

**Student Self Enrollment  
manual for regular  
registrations**

## Table of Contents

Student Self Enrollment for Regular Subjects .....	3
Student Self Enrollment – Drop Classes.....	9

# Student Self Enrollment for Regular Subjects

## Step # 1

After login in CMS, go to **Self Service -> Student Center -> Enroll**  
And Select your required term in which you have to enroll classes

Student Center Query Report Viewer

111.68.101.94/ps/ps/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSR\_SSENRL\_CART.GBL?ACAD\_CAREER=CA

ORACLE

Favorites Main Menu > Self Service > Student Center > Enrollment: Add Classes

AHMAD RASUL go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1

Select Term

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Spring Semester 2016[Reg 2]	Bachelors	NUST
<input checked="" type="radio"/>	Summer Semester 2016 [Reg]	Bachelors	NUST

CONTINUE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

## Step # 2

Click on search button as mentioned in the following screen shot.

AHMAD RASUL

go to ...

Search Plan Enroll My Academics  
 my class schedule || add || drop || swap || edit || term information

## Add Classes

1 2 3

### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer Semester 2016 [Reg] | Bachelors | NUST change term

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

**Find Classes**

Class Search  
 My Requirements  
 My Planner

search

**Summer Semester 2016 [Reg] Shopping Cart**

Your enrollment shopping cart is empty.

### Step #3

In the following screen you can find your required classes by providing search criteria. If you know the Course Number / Catalog Number then enter it here else, click on the search button

Favorites Main Menu > Self Service > Student Center > Enrollment: Add Classes

AHMAD RASUL go to ...

Search Plan Enroll My Academics  
 my class schedule || add || drop || swap || edit || term information

## Add Classes

1 2 3

### Enter Search Criteria

**Search for Classes**

NUST | Summer Semester 2016 [Reg]

Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

Course Subject:

Course Number:

Course Career:

Show Open Classes Only  
 Open Entry/Exit Classes Only

**Additional Search Criteria**

[Return to Add Classes](#)

#### Step # 4

Select the classes in which you want to enroll and click next to add your selected classes in your shopping cart.

[Return to Add Classes](#)

NEW SEARCH

MODIFY SEARCH

Open  Closed  Wait List

#### MATH 101 - Calculus And Analytical Geometry

View All Sections First 1 of 1 Last

Section [52AL-LEC\(1003\)](#)

Status

[select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 10:00AM - 11:00AM	ECR Hall	Muhammad Imran	06/13/2016 - 08/19/2016

#### MATH 121 - Linear Algebra & Ode

View All Sections First 1 of 1 Last

Section [52AL-LEC\(1002\)](#)

Status

[select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 8:00AM - 9:00AM	ECR Hall	Muhammad Imran	06/13/2016 - 08/19/2016

[Return to Add Classes](#)

NEW SEARCH

MODIFY SEARCH

AHMAD RASUL

go to ...

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

#### Add Classes

1 2 3

### 1. Select classes to add - Enrollment Preferences

Summer Semester 2016 [Reg] | Bachelors | NUST

#### MATH 101 - Calc & Analytical Geometry

##### Class Preferences

MATH 101-52AL Lecture  Open

Wait List  Wait list if class is full

Session Regular Academic Session

Permission Nbr

Career Bachelors

Grading Undergraduate Graded

Units 3.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
52AL	Lecture	Mo 10:00AM - 11:00AM	ECR Hall	Muhammad Imran	06/13/2016 - 08/19/2016

## Step # 5

Now your required classes has been added in Shopping Cart. Please proceed to step 3

Favorites Main Menu > Self Service > Student Center > Enrollment: Add Classes

my class schedule || add || drop || swap || edit || term information

### Add Classes

1

#### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ **MATH 101 has been added to your Shopping Cart.**

Summer Semester 2016 [Reg] | Bachelors | NUST [change term](#)

● Open    ■ Closed    ▲ Wait List

#### Add to Cart:

Enter Class Nbr

[enter](#)

#### Find Classes

- Class Search  
 My Requirements  
 My Planner

[search](#)

#### Summer Semester 2016 [Reg] Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">MATH 101-52AL (1003)</a>	Mo 10:00AM - 11:00AM	ECR Hall	M. Imran	3.00	●

[PROCEED TO STEP 2 OF 3](#)

AHMAD RASUL

go to ... [»»](#)

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

my class schedule || add || drop || swap || edit || term information

### Add Classes

1

#### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer Semester 2016 [Reg] | Bachelors | NUST

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 101-52AL (1003)	Calc & Analytical Geometry (Lecture)	Mo 10:00AM - 11:00AM	ECR Hall	M. Imran	3.00	●

[CANCEL](#)

[PREVIOUS](#)

[FINISH ENROLLING](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ... [»»](#)

## Step # 6

Click Finish Enrolling

AHMAD RASUL

go to ... 

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
	edit	term information	

### Add Classes

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

Summer Semester 2016 [Reg] | Bachelors | NUST

 Success: enrolled	 Error: unable to add class
---	--

Class	Message	Status
MATH 101	<b>Success:</b> This class has been added to your schedule.	

MY CLASS SCHEDULE

ADD ANOTHER CLASS

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ... 

Step	Action
6	<p>If Status of the class is <b>Success</b> that means you are successfully enrolled in the class. If Status of the class is <b>Error</b> that means you are unable to enroll in this class. Please see the message against the class for details.</p> <p>To enroll into another course click 'Add Another Class' button. To see the schedule of your classes, Click the <b>My Class Schedule</b> button.</p> <p><a href="#">MY CLASS SCHEDULE</a></p>

## Step # 7

Click to see My Class Schedule

AHMAD RASUL

go to ...

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

Summer Semester 2016 [Reg] | Bachelors | NUST [change term](#)

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes [filter](#)

MATH 101 - Calc & Analytical Geometry							
Status	Units	Grading	Deadlines				
Enrolled	3.00	Undergraduate Graded					
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
1003	<a href="#">52AL</a>	Lecture	Mo 10:00AM - 11:00AM	ECR Hall	Muhammad Imran	06/13/2016 - 08/19/2016	

[Printer Friendly Page](#)

<< previous week      Week of 6/13/2016 - 6/19/2016      next week >>

Show Week of   Start Time  End Time [refresh calendar](#)

Time	Monday Jun 13	Tuesday Jun 14	Wednesday Jun 15	Thursday Jun 16	Friday Jun 17	Saturday Jun 18	Sunday Jun 19
8:00AM							
9:00AM							
10:00AM	MATH 101 - 52AL Lecture 10:00AM - 11:00AM MCS-Shua-ul-Qamr Block-EE Part ECR HALL						
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

**Display Options**

Show AM/PM       Monday       Thursday       Sunday      [refresh calendar](#)

Show Class Title       Tuesday       Friday

Show Instructors       Wednesday       Saturday

# Student Self Enrollment – Drop Classes

## Step # 1

After login in CMS, go to **Self Service -> Student Center -> Enroll**

And Select your required term in which you have to enroll classes and click **“drop”**. Select the class which you want to drop and click **“Drop Selected Classes”**

Favorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes > Enrollment: Drop Classes

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

### Drop Classes

1 2 3

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Summer Semester 2016 [Reg] | Bachelors | NUST [change term](#)

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">EE 221-R2P (1004)</a>	Digital Logic Dsgn (Primary)		TBA	M. Imran	4.00	Enrolled
	EE 221-R2B (1005)	Digital Logic Dsgn (Laboratory)	Tu 8:00AM - 9:00AM	Computer Lab 1	M. Imran		Enrolled
	EE 221-R2L (1006)	Digital Logic Dsgn (Lecture)	TuFr 10:00AM - 11:00AM	Classroom 21	M. Imran		Enrolled
<input type="checkbox"/>	<a href="#">MATH 101-52AL (1003)</a>	Calc & Analytical Geometry (Lecture)	Mo 10:00AM - 11:00AM	ECR Hall	M. Imran	3.00	Enrolled

[DROP SELECTED CLASSES](#)

[My Summer Semester 2016 \[Reg\] Class Schedule](#)

## Step # 2

Click the finish dropping button

Favorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes > Enrollment: Drop Classes

AHMAD RASUL go to ...

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

### Drop Classes

1 2 3

#### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Summer Semester 2016 [Reg] | Bachelors | NUST

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">EE 221-R2P (1004)</a>	Digital Logic Dsgn (Primary)		TBA	M. Imran	4.00	Enrolled
EE 221-R2B (1005)	Digital Logic Dsgn (Laboratory)	Tu 8:00AM - 9:00AM	Computer Lab 1	M. Imran		Enrolled
EE 221-R2L (1006)	Digital Logic Dsgn (Lecture)	TuFr 10:00AM - 11:00AM	Classroom 21	M. Imran		Enrolled

[CANCEL](#) [PREVIOUS](#) [FINISH DROPPING](#)

**Action**

Click the **Finish Dropping** button.

A rectangular button with a light green background and a thin black border. The text "FINISH DROPPING" is written in all caps in a dark green, sans-serif font.

If Status against the class is **Success**, that means you have successfully dropped the class.

If Status against the class is **Error**, that means you are unable to drop the class. Please see the message against the class for further details.

Point to the object.



You can also view the status of the course by clicking on '**My Class Schedule**' button.

**End of Procedure.**

## Step # 1

After login in CMS, go to **Self Service -> Research Activities -> Service Requests**  
And create new request

Favorites | Main Menu > Self Service > Research Activities > Service Requests

AHMAD RASUL

### My Service Requests

Request Number	Request Subtype	Request Date	Status	Status Date

CREATE NEW REQUEST

## Step # 2

Select a request category

Favorites | Main Menu > Self Service > Research Activities > Service Requests

AHMAD RASUL

Academic Institution: NUST

### Select a Request Category

Request Category
<input checked="" type="radio"/> MCS Undergraduate Request
<input type="radio"/> MCS Postgraduate Request
<input type="radio"/> AMC Undergraduate Request
<input type="radio"/> AMC Postgraduate Request
<input type="radio"/> CAE Undergraduate Request
<input type="radio"/> PNEC Undergraduate Request
<input type="radio"/> PNEC Postgraduate Request
<input type="radio"/> Finance Service Requests

CANCEL | NEXT >

## Step # 3

Select a request type

Favorites | Main Menu > Self Service > Research Activities > Service Requests

AHMAD RASUL

### Select a Request Type

Request Type
<input type="radio"/> Drop Permissions
<input type="radio"/> Change Course
<input type="radio"/> Internal Transfer
<input type="radio"/> External Transfer
<input type="radio"/> Return from Exchange
<input type="radio"/> I Grade
<input checked="" type="radio"/> Repeat Request

CANCEL | < PREVIOUS | NEXT >

## Step # 4

Initiate request and click on submit button. Your requested will be forwarded to Program Coordinator/Training Officer

Favorites | Main Menu > Self Service > Research Activities > Service Requests

AHMAD RASUL

### My Request Detail

**Category:** MCS Undergraduate Request      **Type:** Repeat Request  
**Subtype:** None      **Request Date:** 06/08/2016  
**Status:** Student Initiated Request

**Comment:**

Dear Sir,

I want to take Linear Circuit Analysis as a repeat course with BETE-52 D. Kindly allow me to .....

**File Attachments**      Personalize | Find | View All | 1 of 1 | First | Last

Attached File	View	Add Attachment
	View	add attachment

SUBMIT    CANCEL

### Step # 5

You can view the current status of your request.

Favorites | Main Menu > Self Service > Research Activities > Service Requests

AHMAD RASUL

### My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
20	Repeat Request		06/08/2016	Student Initiated Request	06/08/2016

CREATE NEW REQUEST