

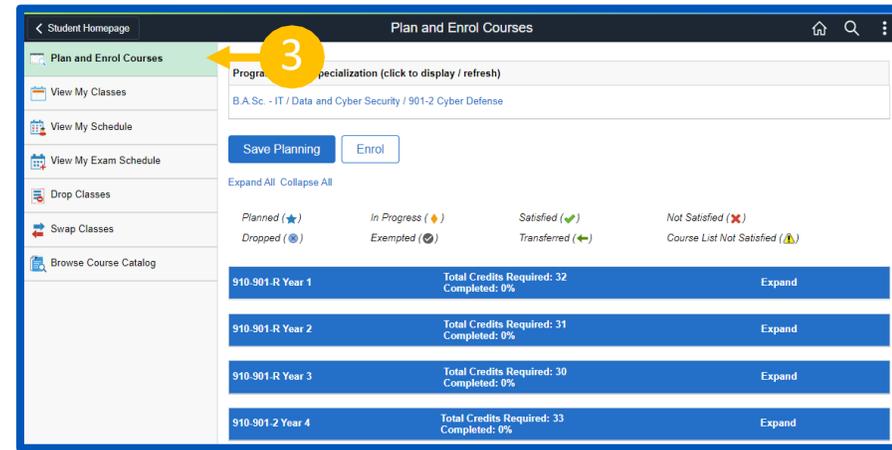
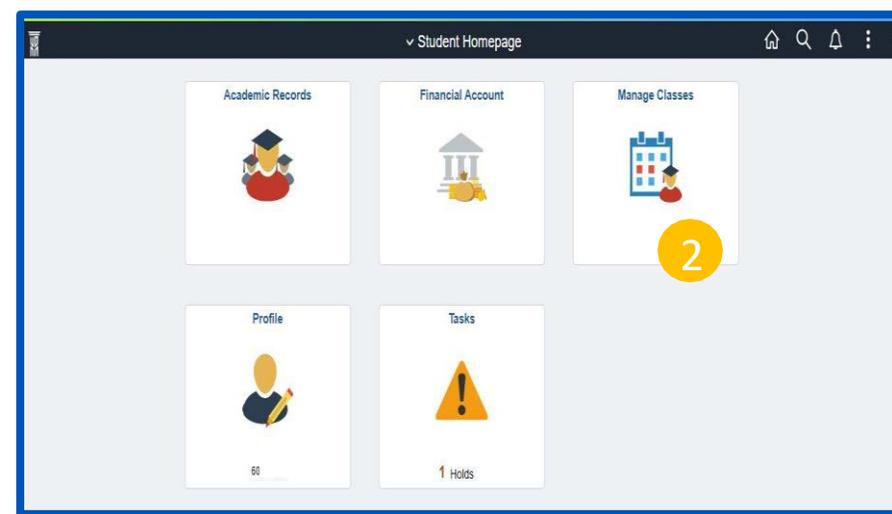


Student Self Service Registration



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

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

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

Save Planning Enrol

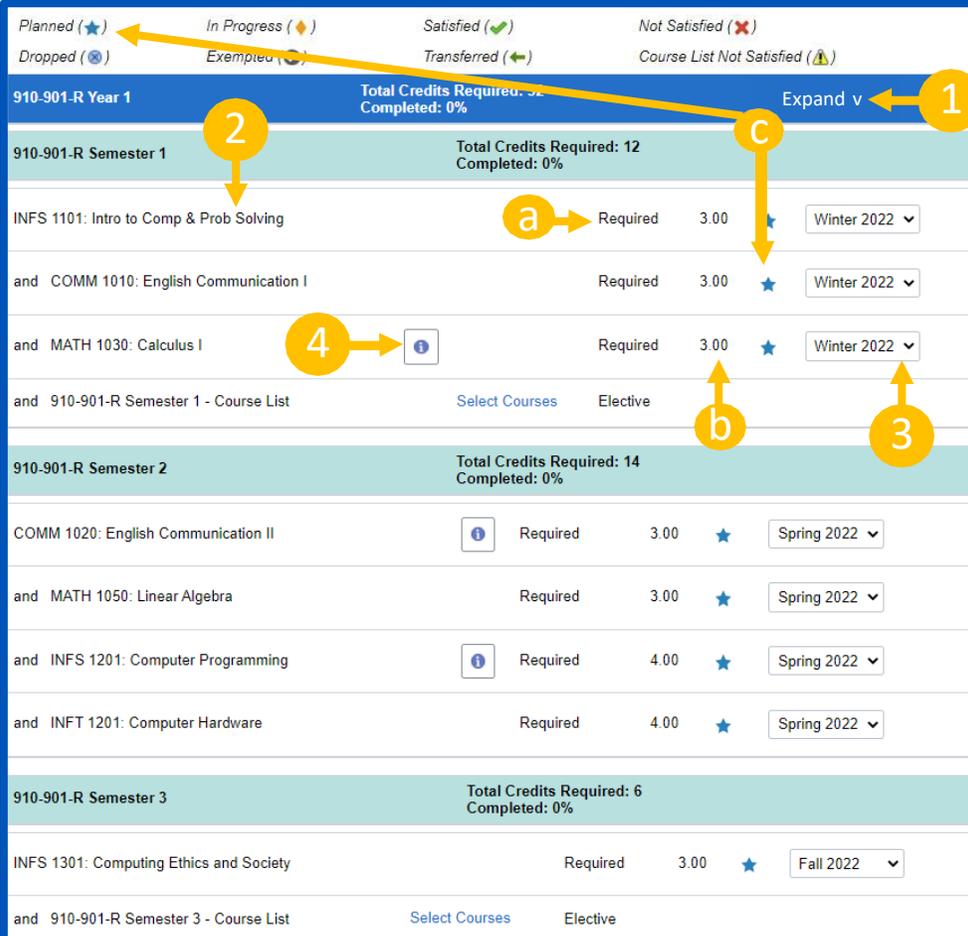
Expand All Collapse All

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

910-901-R Year 1	Total Credits Required: 32 Completed: 0%	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

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



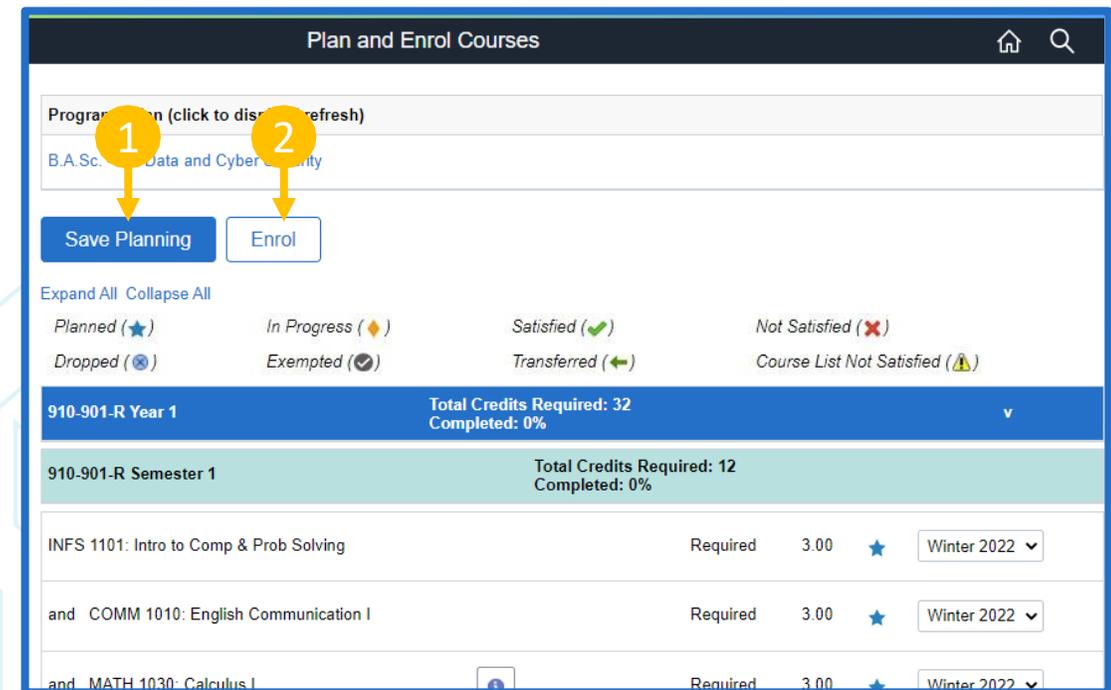
The screenshot displays a course plan interface for '910-901-R Year 1'. At the top, a legend identifies icons for course status: Planned (star), In Progress (flame), Satisfied (checkmark), Not Satisfied (X), Dropped (globe), Exempted (circle with slash), Transferred (double arrow), and Course List Not Satisfied (warning triangle). The main content is organized by semester:

- 910-901-R Year 1**: Total Credits Required: 32, Completed: 0%. An 'Expand v' button is visible.
- 910-901-R Semester 1**: Total Credits Required: 12, Completed: 0%.
 - Course 1: INFS 1101: Intro to Comp & Prob Solving. Status: Required, Credits: 3.00. Status icon: star. Semester dropdown: Winter 2022.
 - Course 2: and COMM 1010: English Communication I. Status: Required, Credits: 3.00. Status icon: star. Semester dropdown: Winter 2022.
 - Course 3: and MATH 1030: Calculus I. Status: Required, Credits: 3.00. Status icon: star. Semester dropdown: Winter 2022. An information icon (i) is present next to the course name.
 - Course 4: and 910-901-R Semester 1 - Course List. Status: Elective. Includes a 'Select Courses' button.
- 910-901-R Semester 2**: Total Credits Required: 14, Completed: 0%.
 - Course 5: COMM 1020: English Communication II. Status: Required, Credits: 3.00. Status icon: star. Semester dropdown: Spring 2022.
 - Course 6: and MATH 1050: Linear Algebra. Status: Required, Credits: 3.00. Status icon: star. Semester dropdown: Spring 2022.
 - Course 7: and INFS 1201: Computer Programming. Status: Required, Credits: 4.00. Status icon: star. Semester dropdown: Spring 2022. An information icon (i) is present next to the course name.
 - Course 8: and INFT 1201: Computer Hardware. Status: Required, Credits: 4.00. Status icon: star. Semester dropdown: Spring 2022.
- 910-901-R Semester 3**: Total Credits Required: 6, Completed: 0%.
 - Course 9: INFS 1301: Computing Ethics and Society. Status: Required, Credits: 3.00. Status icon: star. Semester dropdown: Fall 2022.
 - Course 10: and 910-901-R Semester 3 - Course List. Status: Elective. Includes a 'Select Courses' button.

Numbered callouts (1-4) and lettered callouts (a-c) highlight specific features: 1 points to the 'Expand v' button; 2 points to the semester header; 3 points to the semester dropdown menu; 4 points to the information icon; 'a' points to the 'Required' status; 'b' points to the credit value; and 'c' points to the status 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 Selection (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 (⚠️)

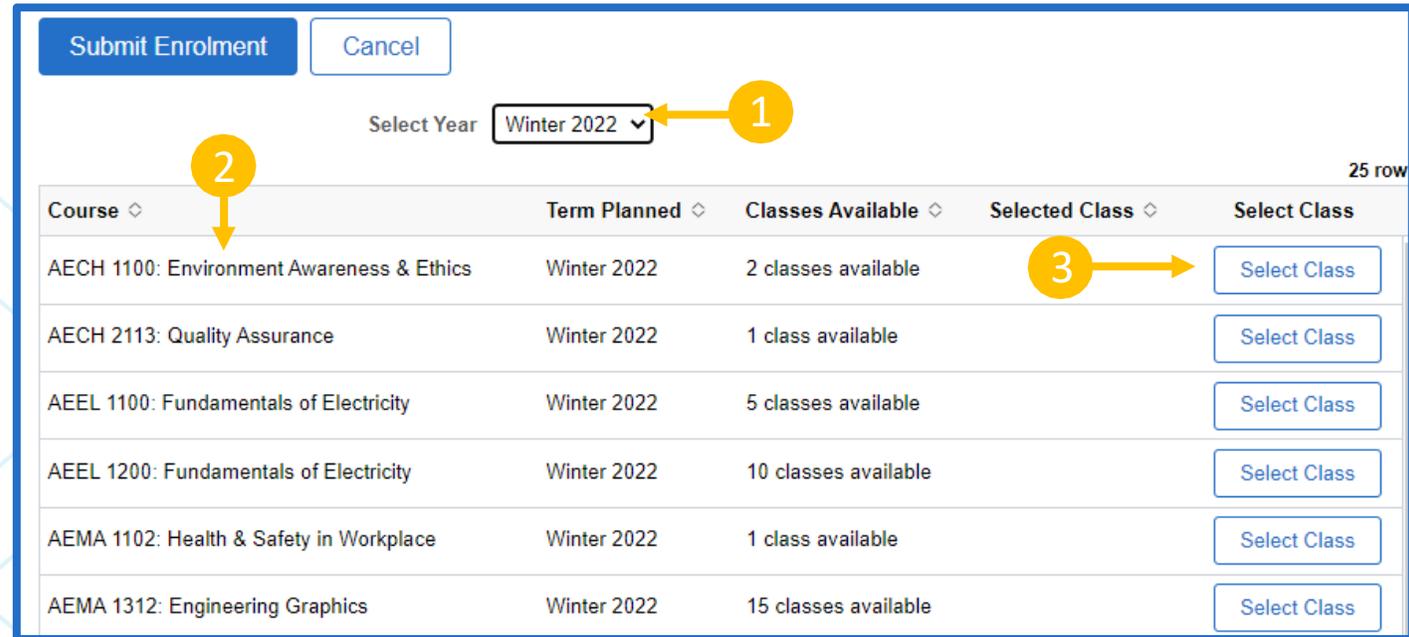
910-901-R Year 1 Total Credits Required: 32 Completed: 0%

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 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



The screenshot shows the enrolment interface with the following elements:

- Submit Enrolment** (blue button) and **Cancel** (white button) at the top left.
- Select Year** dropdown menu showing **Winter 2022**, with a yellow circle '1' and arrow pointing to it.
- A table with columns: **Course**, **Term Planned**, **Classes Available**, **Selected Class**, and **Select Class**. A yellow circle '2' and arrow points to the **Course** column.
- The first row of the table is highlighted, and a yellow circle '3' and arrow points to the **Select Class** button in that row.
- The table contains the following data:

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

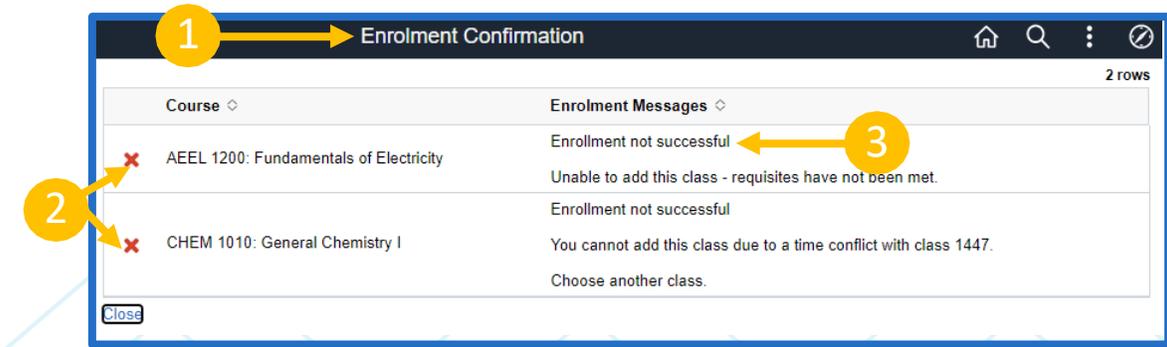
Select Year

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	

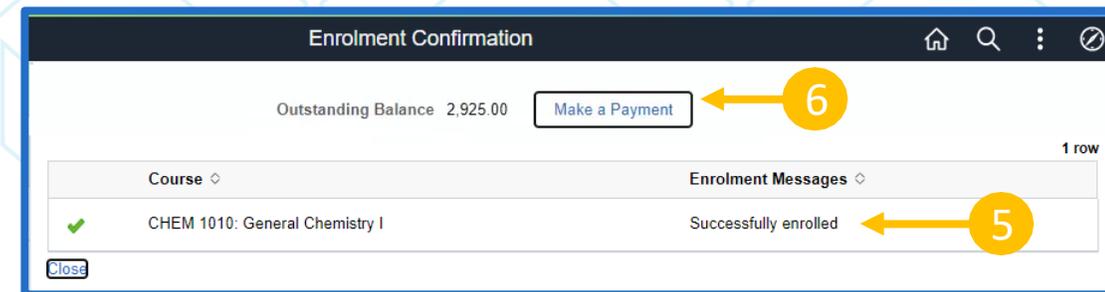
Enrolment

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



The screenshot shows the 'Enrolment Confirmation' page with a table of two rows. The first row, 'AEEL 1200: Fundamentals of Electricity', has a red 'x' icon and a message: 'Enrollment not successful - Unable to add this class - requisites have not been met.' The second row, 'CHEM 1010: General Chemistry I', also has a red 'x' icon and a message: 'Enrollment not successful - You cannot add this class due to a time conflict with class 1447. Choose another class.' A yellow circle with the number '1' points to the page title, a yellow circle with '2' points to the red 'x' icons, and a yellow circle with '3' points to the error messages.

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.



The screenshot shows the 'Enrolment Confirmation' page with an 'Outstanding Balance 2,925.00' and a 'Make a Payment' button. Below is a table with one row: 'CHEM 1010: General Chemistry I' with a green checkmark icon and the message 'Successfully enrolled'. A yellow circle with the number '4' points to the 'Make a Payment' button, and a yellow circle with '5' points to the successful enrolment message.

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

Course	Enrolment Messages
CHEM 1010: General Chemistry I	Successfully enrolled



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

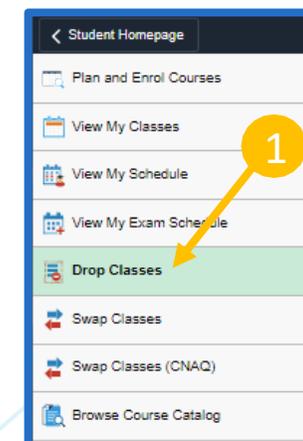
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00AM		PI 4200 Lecture 8:00 AM-9:00 AM Room: 5-136	PI 4100 Lecture 8:00 AM-9:00 AM Room: 12-136	PI 4200 Lecture 8:00 AM-9:00 AM Room: 5-138			
8:30AM							
9:00AM	MA 3000 Lecture 9:00 AM-10:00 AM Room: 5-254		MA 3000 Lecture 9:00 AM-10:00 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: 5-128						
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 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 4300 Fundamentals Pipeline Design	Monday 9:00AM to 9:00AM	5-120	L. 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

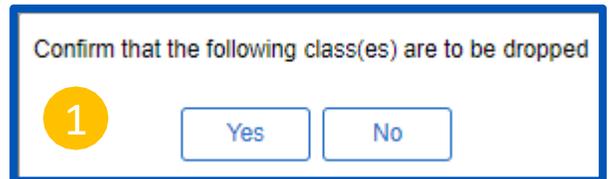
4 → Drop Classes

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



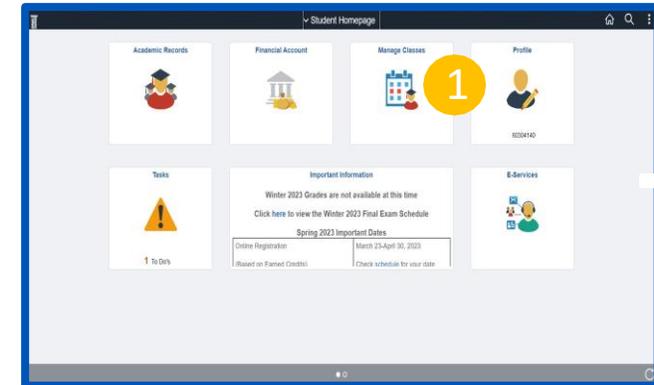
Drop Classes

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.

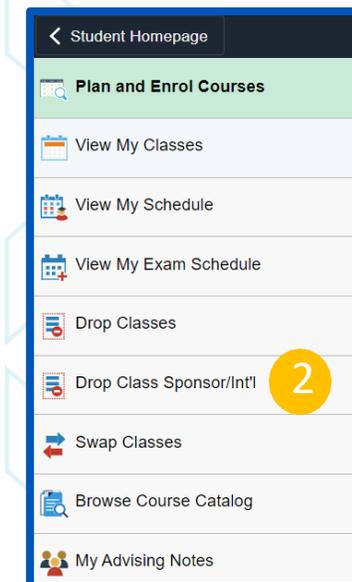


Drop Classes for Sponsored/Int'l Students

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.

Drop Course Request

New Request Request History

Empl ID 60304140
Request ID NEXT
Request Status
Term 1235
Career Credit

Add Attachment (Student) Delete Attachment (Student) View Student's Attachment

2

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

Submit

Drop Course Request

New Request Request History

Empl ID 60304140
Request ID 1
Request Status
Term 1235
Career Credit

Add Attachment (Student) Delete Attachment (Student) View Student's Attachment

EMPLID=60304140, REQUEST_ID=1, STRM=1235 : Pending

International Student Path

Pending

Student Path: Student Clears Drop Course

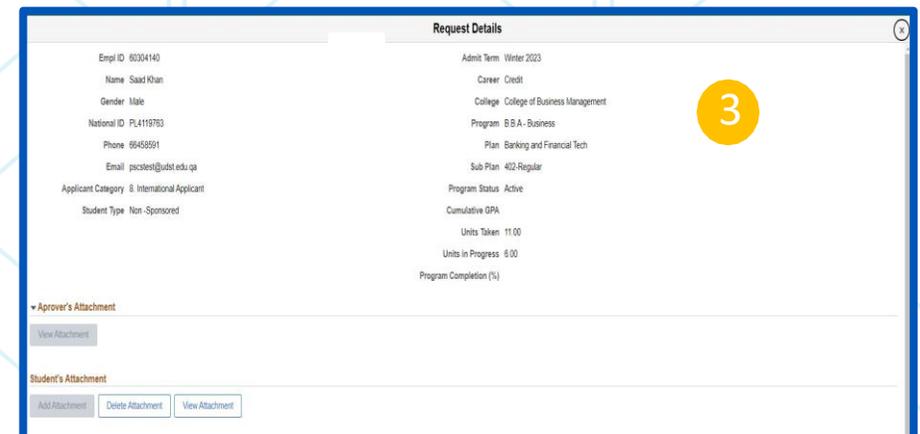
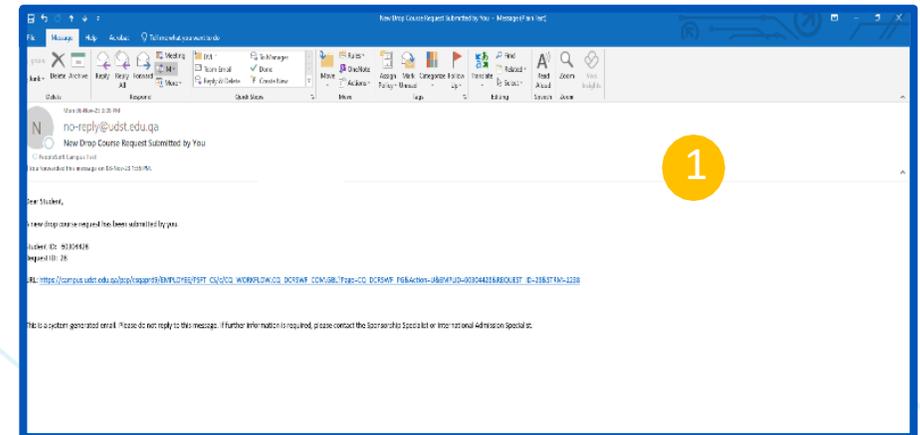
Not Routed

3

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

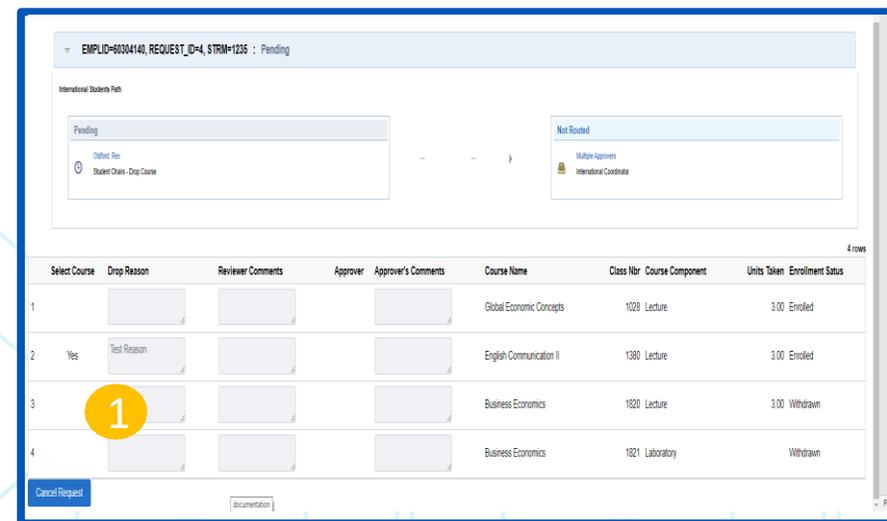
Drop Classes for Sponsored/Int'l Students

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

International Students Path

Pending

Not Routed

Student Class - Drop Course

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	1				Business Economics	1820	Lecture	3.00	Withdrawn
4					Business Economics	1821	Laboratory		Withdrawn

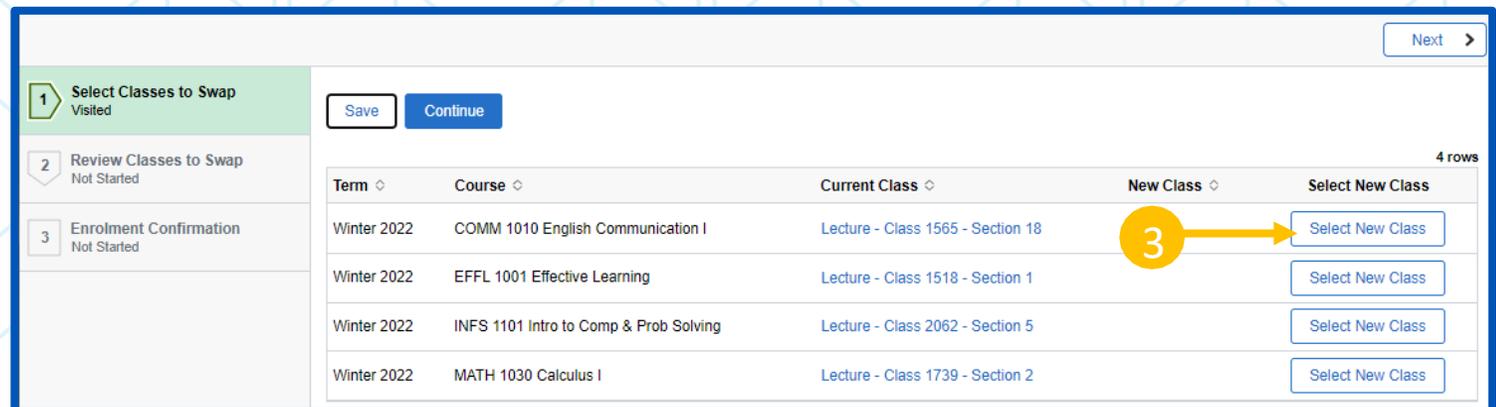
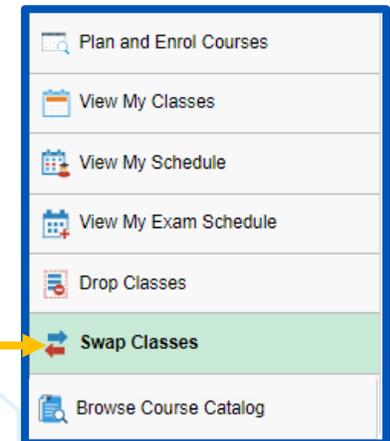
Cancel Request

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

The screenshot shows the 'Select Classes to Swap' interface. On the left, there are three steps: 1. Select Classes to Swap (Visited), 2. Review Classes to Swap (Not Started), and 3. Enrolment Confirmation (Not Started). The main area contains a table with columns: Term, Course, Current Class, New Class, Select New Class, and Remove Class. The table lists four rows of class information. A yellow arrow labeled '1' points to the 'New Class' column, and another yellow arrow labeled '2' points to the 'Remove Class' column. A yellow arrow labeled '3' points to the 'Save' button.

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	

The screenshot shows the 'Review Class for Swap' interface. On the left, the steps are: 1. Select Classes to Swap (Visited), 2. Review Classes to Swap (Visited), and 3. Enrolment Confirmation (Not Started). The main area displays the details for the selected class swap. A yellow arrow labeled '4' points to the 'Continue' button, and another yellow arrow labeled '5' points to the class details. A yellow arrow labeled '6' points to the 'Continue' button.

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. 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



+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

