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

<u>Step # 1</u>

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 V	iewer	× +	
111.68.101.94/psp/ps/EMPLOV	YEE/HRMS/c/SA_LEARNE	R_SERVICES.SSR_SS	ENRL_CART.GBL	.?ACAD_CAREER=CA
ORACLE'				
Favorites Main Menu > Self Service	> Student Center > E	nrollment: Add Cla	ISSES	
AHMAD RASUL		[go to	• >>>
Search	Plan	Enroll	My Ac	ademics
my class schedule add	drop	swap	edit terr	m information
Add Classes			1	-23
Select Term				
Select a term then click Continu	11 P.			

	Term	Career	Institution
0	Spring Semester 2016[Reg 2]	Bachelors	NUST
۲	Summer Semester 2016 [Reg]	Bachelors	NUST
			CONTINUE
Sear	<u>ch Plan Enroll My Ac</u>	ademics	
My C	Class Schedule Add Dro	p <u>Swap</u> <u>Edit</u> <u>Term Ir</u>	formation
go t			

<u>Step # 2</u>

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:	Summer Semester 2016 [Reg] Shopping Cart
Enter Class Nbr	
enter	Your enrollment shopping cart is empty.
Find Classos	
Class Search	
🔘 My Requirements	
🔘 ^M y Planner	
search	

<u>Step # 3</u>

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 > Se	lf Service >	Student Center	> Enrollment: Ad	d Classes		
AHMAD RASUL				go to		>>
Search	PI	an	Enroll		My Academics	
my class schedule	add	drop	swap	edit	term informati	ion
Add Classes					1-2-3	
Enter Search Crite	eria					
Search for Classes						
NUST Summer Semeste	r 2016 [Reg]					
Select at least 2 search o	riteria. Click :	Search to view y	our search results.			
⊽ Class Search						
Course Subject	Mathematics		~			
Course Number	is exactly		▼ 101			
Course Career			•			
	Show Ope	n Classes Only				
	Open Ent	ry/Exit Classes O	nly			
Additional Search Crite	eria					
Return to Add Classes			CLEAR	SEAR	сн	

<u>Step # 4</u>

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

					NEW SEA	RCH		Modi	FY SEARCH	
				Ot	pen		Closed	۸v	Vait List	
▽.										
Ť	MATH 101 - Ca	lculus An	d Analy	tical Geo	ometry	·	- 5-		of 1 🚺	
	524L-LEC(1002	2)			view All 5	section	15 FIF	51 - 1		
Section	on <u>52AL-LEC(1003</u>	21			Status	•		se	lect class	
Sessi	Days & Times	R	oom		Instruct	or	м	leetina	Dates	
	Mo 10:00AM - 11:00AM	EC	CR Hall		Muhamm	ad Im	ran 0 0	6/13/20 8/19/20)16 -)16	
	MATH 121 - Lin	near Alge	bra & O(de						
					View All S	ection	s Fir	st 🚺 1	of 1 🚺 Last	£
Section	on 52AL-LEC(1002	2)			Status	•		se	lect class	
Sessi	Days & Times	R	oom		Instruct	or	м	eetina	Dates	
	Mo 8:00AM - 9	9:00AM EC	CR Hall		Muhamm	ad Im	ran 0 0	6/13/20 8/19/20)16 -)16	
HMAD	RASUL						[go to		•
	Search		Plan			Enroll			Max A and an	
									My Acader	nics
ny class	schedule	add	di	rop	sw	ар		edit	term inf	nics forma
ny class dd Cl	schedule	add	dı	гор	SW	ар		edit	term inf	forma
ny class dd Cl Sele	schedule asses ct classes to	add o add - 1	Enroll	rop ment l	sw Prefer	^{ap}	s	edit	term inf	forma
ny class dd Cl Sele	asses asses act classes to Gemester 2016 [I	add o add - 1 Reg] Bac	Enroll	ment I	sw Prefer	ap ence	s	edit	term inf	forma
ny class dd Cl Sele mmer S ATH 1	s schedule asses oct classes to Gemester 2016 [1 01 - Calc & Ar	add	Enroll:	ment J	sw Prefer	ap e nce	S	edit	term inf	forma
ny class dd Cl Sele mmer S ATH 1	s schedule asses oct classes to Gemester 2016 [! 01 - Calc & Ar Iferences	add D add - 1 Reg] Bac nalytical (Enroll:	ment I NUST	sw Prefer	ap ence	s	edit	term inf	forma
ny class dd Cl Sele mmer S ATH 1	s schedule asses oct classes to Gemester 2016 [I 01 - Calc & Ar ferences	add o add - 1 Reg] Bac nalytical (Enroll:	nop ment J NUST ry	sw	ence	s	edit	term inf	forma
ny class dd Cl Sele mmer S ATH 1 ass Pre	s schedule	add	Enroll: helors M Geometr	rop ment J NUST ry Wait Li	sw Prefer	ence	S ait list if	edit class is	interm inf	forma
ny class dd Cl Sele mmer S ATH 1 ATH 101 ssion	s schedule	add	Enroll chelors M Geometr	rop ment J NUST ry Wait Li Permis	sw Prefer ist	ence	S ait list if	edit	full	forma
ny class dd Cl Sele mmer S ATH 1 ATH 101 ssion reer	s schedule asses act classes to Gemester 2016 [1 01 - Calc & Ar ferences L-52AL Lectu Regular Acado Bachelors	add	Enroll thelors M Geometric Open	ment I NUST ry Wait Li Permis Gradin	sw Prefer ist ist	ence	s ait list if ergradua	edit class is te Grad	full	nics forma
ny class dd Cl Sele mmer S ATH 1 ATH 101 ssion reer	s schedule	add	Enroll: helors N Geometr	wait Li Gradin Units	sw Prefer ist ssion Nbr	ap ence	s ait list if ergradua	edit class is te Grad	s full	forma
ny class dd Cl Sele mmer S ATH 1 ATH 103 SSION reer	a schedule	add	Enroll: thelors M Geometri Open	wait Li Permis Gradin Units	sw Prefer ist ssion Nbr	ap ence	S ait list if ergradua	edit class is te Grad	full	forma – (3)
ny class dd Cl Sele mmer S ATH 1 ATH 101 ssion reer	asses asses act classes to semester 2016 [1 01 - Calc & Ar ferences L-52AL Lecto Regular Acado Bachelors	add	Enroll thelors M Geometri Open	Trop Trop Try Wait Li Permis Gradin Units	sw Prefer ist ssion Nbr	ap ence	s ait list if ergradua	class is te Grad	i full	forma – (3)
my class .dd Cl . Sele ummer S ATH 1 ass Pre ATH 101 ssion reer	s schedule	add	Enroll chelors N Geometr Dpen ion	rop ment J NUST ry Wait Li Gradin Units	sw Prefer ist ist g	ence Unde 3.00	ait list if argradua CANCE	class is te Grad	is full	inics forma

<u>Step # 5</u>

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

· · · · · · ·			ocadance oa				0 000000			
my class schedule	ad	d	drop		swap		edit	ter	m infor	mation
Add Classes										51
1. Select classe	es to a	dd								-
T!	6				l aliala d		14/h = =			
satisfied with you	ir class se	elections,	proceed to	o step 2 c	of 3.	_nange	. when yo	ou are		
				-						
	nas beer	n added	to your Si	nopping	Cart.					
Summer Semester	r 2016 [Reg] B	achelors	NUST	char	nge teri	n			
				Open		Close	ed 🛆	Wait List	£	
Add to Cart:	Su	mmer Se	mester 201	.6 [Reg]	Shoppi	ing Car	t			
Enter Class Nbr	De	elete Clas	ss	Days/Ti	imes	Room	In	structor	Units	Status
enter	Î	<u>MA</u> 101	<u>1 H</u> 1-52AL	Mo 10:0	0AM -	ECR Ha	ыll м.	Imran	3.00	
Class Search	-	<u>(10</u>	03)	11100/4	•					
My Requireme	ents									
My Planner										
O my risinici										
search										
							PROCE	ED TO ST	EP 2 0	F3
AHMAD RASUL							go t	o		-
AHMAD RASUL			Plan		E	inroll	go t	ю	Acaden	→ (
AHMAD RASUL Search my class schedule	ac	l ∥ bt	Plan drop		E	inroll	go t edit	ю Му t	Acaden erm inf	+ (nics ormatio
AHMAD RASUL Search my class schedule	ac	i bt	Plan drop		E	inroll p	go t edit	ю Му. t	Acaden erm inf	→ ormatio
AHMAD RASUL Search my class schedule Add Classes	ac	I bt	Plan drop		E	nroll p	go t edit	0 My . t	Acaden erm inf	→ (nics ormatio
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla	ad asses	bt	Plan drop		E	inroll p	go t edit	My	Acaden erm inf][2]-	→ (nics ormatio
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro	action and a second action of the point of t	id	Plan drop our request	t for the	E swaj classes	nroll p	go t edit below. To	.o My . t	Acaden erm inf][2]-	v v v v matio v v matio v v v v v v v v v
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi	ac asses asses asses	id rocess yo classes,	Plan drop our request click Canc	t for the el.	E swaj	nroll p	go t edit below. To	My	Acaden erm inf	nics ormatio −3
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20	action and a second action of the second action of	id rocess yo classes,] Bache	Plan drop our request click Canc	t for the el.	E swaj	nroll p	go t edit below. To	My	Acaden erm inf	v v v v v v v v v
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20	ac asses alling to p ing these 016 [Reg	id rocess yo classes,] Bache	Plan drop Dur request click Cano elors NUST	t for the el.	E swa classes	p s listed	go t edit below. To	My	Acaden erm inf	
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20	ad asses alling to p ing these 016 [Reg	id rocess yo classes,] Bache	Plan drop our request click Cance elors NUST	t for the el.	E swaj	s listed	go t edit	My	Acaden erm inf]2-	v v v v v v v v v
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20 Class	ac asses alling to p ing these 016 [Reg Desc	Id rocess your classes, I] Bache	Plan drop Dur request click Canc clors NUST	t for the el.	E swa classes	s listed	go t edit below. To	•• My . t [1	Academ erm inf) 2- st	
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20 Class MATH 101-52AL 1003)	ac ac ac ac ac ac ac ac ac ac	id rocess your classes, i] Bache ription nalytical ry)	Plan drop our request click Cano elors NUST Days/1 Mo 10:00, 11:00AM	t for the el. Open Times AM -	E Swa classes ECR H	s listed	go t edit below. To red M. Imran	Wait Li 0r Units 3.00	Acaden erm inf)-2- st Statu	
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20 Class MATH 101-52AL 1003)	ac asses alling to p ing these 016 [Reg 016 [Reg 016 [Reg	id rocess yo classes, i] Bache ription nalytical ry)	Plan drop Dur request click Cano elors NUST Days/1 Mo 10:00 11:00AM	t for the el. Open Times AM -	E SWA classes ECR H	s listed	ed A Instruct M. Imran	My t t t t t t t	Acaden erm inf]-2- st Status DLLING	
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20 Class (ATH 101-52AL 1003)	ad asses asses asses and these and the an	rocess yo classes,] Bache ription nalytical ry)	Plan drop Dur request click Cance elors NUST Days/1 Mo 10:00, 11:00AM	t for the el. Open Times AM -	E Swa classes ECR H	s listed	go t edit below. To ed Instruct M. Imran	Wait Li	Academ erm inf - 2 st Status	
AHMAD RASUL Search my class schedule Add Classes 2. Confirm cla Click Finish Enro exit without addi Summer Semester 20 Class MATH 101-52AL 1003)	ac asses	rocess yo classes,] Bache ription nalytical ry)	Plan drop Dur request click Cano elors NUST Days/1 Mo 10:00, 11:00AM	t for the el. Open Times AM -	E SWA classes ECR H	s listed	go t edit below. To ed Instruct M. Imran	My I I Wait Li Or Units 3.000 SH ENRO	Acaden erm inf] 2 st Statu: DLLING	

go to ... 👻 📎

<u>Step # 6</u> 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 ad	d class
Class	Message			Status
MATH 101	Success: This class has b	een added to yo	ur schedule.	~
	MY CL	ASS SCHEDULE	ADD ANOTH	ER CLAS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... 👻 📎

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

<u>Step # 7</u> Click to see My Class Schedule

	Searc	:h		Plan)	Eni	roll)[I	My Academi	cs
my cla	ss sche	dule	add		drop	swap		edit	term info	mation
My Cl	lass S	chedule								
Select I	Display er Sem	Option () ester 201	List Vie 6 [Reg]	w 🔘 🕅	Weekly Cale elors NU	endar View ST chan	ge term			
▼ Cla	ss Sch	edule Filte	er Optio	ns						
She	ow Enro	lled Classes	;	iow Drop	ped Classe	s 🔽 Show	Waitlisted	Classes	filter	
MATH	101 - 0	alc & Ana	lytical	Geome	try					
Status			Ur	nits Grad	ling		Dead	llines		
Enrolled	ł	3	.00	Unde	ergraduate (Graded	2			
Class Nbr	ection	Component	Days &	Times	Room	Instruc	tor D	art/End ate	URL	
			-							
1003	<u>52AL</u> I	Lecture	Mo 10:0 11:00A	00AM - M	ECR Hall	Muhamr Imran	nad Of Of	5/13/2016 3/19/2016 Printer Frier	- 😡	
1003	52AL	Lecture	Mo 10:(11:00A	DOAM - M Week	ECR Hall	Muhamr Imran	mad 06 08 E	6/13/2016 8/19/2016 Yrinter Frier next t	- R	
1003	52AL I	revious week	Mo 10:(11:00A	Week	ECR Hall of 6/13/201 Time 8:00AN	Muhamr Imran 16 - 6/19/201 4 End Time (nad 06 08 E 16 5:00PM	6/13/2016 8/19/2016 Printer Friev next v	- R ndly Page week >>	
1003 Time	52AL I	revious week	Mo 10:(11:00A) /13/2016	Week	ECR Hall of 6/13/201 Time 8:00AN Tuesday Jun 14	Muhamr Imran 16 - 6/19/201 4 End Time (e Wednesday Jun 15	nad 06 08 .6 ::00PM Thursday Jun 16	5/13/2016 3/19/2016 Printer Fried next 1 refrest Friday Jun 17	- R ndly Page week >> a calendar Saturday Jun 18	Sunday Jun 19
1003	52AL << pr	v Week of 06, Jun	Mo 10:(11:00A	Week	ECR Hall of 6/13/201 Time 8:00AN Tuesday Jun 14	Muhamr Imran 16 - 6/19/201 4 End Time (Wednesday Jun 15	nad 06 08 E E E E E E E E E E E E E E E E E E	6/13/2016 8/19/2016 Printer Fried next v refresh Friday Jun 17	- 😡 ndly Page week >> n calendar Saturday Jun 18	Sunday Jun 19
1003 1003 Time 8:00AM 9:00AM	Shov	revious week v Week of 06, Jun	Mo 10:(11:00A	Week	eCR Hall of 6/13/201 Time 8:00AN Tuesday Jun 14	Muhamr Imran 16 - 6/19/201 4 End Time (e Wednesday Jun 15	nad 06 08 E E 6 5:00PM Thursday Jun 16	5/13/2016 B/19/2016 Printer Frien next v refrest Friday Jun 17	- R	Sunday Jun 19
1003 Time 8:00AM 9:00AM	Show	Veek of 06, Mon- Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A /13/2016 day 13 1 - 52AL ure 11:00AM ock-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AM Tuesday Jun 14	Muhamr Imran	nad 06 08 .6 ::00PM Thursday Jun 16	S/13/2016 B/19/2016 Printer Friel next v refresh Friday Jun 17	- R	Sunday Jun 19
1003 Time 8:00AM 9:00AM 10:00AM	Show	v Week of 06, Mon Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A /13/2016 day 13 1-52AL ure 11:00AM ock-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AN Tuesday Jun 14	Muhamr Imran	nad 06 08 E 16 Thursday Jun 16	5/13/2016 B/19/2016 Printer Frien next v refresh Friday Jun 17	- R	Sunday Jun 19
1003 Time 8:00AM 9:00AM 10:00AM 11:00AM	Show	revious week v Week of 06, Mon Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A) /13/2016 day 13 1 - 52AL sure 11:00AM ock-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AN Tuesday Jun 14	Muhamr Imran	nad 06 08 .6 5:00PM Thursday Jun 16	5/13/2016 B/19/2016 Printer Fried next to refrest Friday Jun 17	- R	Sunday Jun 19
1003 1003 Time 8:00AM 9:00AM 10:00AM 11:00AM 12:00PM	Show MCS-Sh	v Week of 06, Mon- Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A /13/2016 day 13 1-52AL ure 11:00AM cck-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AM Tuesday Jun 14	Muhamr Imran	nad 06 08 E 16 Thursday Jun 16	5/13/2016 B/19/2016 Printer Frien next v refresh Friday Jun 17	- R	Sunday Jun 19
1003 1003 Time 8:00AM 9:00AM 10:00AM 11:00AM 12:00PM 1:00PM 2:00PM	Shov	revious week wweek of 06, Mon Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A) /13/2016 day 13 1 - 52AL ure 11:00AM ock-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AM Tuesday Jun 14	Muhamr Imran	nad 06 08 16 5:00PM Thursday Jun 16	5/13/2016 B/19/2016 Printer Frien next v refresh Friday Jun 17	- R	Sunday Jun 19
1003 1003 Time 8:00AM 9:00AM 10:00AM 11:00AM 12:00PM 2:00PM 3:00PM	52AL Show MCS-Shi 	Lecture revious week v Week of 06, Mon- Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A) /13/2016 day 13 1-52AL ure 11:00AM ock-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AM Tuesday Jun 14	Muhamr Imran	mad 06 08 16 3:00PM Thursday Jun 16	5/13/2016 B/19/2016 Printer Fried refresh Friday Jun 17	- Randly Page week >> a calendar Saturday Jun 18	Sunday Jun 19
1003 1003 Time 8:00AM 9:00AM 10:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM	Shov MCS-Sh	v Week of 06, Mon Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A) /13/2016 day 13 1 - 52AL ure 11:00AM ock-EE Par	DOAM - M Week	ECR Hall of 6/13/201 Time 8:00AM Tuesday Jun 14	Muhamr Imran	nad 06 08 E E E E E E E E E E E E E E E E E E	5/13/2016 B/19/2016 Printer Fried refresh Friday Jun 17	- R	Sunday Jun 19
1003 1003 Time 8:00AM 9:00AM 10:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM	52AL Show MCS-Shi Compared to the second secon	Lecture revious week v Week of 06, Mon- Jun MATH 10 Lect 10:00AM - ua-ul-Qamr Blo	Mo 10:(11:00A) /13/2016 day 13 1 - 52AL ure 11:00AM ock-EE Par	Week	ECR Hall of 6/13/201 Time 8:00AM Tuesday Jun 14	Muhamr Imran	mad 06 08 E E E E E E E E E E E E E E E E E E	5/13/2016 B/19/2016 Printer Fried refresh Friday Jun 17	- Randly Page week >> Calendar Saturday Jun 18	Sunday Jun 19

Show AM/PM	Monday	M Thursday		
Show Class Title	Tuesday	Friday	Sunday	refresh calendar
Show Instructors	Wednesday	Saturday		

Student Self Enrollment – Drop Classes

<u>Step # 1</u>

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 Se	rvice 🚿 Student Center 🔅	> Enrollment: Add	Classes >	Enrollment: Drop Classes
			go to	•
Search	Plan	Enroll		My Academics
my class schedule add	l 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	(X) Dro	opped 🛆 🛛	Vait Lis	ted
Select	Class	Description	Days/Times	Room	Instructor	Units	Status
	<u>EE 221-R2P</u> (1004)	Digital Logic Dsgn (Primary)		тва	M. Imran	4.00	~
	EE 221-R2B (1005)	Digital Logic Dsgn (Laboratory)	Tu 8:00AM - 9:00AM	Computer Lab 1	M. Imran		~
	EE 221-R2L (1006)	Digital Logic Dsgn (Lecture)	TuFr 10:00AM - 11:00AM	Classroom 21	M. Imran		~
	<u>MATH</u> 101-52AL (1003)	Calc & Analytical Geometry (Lecture)	Mo 10:00AM - 11:00AM	ECR Hall	M. Imran	3.00	~
					DROP SELECT	ED CL	ASSES

My Summer Semester 2016 [Reg] Class Schedule

<u>Step # 2</u>

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

 ${\sf Click}$ Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Summer Semester 2016 [Reg] | Bachelors | NUST

		✓Enrolled	d 🛞 Drop	ped 🗛 🛛	/ait List	ted
Class	Description	Days/Times	Room	Instructor	Units	Status
EE 221-R2P (1004)	Digital Logic Dsgn (Primary)		тва	M. Imran	4.00	~
EE 221-R2B (1005)	Digital Logic Dsgn (Laboratory)	Tu 8:00AM - 9:00AM	Computer Lab 1	M. Imran		~
EE 221-R2L (1006)	Digital Logic Dsgn (Lecture)	TuFr 10:00AM - 11:00AM	Classroom 21	M. Imran		~

CANCEL PREVIOUS FINISH DROPPING

Action

Click the Finish Dropping button.

FINISH DROPPING

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.

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

	F	Personalize Find	View All 🗖 🟪 🛛 Fir	st 🕻 1 of 1 🖸 Last
Request Number	Request Subtype	Request Date	Status	Status Date
CREATE N	IEW REQUEST			

<u>Step # 2</u>

Select a request category

Favo	orites	Main Menu > Self Service > Research Activities > Service Requests	
	АНМ	AD RASUL	
A	\cade	mic Institution NUST	
	Sele	ct a Request Category	ŀ
		Personalize Find View All 🖾 🛗 🛛 First 🖣 25-32 of 32 🚺 Last	
		Request Category	
	۲	MCS Undergraduate Request	
	\bigcirc	MCS Postgraduate Request	
	\bigcirc	AMC Undergraduate Request	
	\bigcirc	AMC Postgraduate Request	
	\bigcirc	CAE Undergraduate Request	
	\bigcirc	PNEC Undergraduate Request	
	\bigcirc	PNEC Postgraduate Request	
	\bigcirc	Finance Service Requests	
		CANCEL NEXT >	

<u>Step # 3</u>

Select a request type



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

Category: MCS Undergraduate Request Type:: Request Date:: 06/08/2016 Subtype: Nome Request Date:: 06/08/2016 Status: Student Initiated Request Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment:: Image: Comment::	My Requ	lest Detail				
Subtype: None Request Date: 06/08/2016 Status: Student Initiated Request Summetrix: Image: Student Initiated Request Image: Student Initiated Request Image: Student Initiated Request	Category:	MCS Undergraduate Request	Type:		Repeat Request	
Status: Student Initiated Request Comment: Image: Student Initiated Request Image: Format Normal Image: Fort Image: Status: Status: Status: Student Normal Image: Fort Image: Status: Image: Format Normal Image: Fort Image: Status: Status: Student Initiated Request Image: Format Normal Image: Fort Image: Status: Status: Student Normal Image: Fort Image: Status: Image: Fort Imag	Subtype:	None	Request Da	te:	06/08/2016	
Comment: Image: Comment in the image: Comm	Status:	Student Initiated Request				
Format Normal Format Normal Fort Size Size B Image: Size Dear Sir, Image: Sir, Image: Size Image: Size Image: Size Personalize File Attachments Attachments Auddi Attached File View Add Attachment View Add Attachment	Comment:	🖗 🖪 🕹 👘 🛍 i i i i i i i i i i i i i i i i i i	AA 42		🙈 🙈 Ω	
Image: Strate in the second		Format Normal Font	▼ Size	- B	I U abe	
Dear Sir, I want to take Linear Circuit Analysis as a repeat couse with BETE-52 D. Kindly allow me to File Attachments Audit Attachments Audit Attached File View Add Attachment View add attachment Cancel			A:• A •			•
I want to take Linear Circuit Analysis as a repeat couse with BETE-52 D. Kindly allow me to File Attachments Attachments Audd Attached File View Add Attachment View add attachment View add attachment SUBMIT		Dear Sir,				
▼ File Attachments Personalize Find View All Image: Stream of the stream		I want to take Linear Circuit Analysis as a	repeat couse	with BETE	-52 D. Kindly allow me to	
Attachments Audit Attached File View Add Attachment View add attachment	⊽ File Att	achments Personalize	Eind Vie		First 1 of 1	Last
Attached File View Add Attachment View add attachment	Attachme	nts Audit				
View add attachmedt	Attached	File		View	Add Attachment	
SUBMIT CANCEL				View	add attachment	-
SUBMIT CANCEL						
ODDWIT DATACE	4	SUBMIT CANCEL				

<u>Step # 5</u>

You can view the current status of your request.

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

AHMAD RASUL

My Service Requests

		P	ersonalize Find	View All 🗖 🛗 🛛 Fir	st 【 1 of 1 🚺 Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
20	Repeat Request		06/08/2016	Student Initiated Request	06/08/2016
CREATE N	EW REQUEST				