Student Self Service Registration
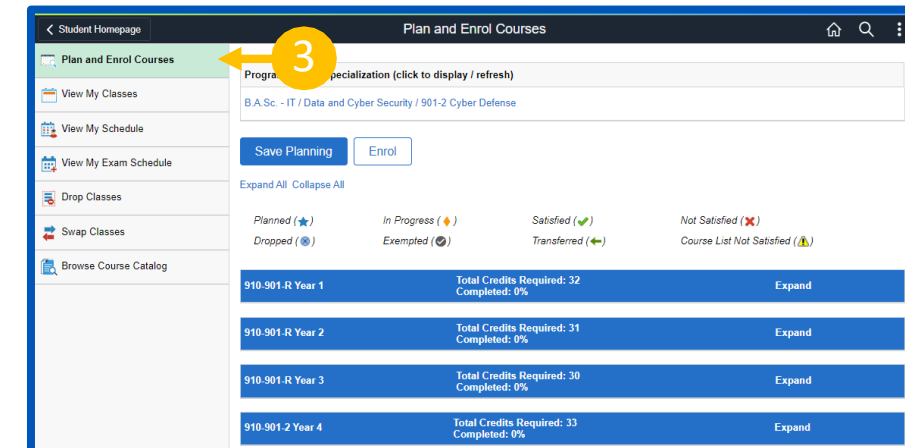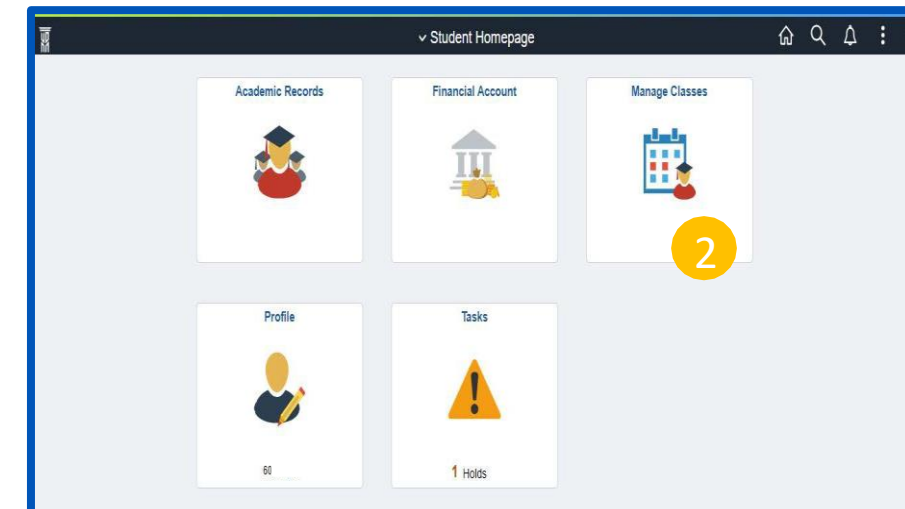
Manage Your Classes

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:

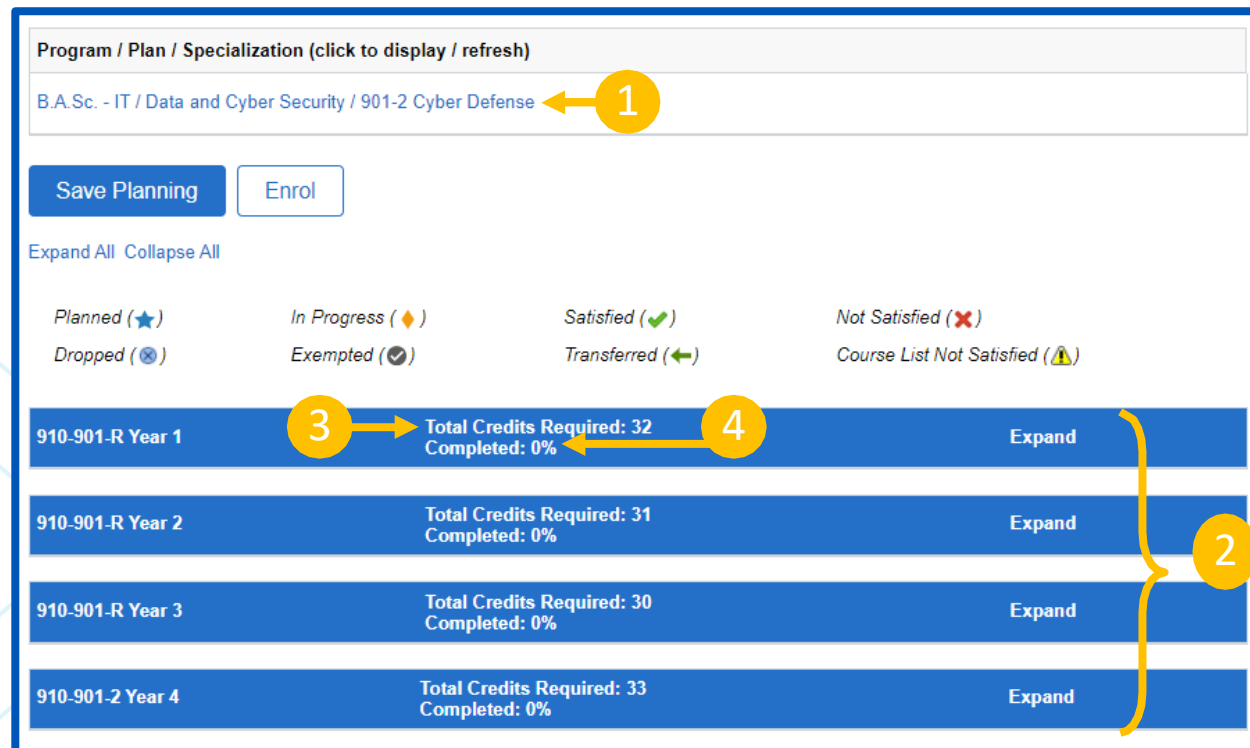|	
Planned ⭐	You are expected to enrol in this course
In Progress ♦	You are currently enrolled in this course
Satisfied ✔	You have passed this course
Not Satisfied ✖	You have not taken or passed this course
Dropped ⊗	You have dropped this course
Exempted ✓	You have received an exemption for this course
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

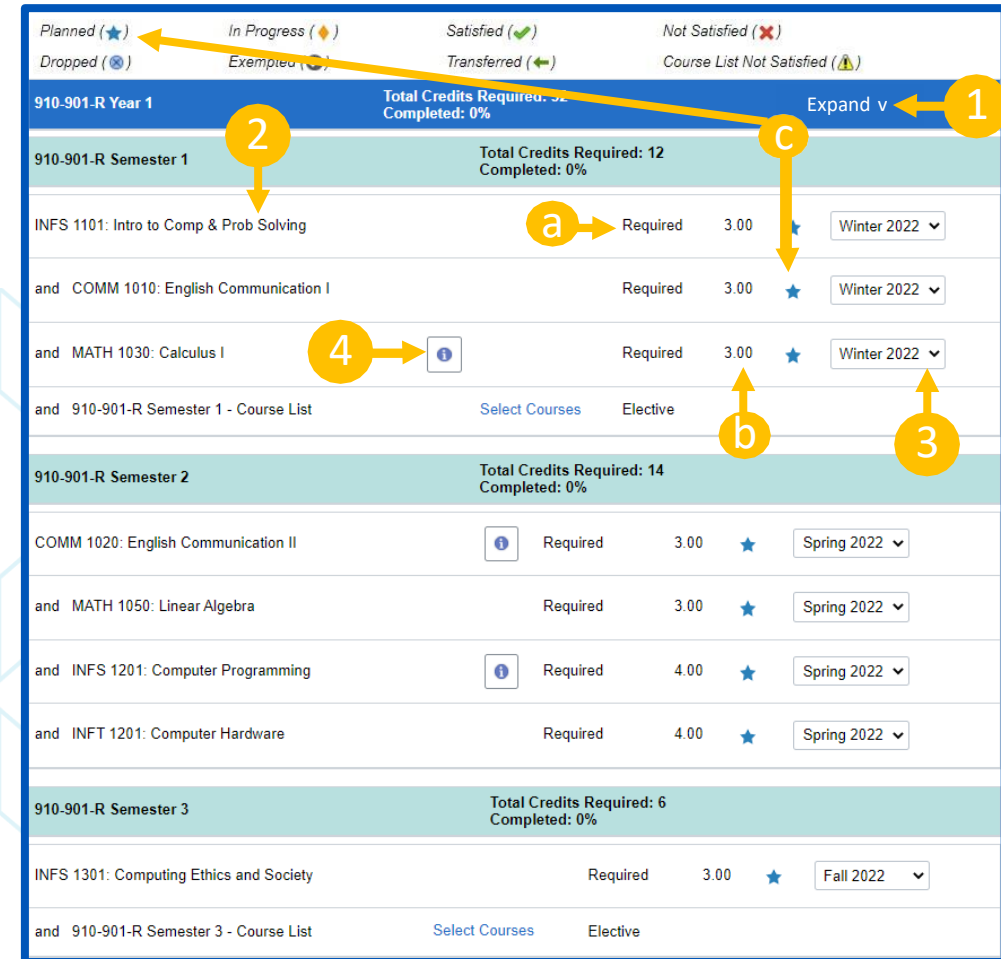4. **Completed** provides the percentage of the requirements that you have met for that year

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 [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 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

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)

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

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 sponsor approval. For further information, please contact the **Sponsorship Specialist** in the Admissions and Registration Directorate.
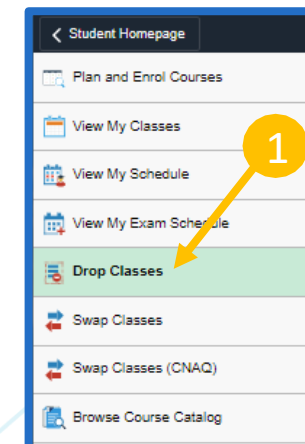
1. Select **Drop Classes** from the Manage Classes Page

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

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.

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

(1) Yes   No

2. You will receive a message confirming that the class has been dropped.

✔ CHEM 1010 - General Chemistry I
(2) This class has been dropped.
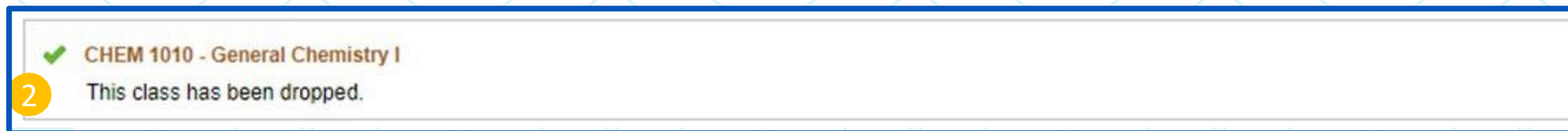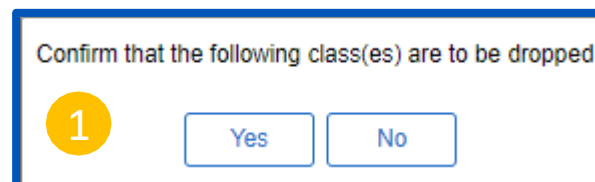
Drop Classes for Sponsored/Int'l Students

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
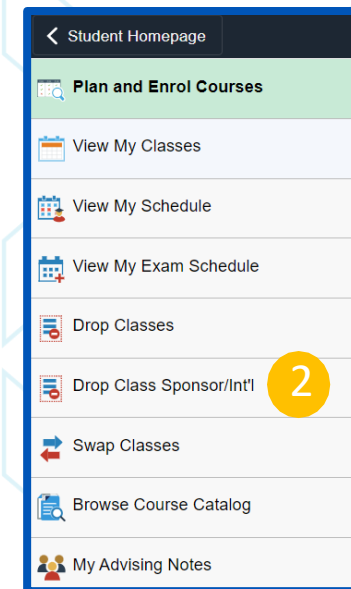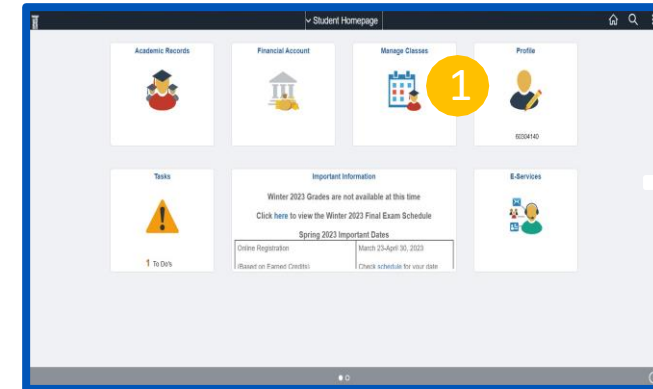
Drop Classes for Sponsored/Int'l Students

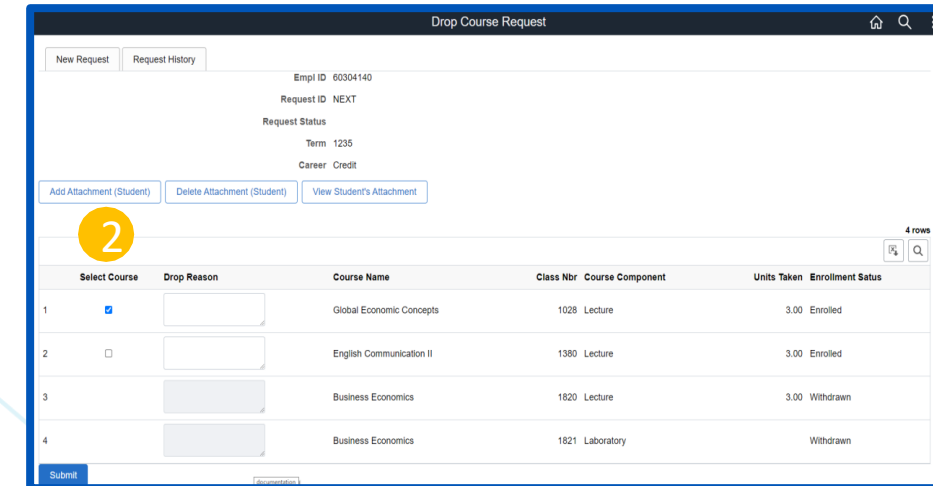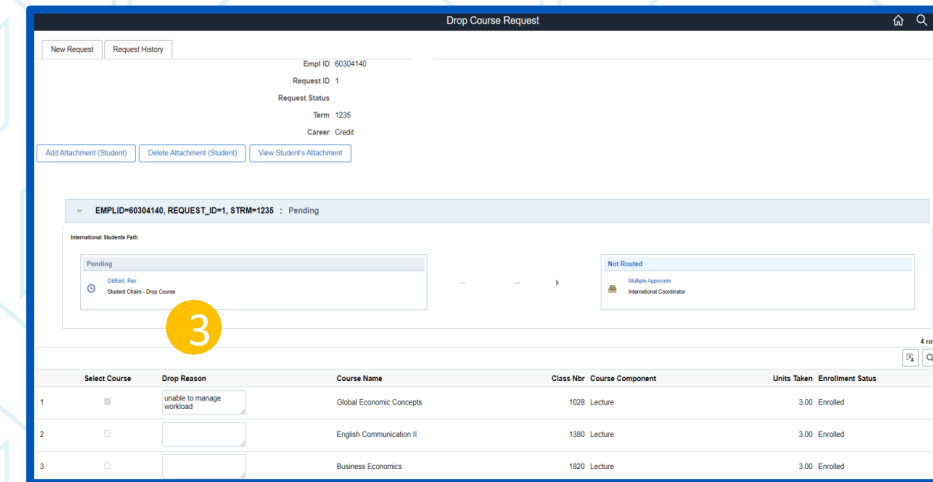1. After the Add/Drop Period, upon clicking the **Drop Class Sponsor/Int'l** component, you will be routed to **Drop Course Request** page, showing all of the courses from current term. A drop course request can be submitted for one or more currently Enrolled courses.

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.

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
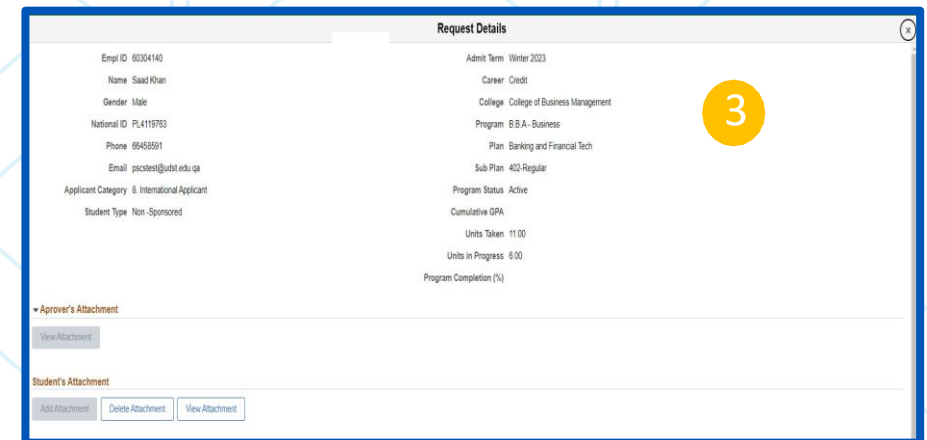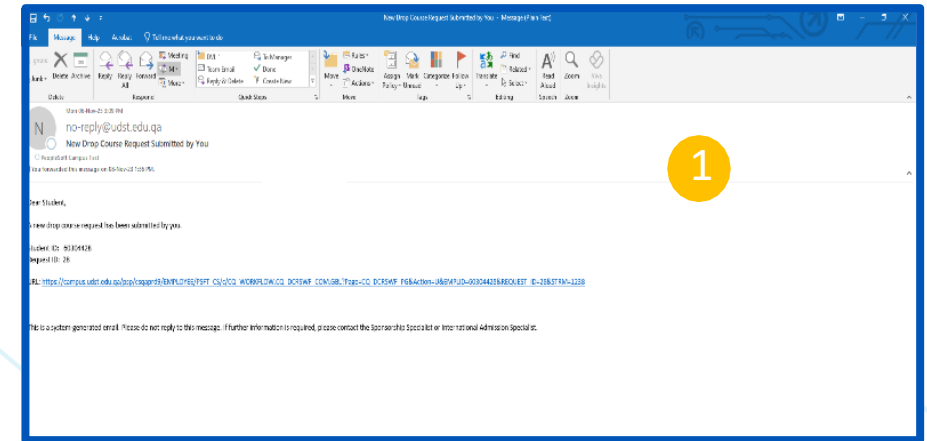
Drop Classes for Sponsored/Int'l Students

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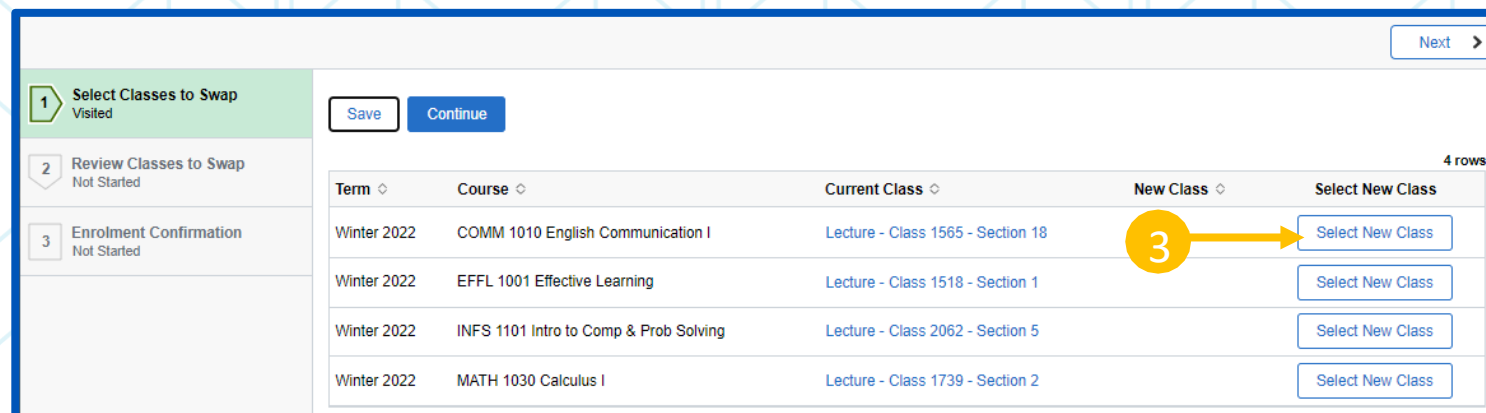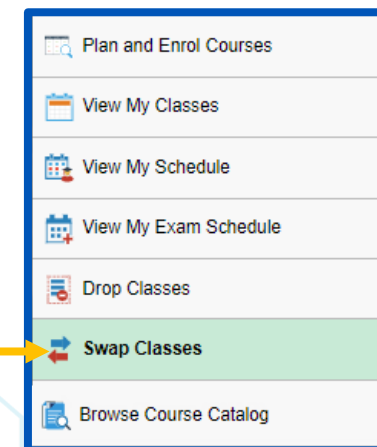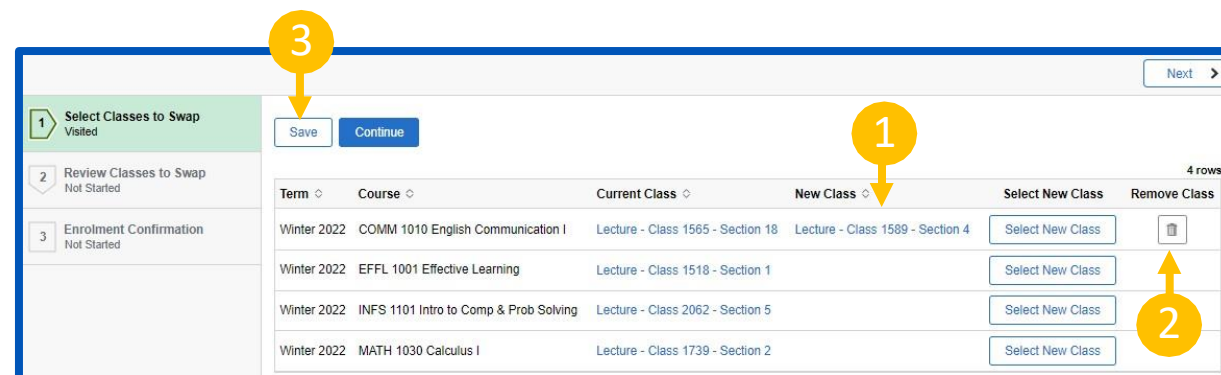
Swap Classes

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
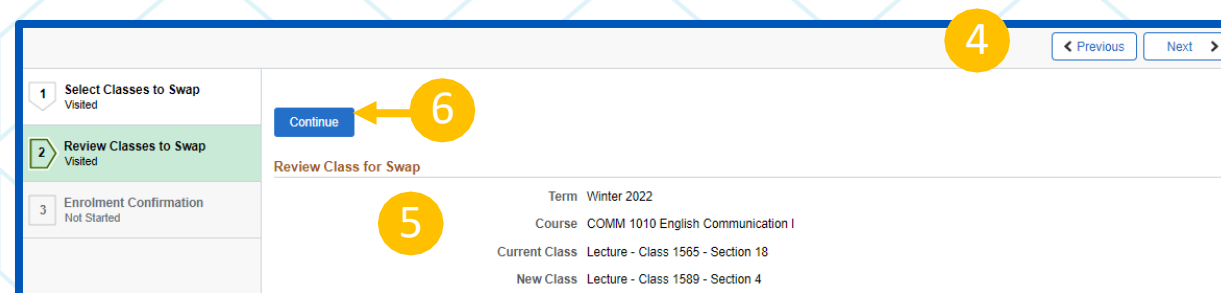
Swap Classes

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

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

Thank you

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📍 **Location**

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