# Student Self Service Registration
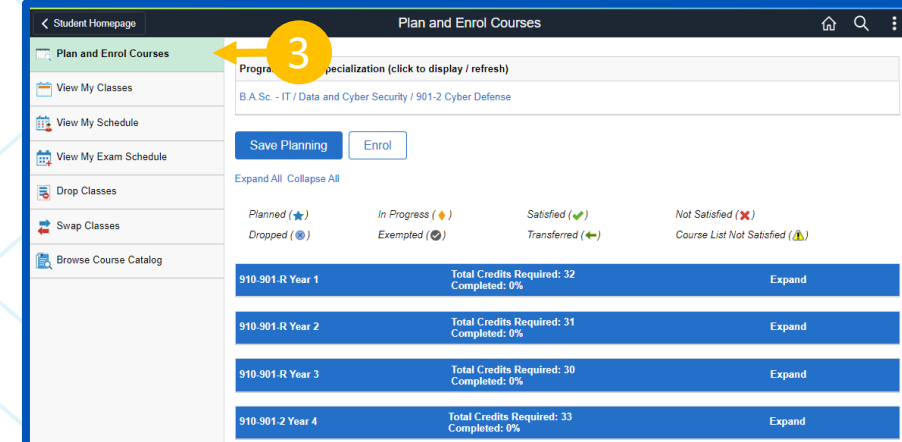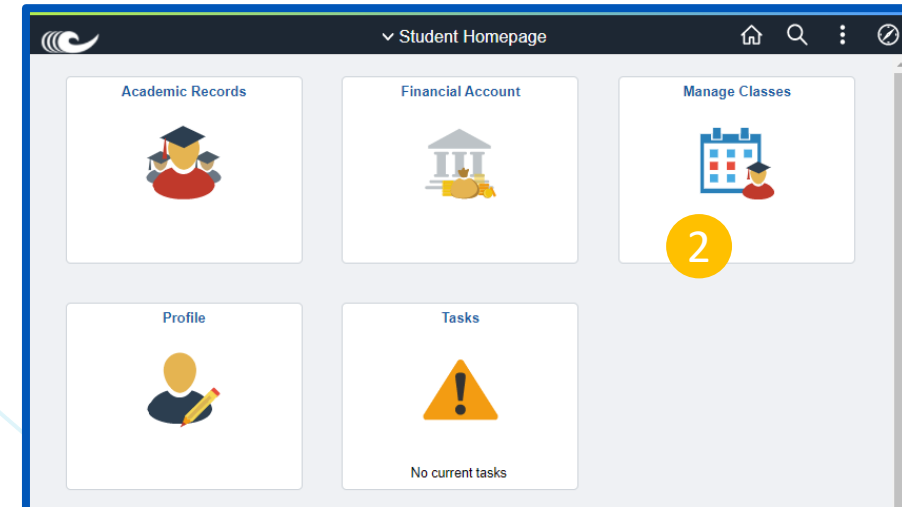
# Manage Your Classes

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

| | |
|---|---|
| *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* (⬅) | 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

4. **Completed** provides the percentage of the requirements that you have met for that year

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

# Plan – Save Planning

1. When planning is complete, select **Save Planning**

2. Select **Enrol** to begin the enrolment process

# 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

# 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)

# 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

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)

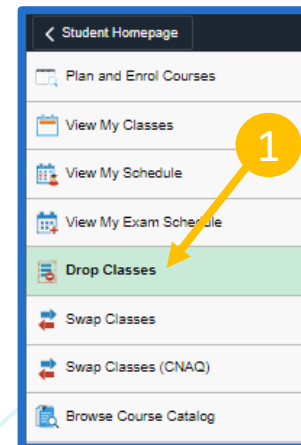3. Select **Printable Page** if you wish to print your class schedule

# 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

# 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

# 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

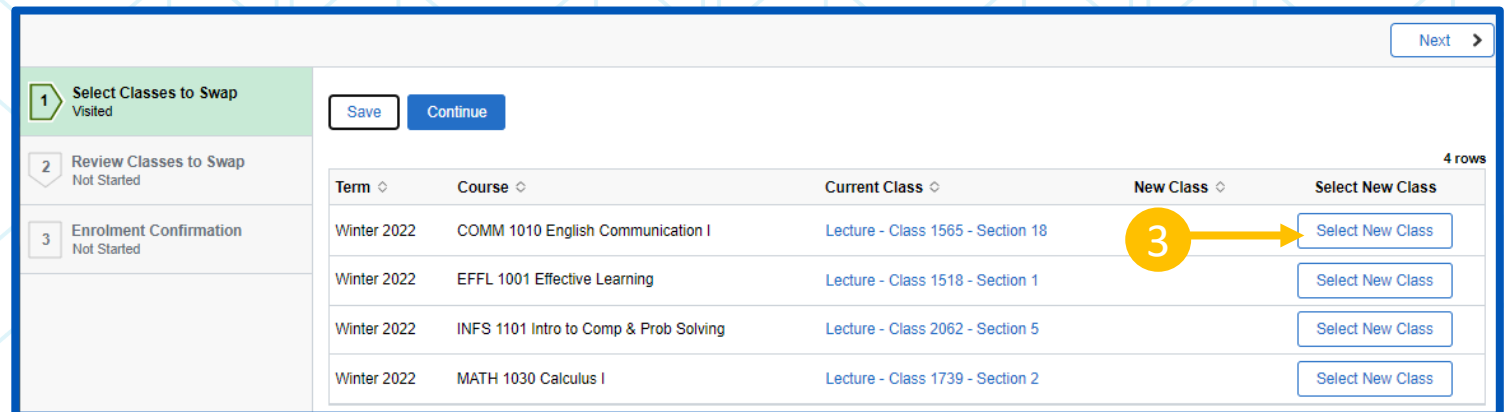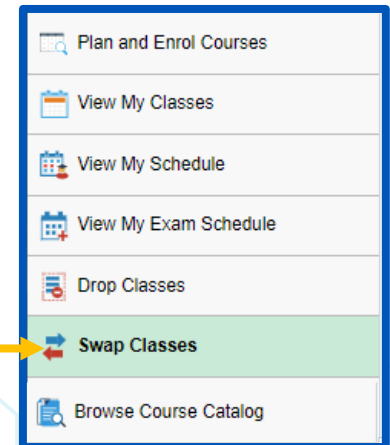✔ CHEM 1010 - General Chemistry I
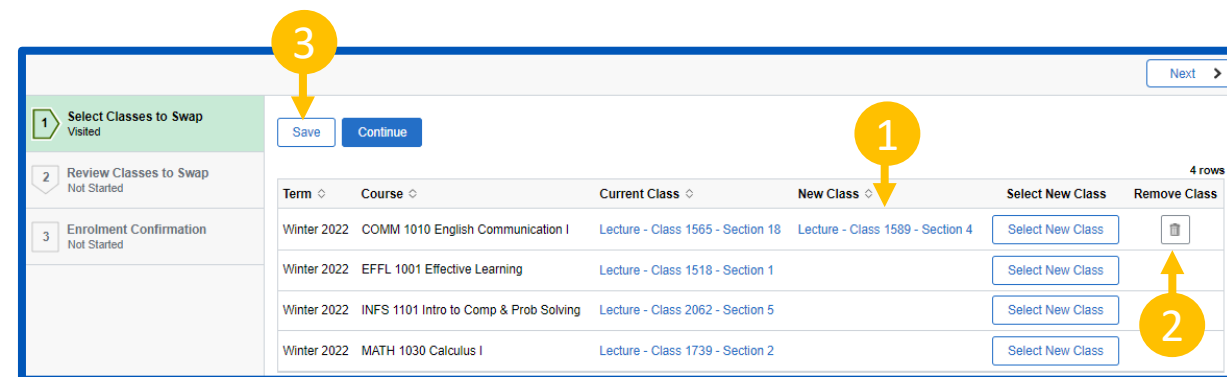**2** This class has been dropped.

# Swap Classes

1. From the **Manage Classes** page, select **Swap Classes**

2. Review the current list of classes

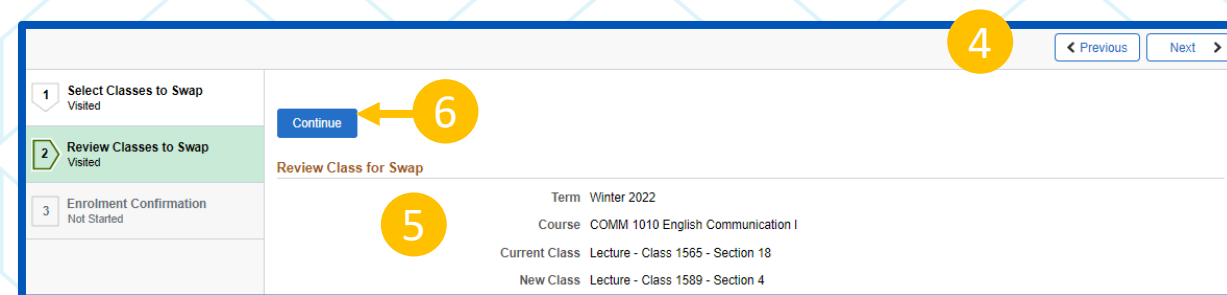3. Click **Select New Class** to swap this class with another

# 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

# 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 |

# Thank you

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📍 **Location**

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