class has been dropped.



Drop Classes for Sponsored/Int'l Students

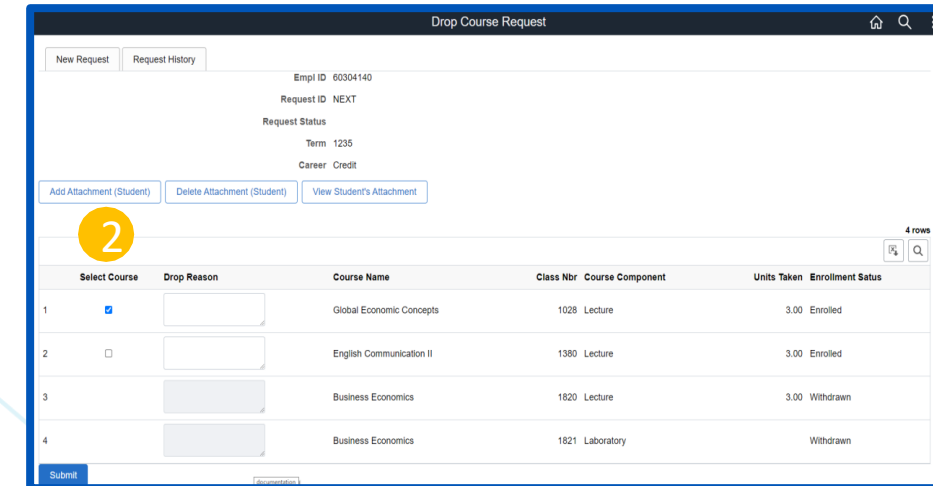
Note: This feature is only active when a sponsored or international student wants to drop a course after the end of the Add/Drop Period.

1. On **Student Homepage**, select **Manage Classes** tile
2. Select **Drop Class Sponsor/Int'l** component from left panel



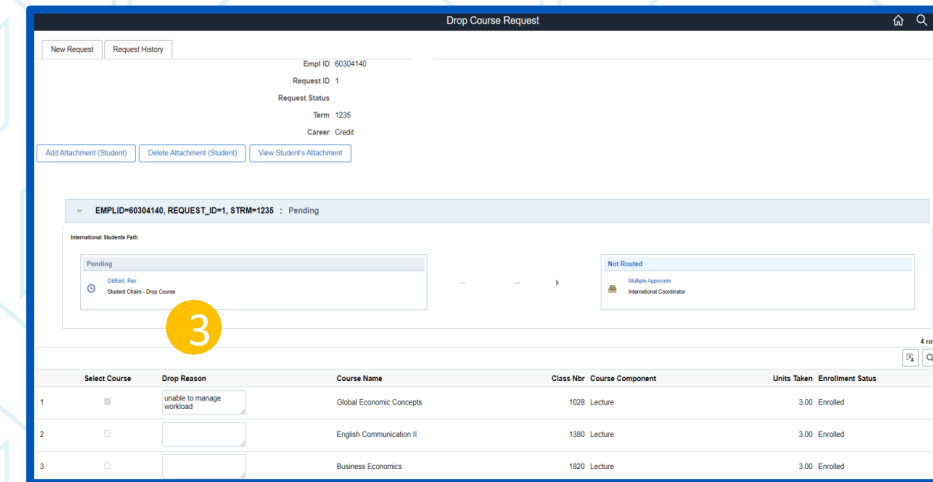
Drop Classes for Sponsored/Int'l Students

1. After the Add/Drop Period, upon clicking the **Drop Class Sponsor/Int'l** component, you will be routed to **Drop Course Request** page, showing all of the courses from current term. A drop course request can be submitted for one or more currently Enrolled courses.
2. Select the course(s) that you want to *Drop* by checking the **Select Course** checkbox.
3. Providing comments in **Drop Reason** is mandatory.
4. Click on **Submit** button to initiate the Drop Course Request approval workflow.



The screenshot shows the 'Drop Course Request' page for a student with Empl ID 60304140. The page displays a table of enrolled courses for Term 1235. A red circle with the number '2' highlights the 'Select Course' checkbox in the first row.

Select Course	Drop Reason	Course Name	Class Nbr	Course Component	Units Taken	Enrollment Status
<input checked="" type="checkbox"/>		Global Economic Concepts	1028	Lecture	3.00	Enrolled
<input type="checkbox"/>		English Communication II	1380	Lecture	3.00	Enrolled
<input type="checkbox"/>		Business Economics	1820	Lecture	3.00	Withdrawn
<input type="checkbox"/>		Business Economics	1821	Laboratory		Withdrawn

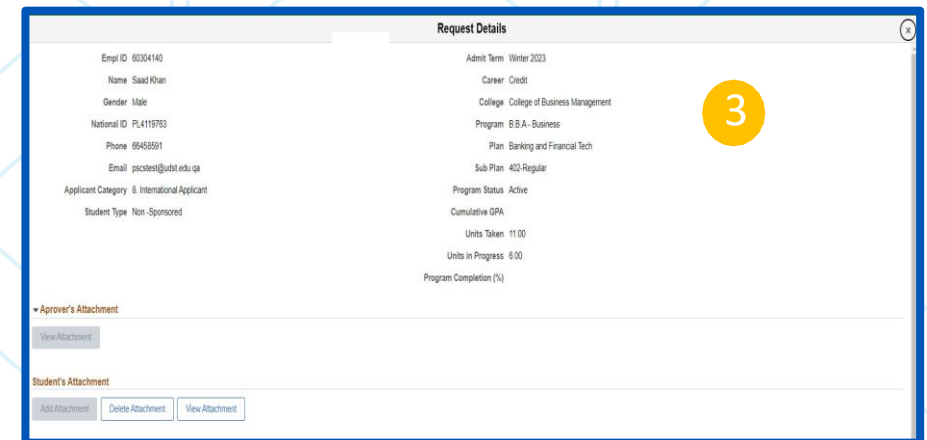
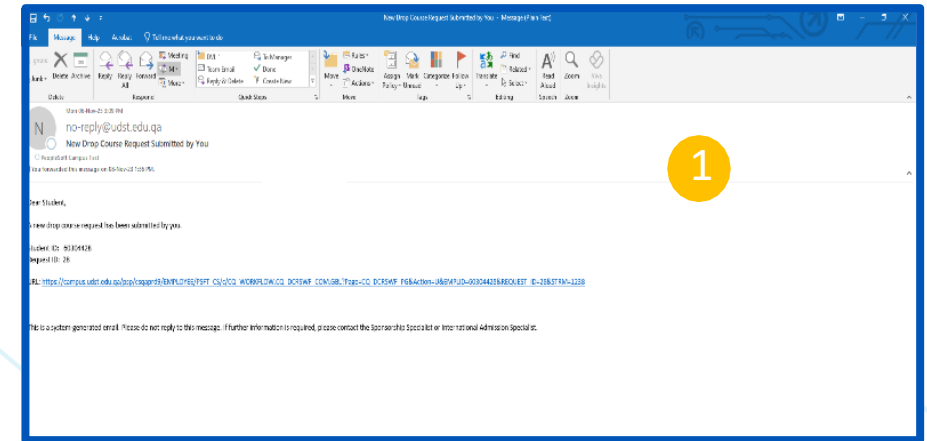


The screenshot shows the 'Drop Course Request' page after the selection of courses. A red circle with the number '3' highlights the 'Drop Reason' field, which is currently empty. The 'Submit' button is visible at the bottom of the page.

Select Course	Drop Reason	Course Name	Class Nbr	Course Component	Units Taken	Enrollment Status
<input type="checkbox"/>	unable to manage workload	Global Economic Concepts	1028	Lecture	3.00	Enrolled
<input type="checkbox"/>		English Communication II	1380	Lecture	3.00	Enrolled
<input type="checkbox"/>		Business Economics	1820	Lecture	3.00	Enrolled

Drop Classes for Sponsored/Int'l Students

1. Student will receive an acknowledgement email
2. Students can view all of their existing request details by clicking **Request History** button
3. Select the request to view Request Details



Drop Classes for Sponsored/Int'l Students

1. Student can **Cancel Request** if it has not yet been reviewed by the Department Head. Once Reviewed, student cannot Cancel.

EMPLID=6004140, REQUEST_ID=4, STRM=1235 : Pending

Pending

Student Class - Drop Course

Not Requested

Multiple Sponsors

International Coordinator

Select Course	Drop Reason	Reviewer Comments	Approver	Approver's Comments	Course Name	Class Nbr	Course Component	Units Taken	Enrollment Status
1					Global Economic Concepts	1028	Lecture	3.00	Enrolled
2	Yes	Test Reason			English Communication II	1380	Lecture	3.00	Enrolled
3					Business Economics	1820	Lecture	3.00	Withdrawn
4					Business Economics	1821	Laboratory		Withdrawn

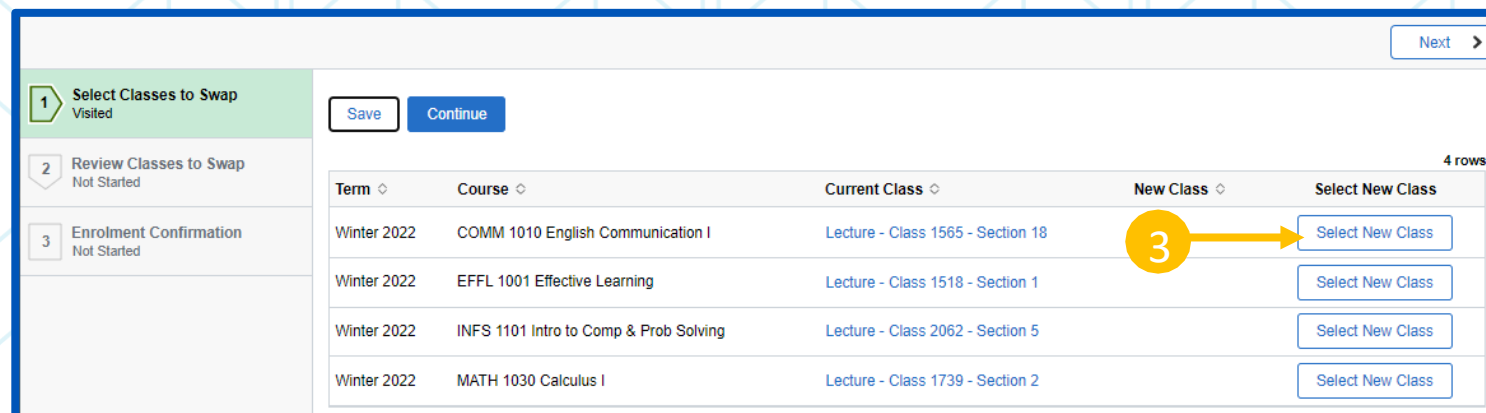
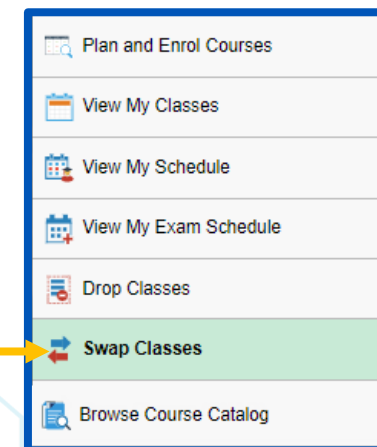
Cancel Request

Documentation


Swap Classes

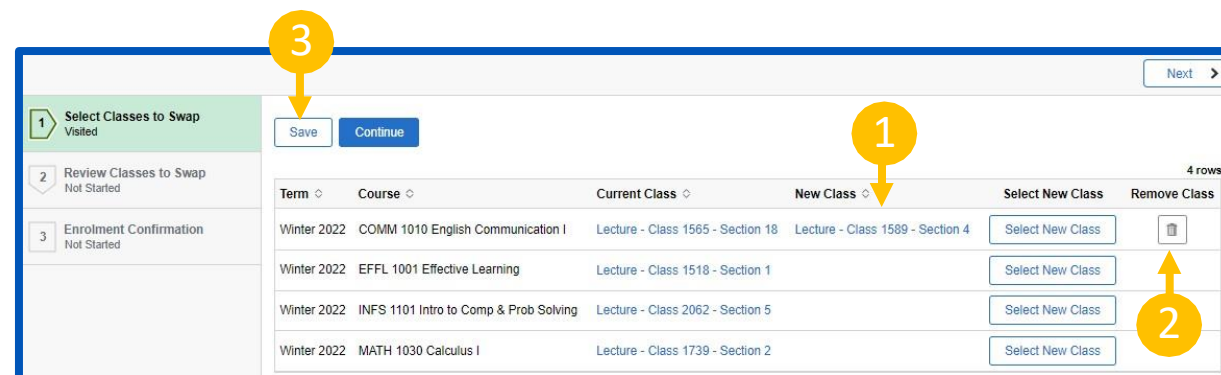
Note: The Swap feature cannot be used to swap lab sections only (keeping the same lecture).
You must use the Drop feature and Add the class again to do so.

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

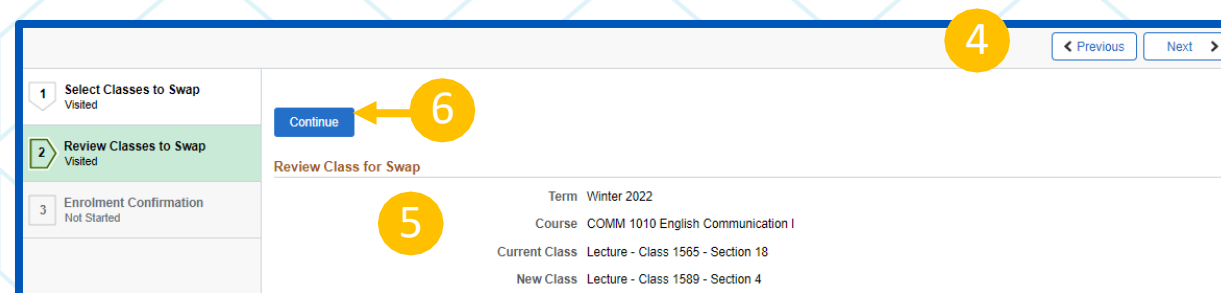


Swap Classes

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



Term	Course	Current Class	New Class	Select New Class	Remove Class
Winter 2022	COMM 1010 English Communication I	Lecture - Class 1565 - Section 18	Lecture - Class 1589 - Section 4	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	



Term: Winter 2022
Course: COMM 1010 English Communication I
Current Class: Lecture - Class 1565 - Section 18
New Class: Lecture - Class 1589 - Section 4

Swap Classes

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

Course	From Class	To Class	Enrolment Messages
COMM 1010 English Communication I	1591	1589	Successfully enrolled

2

3

1



Thank you



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