



# Student Self Service Registration

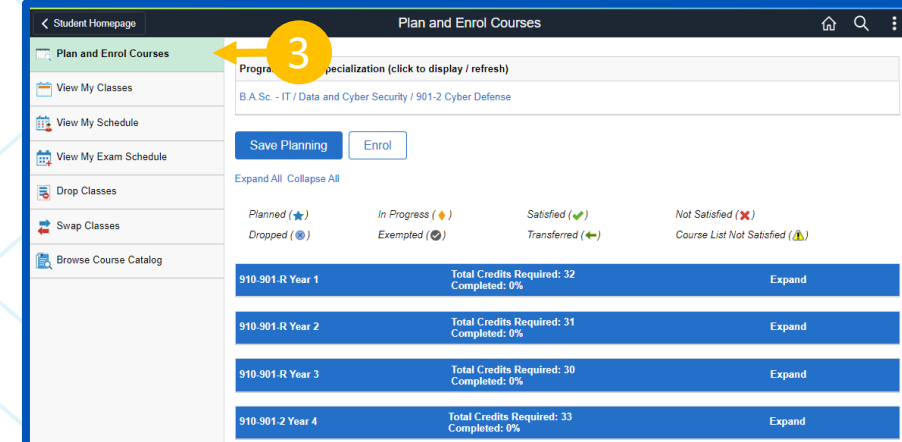
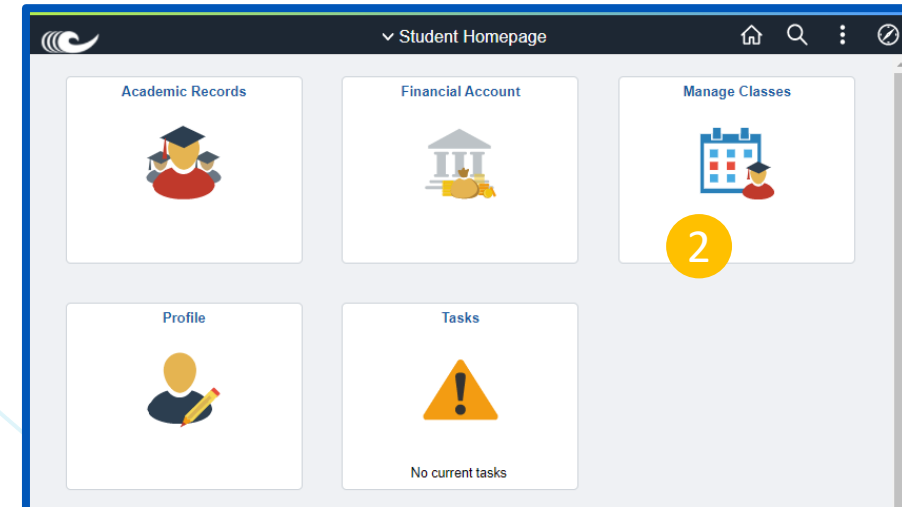


# Manage Your Classes

1. Login to the **Student Self Service Portal** with your student ID and password: <https://campus.cna-qatar.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

<i>Planned</i> (★)	You are expected to enrol in this course
<i>In Progress</i> (◆)	You are currently enrolled in this course
<i>Satisfied</i> (✓)	You have passed this course
<i>Not Satisfied</i> (✗)	You have not taken or passed this course
<i>Dropped</i> (⊗)	You have dropped this course
<i>Exempted</i> (✔)	You have received an exemption from this course
<i>Transferred</i> (←)	Credits for this course have been transferred from within or from an external institution
<i>Course List Not Satisfied</i> (⚠)	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
4. **Completed** provides the percentage of the requirements that you have met for that year

Program / Plan / Specialization (click to display / refresh)

B.A.Sc. - IT / Data and Cyber Security / 901-2 Cyber Defense ← 1

Save Planning Enrol


Expand All Collapse All

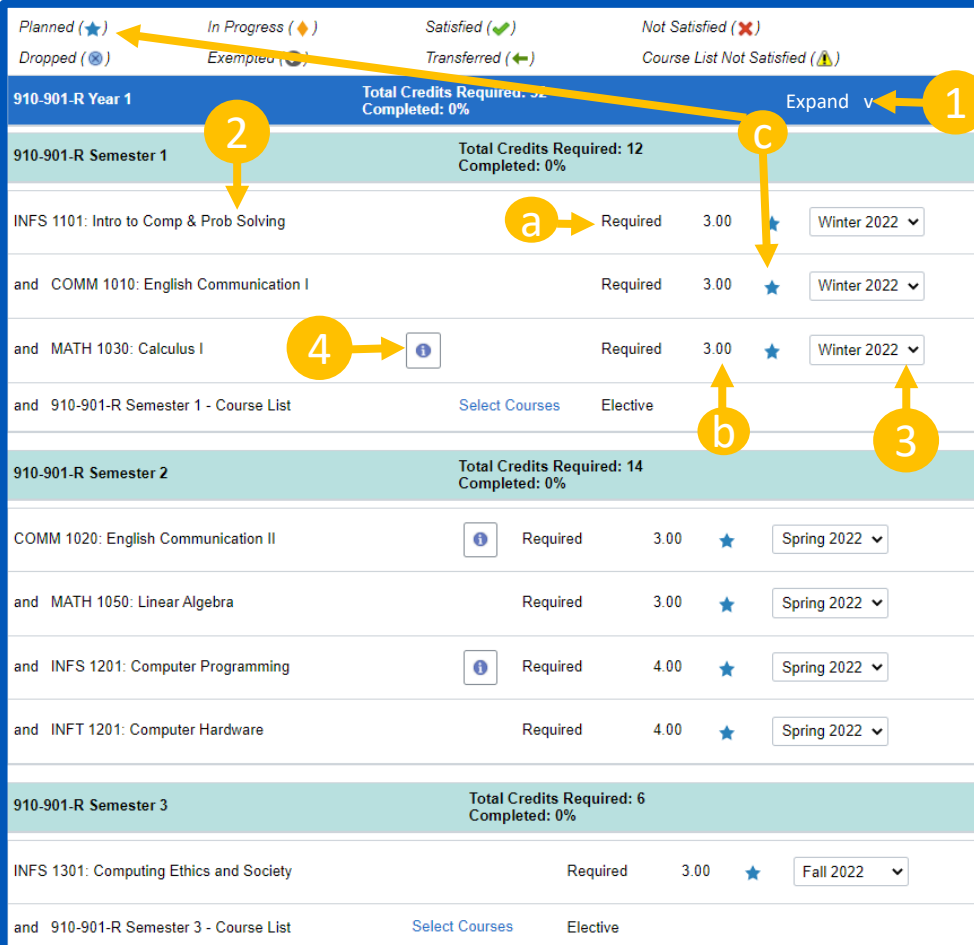
Planned (★)    In Progress (◆)    Satisfied (✓)    Not Satisfied (✗)  
 Dropped (⊗)    Exempted (⊙)    Transferred (↔)    Course List Not Satisfied (⚠)

910-901-R Year 1	3 → Total Credits Required: 32 Completed: 0% ← 4	Expand
910-901-R Year 2	Total Credits Required: 31 Completed: 0%	Expand
910-901-R Year 3	Total Credits Required: 30 Completed: 0%	Expand
910-901-2 Year 4	Total Credits Required: 33 Completed: 0%	Expand

2

# 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
3. 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  icon is displayed, click it to view a list of prerequisites and/or corequisites for this course



The screenshot shows a course plan interface with a legend at the top and a list of courses below. The legend includes: Planned (★), In Progress (♦), Satisfied (✓), Not Satisfied (✗), Dropped (⊖), Exempted (⊙), Transferred (←), and Course List Not Satisfied (⚠).

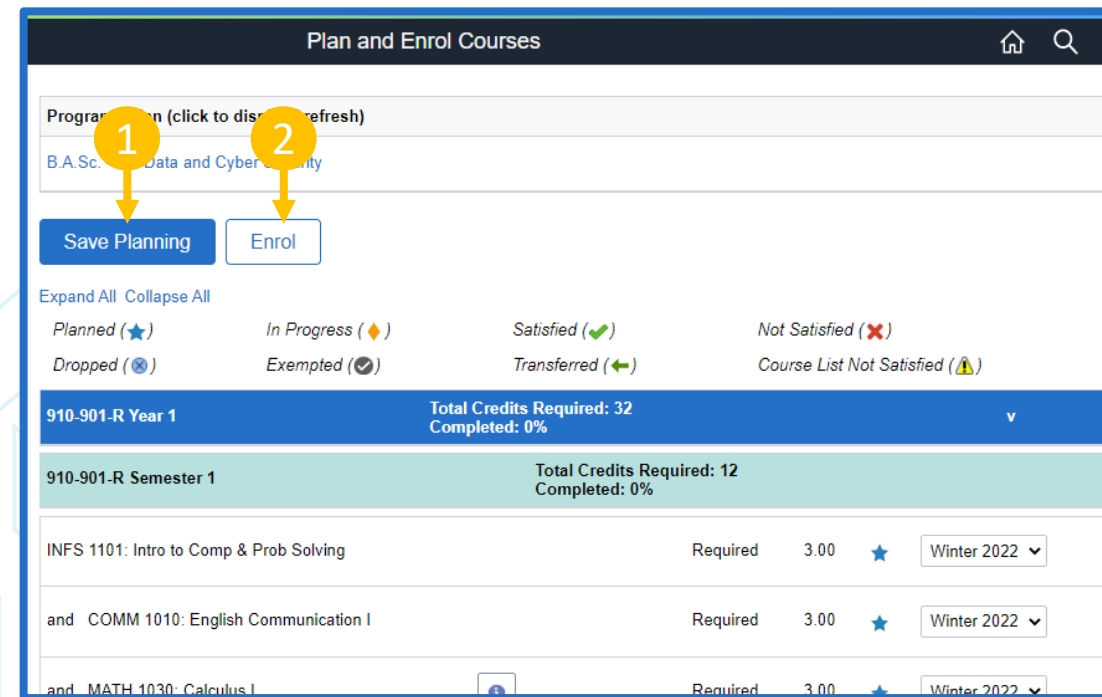
The course list is organized by semester:

- 910-901-R Year 1** (Total Credits Required: 32, Completed: 0%)
  - 910-901-R Semester 1** (Total Credits Required: 12, Completed: 0%)
    - INFS 1101: Intro to Comp & Prob Solving (Required, 3.00, ★, Winter 2022) - Callout 'a' points to 'Required', 'b' points to '3.00', 'c' points to '★'.
    - and COMM 1010: English Communication I (Required, 3.00, ★, Winter 2022)
    - and MATH 1030: Calculus I (Required, 3.00, ★, Winter 2022) - Callout '4' points to the info icon.
    - and 910-901-R Semester 1 - Course List (Select Courses, Elective) - Callout '3' points to the dropdown menu.
  - 910-901-R Semester 2** (Total Credits Required: 14, Completed: 0%)
    - COMM 1020: English Communication II (Required, 3.00, ★, Spring 2022) - Callout 'b' points to '3.00'.
    - 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** (Total Credits Required: 6, Completed: 0%)
    - INFS 1301: Computing Ethics and Society (Required, 3.00, ★, Fall 2022)
    - and 910-901-R Semester 3 - Course List (Select Courses, Elective)

Callouts: 1 points to the 'Expand v' button; 2 points to the semester header; 3 points to the dropdown menu; 4 points to the info icon.

# Plan – Save Planning

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



Plan and Enrol Courses

Program Plan (click to display refresh)

B.A.Sc. Data and Cyber Security

**1** Save Planning **2** Enrol

Expand All Collapse All

Planned (★) In Progress (◆) Satisfied (✓) Not Satisfied (✗)  
Dropped (⊖) Exempted (⊙) Transferred (↔) Course List Not Satisfied (⚠)

910-901-R Year 1		Total Credits Required: 32	Completed: 0%
910-901-R Semester 1		Total Credits Required: 12	Completed: 0%
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 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 Winter 2022

Course	Term Planned	Classes Available	Selected Class	Select Class
AECH 1100: Environment Awareness & Ethics	Winter 2022	2 classes available		<a href="#">Select Class</a>
AECH 2113: Quality Assurance	Winter 2022	1 class available		<a href="#">Select Class</a>
AEEL 1100: Fundamentals of Electricity	Winter 2022	5 classes available		<a href="#">Select Class</a>
AEEL 1200: Fundamentals of Electricity	Winter 2022	10 classes available		<a href="#">Select Class</a>
AEMA 1102: Health & Safety in Workplace	Winter 2022	1 class available		<a href="#">Select Class</a>
AEMA 1312: Engineering Graphics	Winter 2022	15 classes available		<a href="#">Select Class</a>

25 row

# Enrolment

1. 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)

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.

The top screenshot shows the 'Enrolment Confirmation' page with two rows of failed enrollments. The first row is for 'AEEL 1200: Fundamentals of Electricity' with the message 'Enrollment not successful - Unable to add this class - requisites have not been met.' The second row is for 'CHEM 1010: General Chemistry I' with the message 'Enrollment not successful - You cannot add this class due to a time conflict with class 1447. Choose another class.' A 'Close' button is visible at the bottom left.

The bottom screenshot shows the 'Enrolment Confirmation' page with an 'Outstanding Balance 2,925.00' and a 'Make a Payment' button. Below this, there is one row showing a successful enrollment for 'CHEM 1010: General Chemistry I' with the message 'Successfully enrolled'. A 'Close' button is visible at the bottom left.

# 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

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00AM		PI 4200 Lecture 8:00 AM-9:00 AM Room: 5-138	PI 4100 Lecture 8:00 AM-9:00 AM Room: 12-138	PI 4200 Lecture 8:00 AM-9:00 AM Room: 5-138			
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: 5-120						
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: 10-128		SP 4010 Laboratory 5:00 PM-7:00 PM Room: 10-128			
5:30PM							
6:00PM	PR 4015 Lecture 5:00 PM-8:00 PM Room: 5-101						
6:30PM							
7:00PM							
7:30PM							
8:00PM							

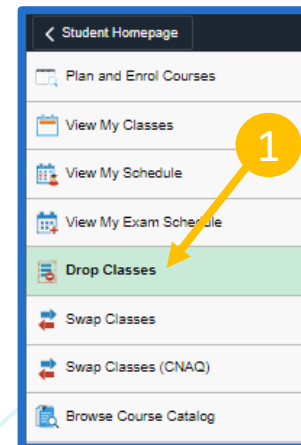
# Drop Classes

## 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 approval. Please contact the **Sponsor Specialist** in the Admissions and Registration Department to seek approval.

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 **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	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	S. Traverse	3.00	Enrolled
<input type="checkbox"/>	Lecture - Class 1512 -Section 1	PL 4200 Fundamentals Pipeline Design	Monday 9:00AM to 9:00AM	5-120	J. Hussain	3.00	Enrolled

Next >

Winter 2022  
Credit

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	H. Hijazi	3.00	Enrolled

< Previous

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. 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 .....

Confirm that the following class(es) are to be dropped

1

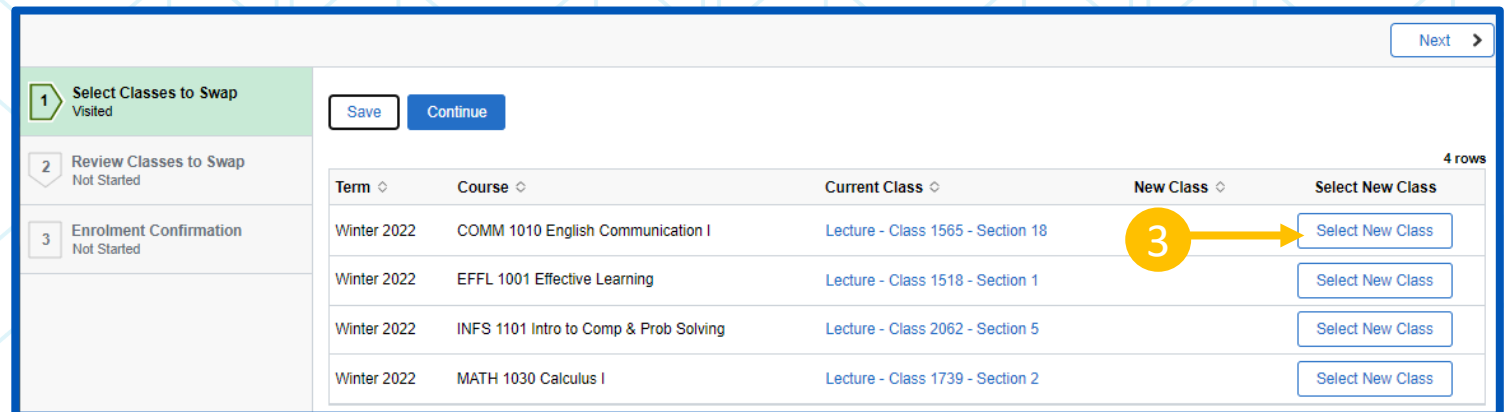
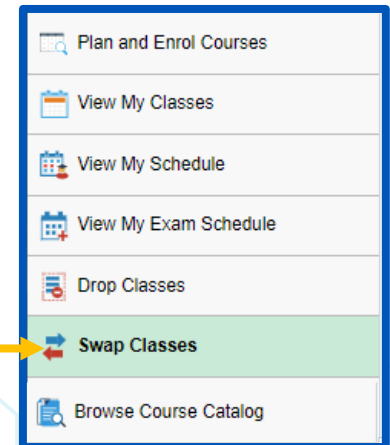
Yes No

✓ CHEM 1010 - General Chemistry I


2 This class has been dropped.

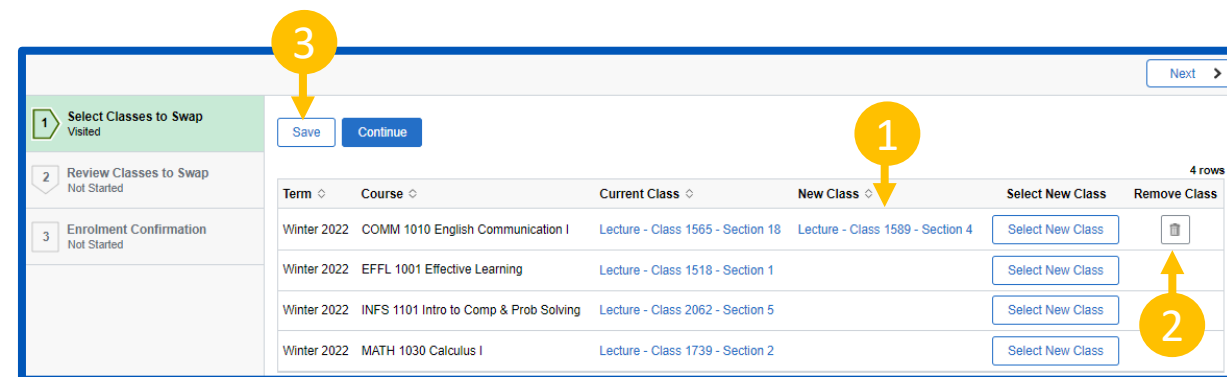
# Swap Classes

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

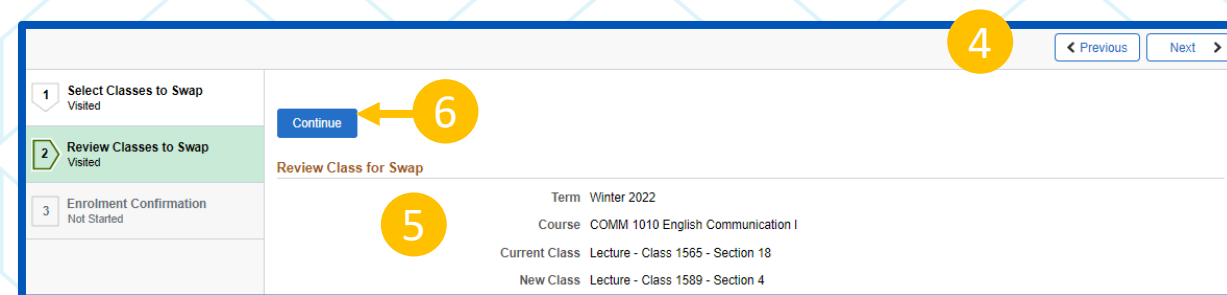


# Swap Classes

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	



Review Class for Swap

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. It 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

---



+974 4495 2222



info@udst.edu.qa



## Location

University of Doha for Science & Technology  
68 Al Tarfa, Duhail North  
P.O. Box 24449 Doha, Qatar

