الشــركة الفنية لتوطين التـقنيـة

Adaptive TechSoft

EduGate Documentation Guest-Students User Manual

KINGDOM UNIVERSITY

جـــامـــعـــة
الـــمـــمـــلـــكـــة

Table of Content

Introduction

This document is a source of cognitive profile is in all respects with The Kingdom University students and visitors alike.

This document will provide complete explanation for each matter that the visitor to the EduGate, such as electronic navigation into the academic calendar and current courses. Also, the visitor can identify the admissions policies and make an online admission application. It can also identify the visitor faculty and curricula.

This document also provides a full explanation of the students, through an explanation of the academic transactions, financial track record, and electronic registration. This document also explains the process of identifying the student absences, the results of courses, penalties and student information available, and many other operations.

All this through the more broadly worded commentary, with the assistance of images from the system.

Targeted People

- All visitors to the portal of Kingdom University.
- All students of Kingdom University.
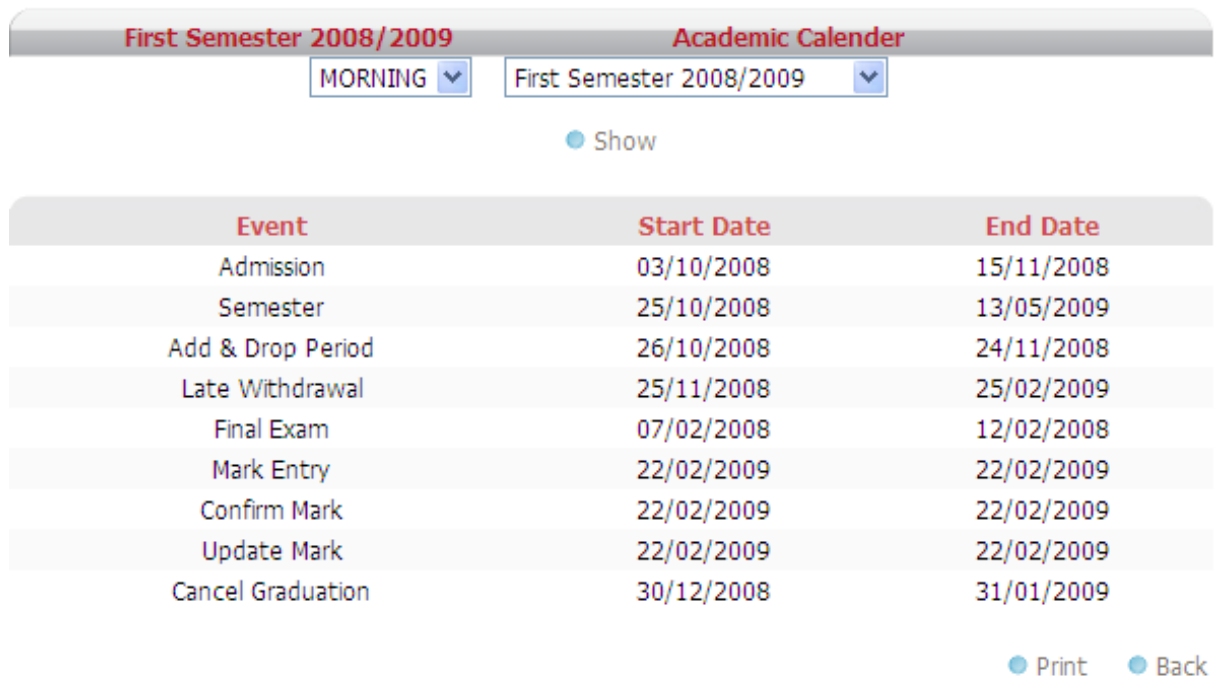- Working in the field of technical support in the portal.

I.   Guest's Services

1.   *Academic Calendar*

Academic Calendar is a technique used to organize university events in a programmatic way. It's presented in a matrix approach in which each event has its own start and end date. Academic Calendar items (events and their start and end date) are extracted from the database. Academic Calendar service is seen in the Figure below:

Once you click on the *academic calendar* link, the Academic Calendar service's page is shown, as seen in the figure.

First Semester 2008/2009	Academic Calender	
MORNING ⌄	First Semester 2008/2009 ⌄	
● Show		
Event	**Start Date**	**End Date**
Admission	03/10/2008	15/11/2008
Semester	25/10/2008	13/05/2009
Add & Drop Period	26/10/2008	24/11/2008
Late Withdrawal	25/11/2008	25/02/2009
Final Exam	07/02/2008	12/02/2008
Mark Entry	22/02/2009	22/02/2009
Confirm Mark	22/02/2009	22/02/2009
Update Mark	22/02/2009	22/02/2009
Cancel Graduation	30/12/2008	31/01/2009
	● Print	● Back

Figure 1: Academic Calendar service snapshot.

All what you have to do is choosing your study type and your intended (desired) semester. Study type can be chosen from the first list (Study type list). Semester could be chosen from the semester dropdown list, as shown in Figure below. After

choosing the study type and the wanted semester, you have to click on the *'show'* link to retrieve new data depends on your selection, as seen in the Figure below:
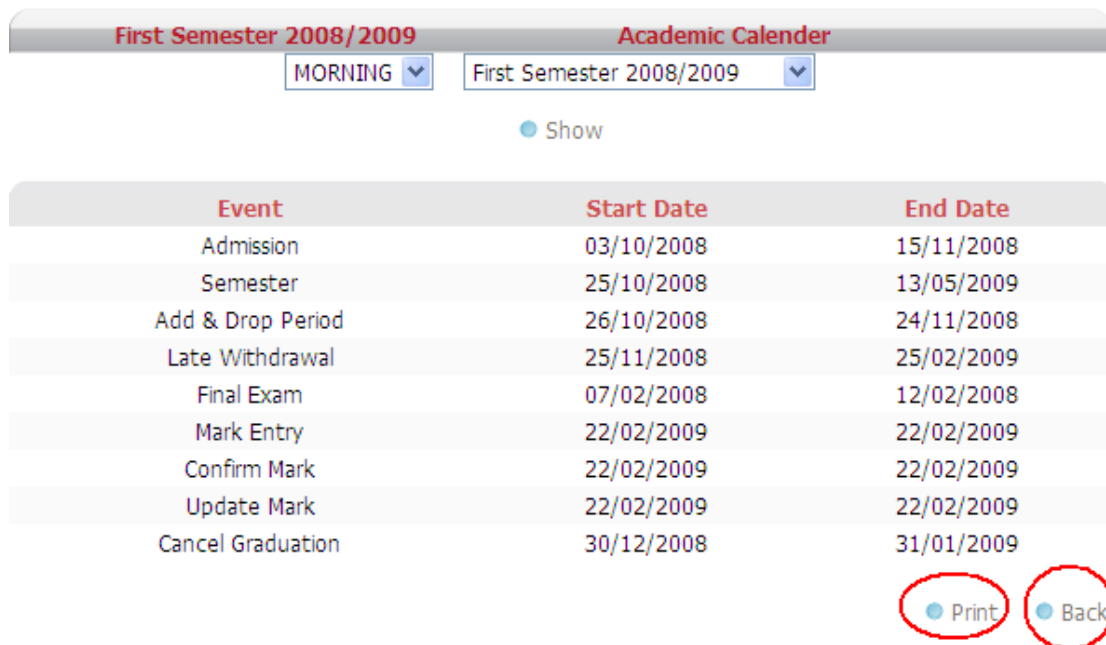

Figure2: The Study type and Semester dropdown lists and the *Show* link snapshot.

Also you can print your calendar and you can navigate backward via the *'Print'* and *'Back'* links respectively, as show in the figure below:

2. *Course schedule*

Course schedule allows you to view information about courses at certain faculty. Once you click on the *Course Schedule* link, Course Schedule service's main page appears, as seen in the Figure below:
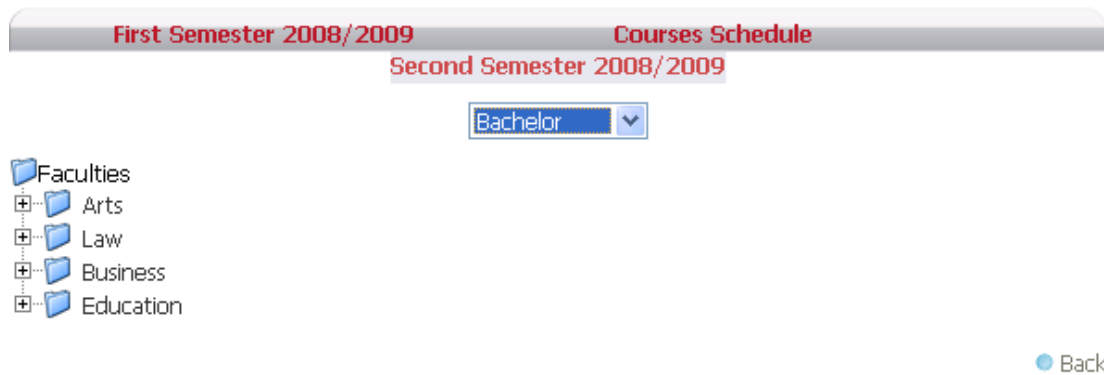
Figure 3: Course Schedule service snapshot.

You can choose your degree type from the (Degree Type) list. Also you can choose your intended faculty from Faculty's tree, as shown in the figure below:
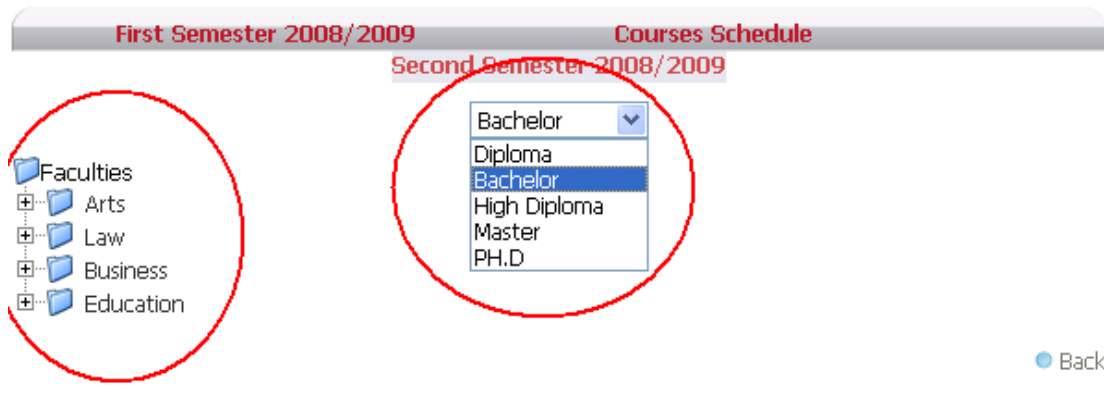
Figure 4: Faculty tree and Degree Type dropdown list snapshot.

Once you click on the desired faculty link from the Faculty tree, its departments are shown, as seen in figure below:

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First Semester 2008/2009	Courses Schedule

Second Semester 2008/2009

Once you click on the desired department's link, the following page appears:

First Semester 2008/2009				Courses Schedule				

Second Semester 2008/2009

Arts - English c Language - MORNING

Studying Type MORNING ▾

| Course Code	Activity	Section	Course Name	Credit Hrs	Section Times	Room	Status	Details
0102101	Theorical	1	English (1)	3	[09:00_10:00] Sun Tue Thu	9999	Opened	Details
0102101	Theorical	2	English (1)	3	[10:00_11:00] Sun Tue [11:00_12:00] Thu	2017	Opened	Details
0102101	Theorical	3	English (1)	3	[11:00_12:00] Sun Tue Thu	2020	Opened	Details
0102101	Theorical	4	English (1)	3	[12:00_13:00] Sun Tue Thu	9999	Opened	Details
0102101	Theorical	5	English (1)	3	[08:00_09:30] Mon Wed	9999	Opened	Details
0102101	Theorical	6	English (1)	3	[09:30_11:00] Mon Wed	9986	Opened	Details
0102102	Theorical	1	English (2)	3	[11:00_12:30] Mon Wed	9986	Opened	Details
0102102	Theorical	2	English (2)	3	[09:00_10:00] Sun Tue Thu	9986	Opened	Details
0102102	Theorical	3	English (2)	3	[12:00_13:00] Sun Tue Thu	9986	Opened	Details
0102103	Theorical	1		3	[09:30_11:00] Mon Wed	9976	Opened	Details
0102103	Theorical	2		3	[10:00_11:00] Sun Tue Thu	9986	Opened	Details
0102104	Theorical	1		3	[12:30_14:00] Mon Wed	9986	Opened	Details
0102104	Theorical	2		3	[10:00_11:00] Sun Tue Thu	9989	Opened	Details
0102105	Theorical	1		3	[11:00_12:30] Mon Wed	9989	Opened	Details
0102106	Theorical	1	An Introduction to English Leterature	3	[11:00_12:00] Sun Tue Thu	9989	Opened	Details

● Print   ● Back

Again, you can also choose your desired study type from the (Study Type) list, as seen in the figure below:

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	First Semester 2008/2009		Courses Schedule				
			Second Semester 2008/2009				

Arts - English c Language - MORNING

Studying Type MORNING ▼

Course Code	Activity	Section	Course Name	Credit Hrs	Section Times	Room	Status	Details
0102101	Theorical	1	English (1)	3	[09:00_10:00] Sun Tue Thu	9999	Opened	Details
0102101	Theorical	2	English (1)	3	[10:00_11:00] Sun Tue [11:00_12:00] Thu	2017	Opened	Details
0102101	Theorical	3	English (1)	3	[11:00_12:00] Sun Tue Thu	2020	Opened	Details
0102101	Theorical	4	English (1)	3	[12:00_13:00] Sun Tue Thu	9999	Opened	Details

You can view your intended schedule. Also when you hover on the *'Details'* link a tool-tip will popup and shows you more details, as shown in the figure below:

Course Code	Activity	Section	Course Name	Credit Hrs	Section Times	Room	Status	Details
			First Semester 2008/2009		**Courses Schedule**			
			Second Semester 2008/2009					

Arts - English c Language - MORNING

Studying Type [MORNING ▼]

Course Code	Activity	Section	Course Name	Credit Hrs	Section Times	Room	Status	Details
0102101	Theorical	1	English (1)	3	[09:00_10:00] Sun Tue Thu	9999	Opened	Details
0102101	Theorical	2	English (1)	3	[10:00_11:00] Sun Tue [11:00_12:00] Thu	2017	Opened	Details
0102101	Theorical	3	English (1)	3	[11:00_12:00] Sun Tue Thu			Details
0102101	Theorical	4	English (1)	3	[12:00_13:00] Sun Tue Thu			Details
0102101	Theorical	5	English (1)	3	[08:00_09:30] Mon W			Details
0102101	Theorical	6	English (1)	3	[09:30_11:00] Mon Wed	9986	Opened	Details
0102102	Theorical	1	English (2)	3	[11:00_12:30] Mon Wed	9986	Opened	Details
0102102	Theorical	2	English (2)	3	[09:00_10:00] Sun Tue Thu	9986	Opened	Details
0102102	Theorical	3	English (2)	3	[12:00_13:00] Sun Tue Thu	9986	Opened	Details
0102103	Theorical	1		3	[09:30_11:00] Mon Wed	9976	Opened	Details
0102103	Theorical	2		3	[10:00_11:00] Sun Tue Thu	9986	Opened	Details
0102104	Theorical	1		3	[12:30_14:00] Mon Wed	9986	Opened	Details
0102104	Theorical	2		3	[10:00_11:00] Sun Tue Thu	9989	Opened	Details
0102105	Theorical	1		3	[11:00_12:30] Mon Wed	9989	Opened	Details
0102106	Theorical	1	An Introduction to English Leterature	3	[11:00_12:00] Sun Tue Thu	9989	Opened	Details

Instructor: MAY FIADHIL AL-SHEIKHLY
Section: 2
Room: 2017

● Print   ● Back

Also you can print page and you can navigate backward via the *'Print'* and *'Back'* links respectively, as show in the figure below:

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First Semester 2008/2009	Courses Schedule

Second Semester 2008/2009

Arts - English c Language - MORNING

Studying Type [MORNING ▾]

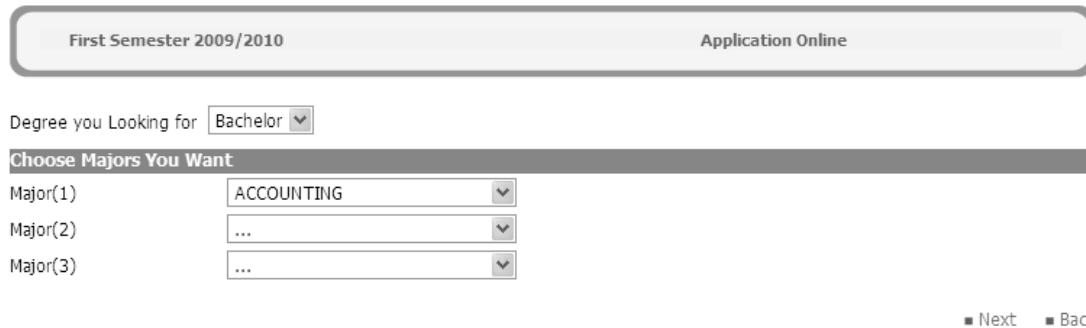| Course Code	Activity	Section	Course Name	Credit Hrs	Section Times	Room	Status	Details
0102101	Theorical	1	English (1)	3	[09:00_10:00] Sun Tue Thu	9999	Opened	Details
0102101	Theorical	2	English (1)	3	[10:00_11:00] Sun Tue [11:00_12:00] Thu	2017	Opened	Details
0102101	Theorical	3	English (1)	3	[11:00_12:00] Sun Tue Thu	2020	Opened	Details
0102101	Theorical	4	English (1)	3	[12:00_13:00] Sun Tue Thu	9999	Opened	Details
0102101	Theorical	5	English (1)	3	[08:00_09:30] Mon Wed	9999	Opened	Details
0102101	Theorical	6	English (1)	3	[09:30_11:00] Mon Wed	9986	Opened	Details
0102102	Theorical	1	English (2)	3	[11:00_12:30] Mon Wed	9986	Opened	Details
0102102	Theorical	2	English (2)	3	[09:00_10:00] Sun Tue Thu	9986	Opened	Details
0102102	Theorical	3	English (2)	3	[12:00_13:00] Sun Tue Thu	9986	Opened	Details
0102103	Theorical	1		3	[09:30_11:00] Mon Wed	9976	Opened	Details
0102103	Theorical	2		3	[10:00_11:00] Sun Tue Thu	9986	Opened	Details
0102104	Theorical	1		3	[12:30_14:00] Mon Wed	9986	Opened	Details
0102104	Theorical	2		3	[10:00_11:00] Sun Tue Thu	9989	Opened	Details
0102105	Theorical	1		3	[11:00_12:30] Mon Wed	9989	Opened	Details
0102106	Theorical	1	An Introduction to English Leterature	3	[11:00_12:00] Sun Tue Thu	9989	Opened	Details

● Print   ● Back

3.   *Admission Policies*

Once you click on the *admission policies* link, ,'PDF' file comes up. The admission policy 'PDF' file shows you all of the admission polices of your university. In order to be admitted, you have to follow all of those rules.

4.   *Application online*

This service was developed to facilitate the process of applying to professional programs at the universities. They reduce duplication in application processing to save time and resources for applicants and the universities.
Once you click on the *Application Online* link, Application Online service's main page appears, as seen in the Figure below:

In this page you have to select degree you have to apply from degrees menu,
Then choose major(s) need to apply, after that click *Next* link to fill application data as you see in Figure below

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First Semester 2009/2010	Application Online

Personal Info

Field Start With * Are Obligation

First Name (AR) * [   ]   Last Name (AR) * [   ]

First Name (EN) * [   ]   Last Name (EN) * [   ]

Gender   ⦿ Male ○ Female

Birthdate *   Day   Month   Year
               [   ] - [   ] - [   ]

Nationality   [JORDANIAN   ▾]

Contact Info

Email *   [   ]

Pastol Code   [   ]

Phone Number * [   ]

Fax Number   [   ]

POBox   [   ]

Address

Country   [JORDAN   ▾]

City   [   ]

Street   [   ]

Last Academic Degree Information

is transfered   ☐

School Graduation Country   [JORDAN   ▾]

School Graduation Year *   [   ]

School Branch *   [   ]

Grading System   [numeric ▾]

Obtaind Grade * [   ]   From * [   ]   Grade Evaluation * [   ]

School Note   [   ]

■ Submit   ■ Back

After filling all of your information correctly (*if there is an error occurred, the alert messages triggered that describe error*), you'll be allowed to click on the *'Submit'* link at the end of the page. Also you can navigate backward by clicking on the *'Back'* link. The *'Submit'* and *'Back'* links are shown in the figure above:

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5.   *Faculty Staff*

Once you click on the *Faculty Staff* link, Faculty Staff service's main page appears. You can search for the desired staff either by his/her name or by his/her faculty, as seen in the Figure below:
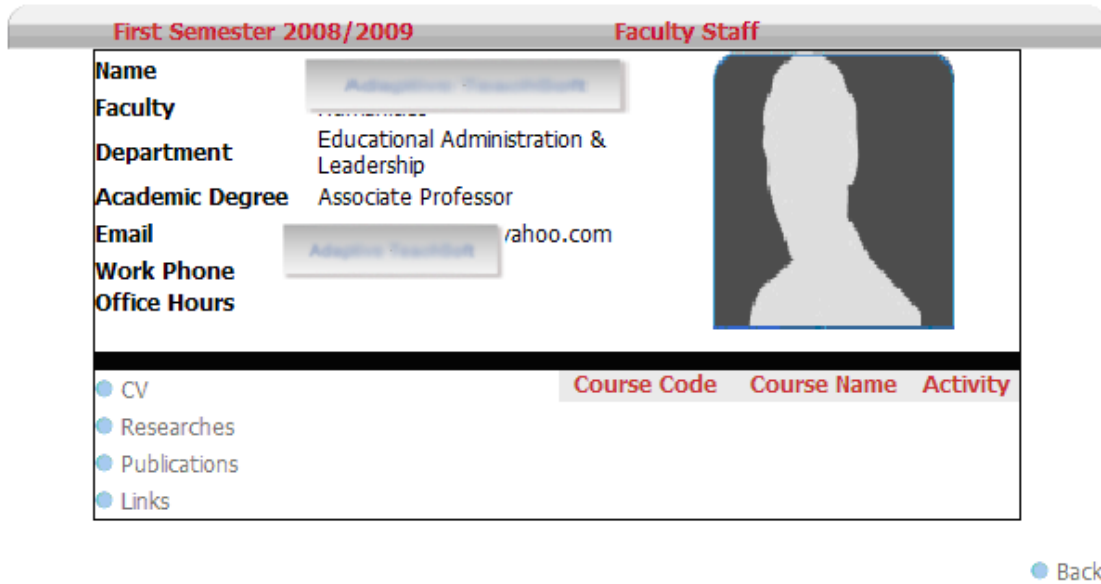

1.   **by Name**:

Once you click on the *'By Name'* choice, a list of names appears, as seen in the figure below:

Once you click on the desired staff's name, his/her information page appears, as seen in the figure below:

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As seen in the figure above, there are many links for staff's issue; CV, Researches, Publications and other links. Once you click on one of those links, more details are shown.

2.   **by College**:

Another way to search staff, it's by his/her faculty, once you click on the *'By College '* choice, all faculties and its majors will appear:
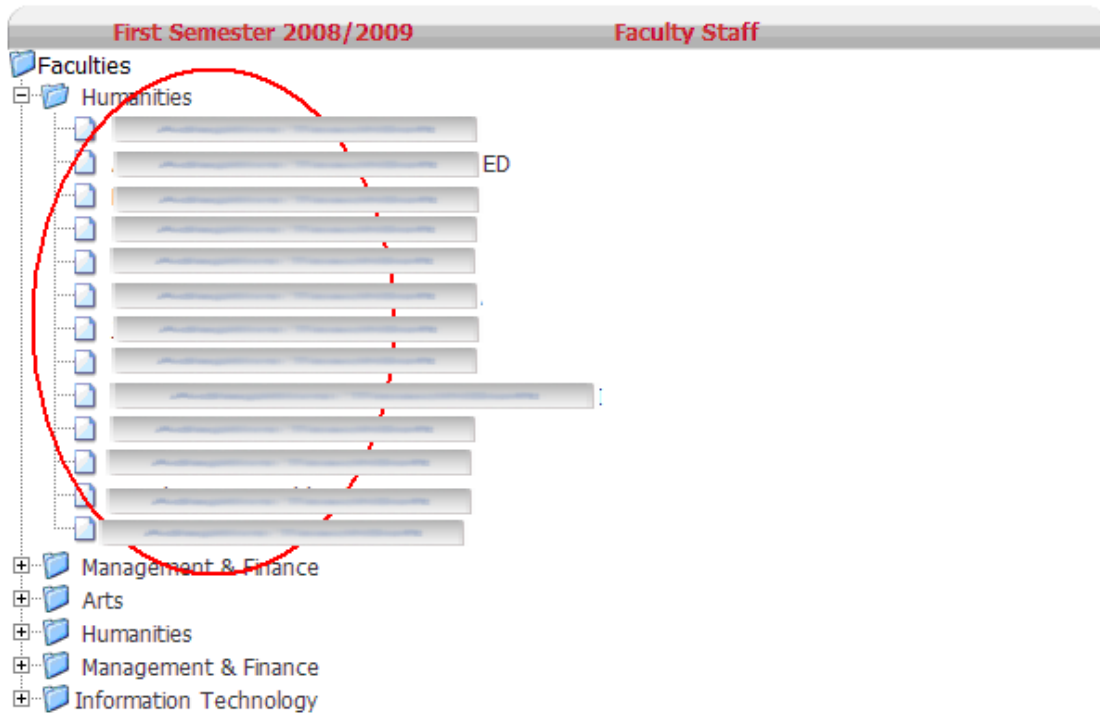

Once you click on the desired faculty link from the Faculty tree, its departments are shown, as seen in figure below:

w w w . a t s - w a r e . c o m

Once you click on the desired staff's name, his information page appears, as seen in the figure below:

As seen in the figure above, there are many links for staff's issue; CV, Researches, Publications and other links. Once you click on one of those links, more details are shown.

Again, you can navigate backward wherever you found the *'Back'* link. Back link is shown in the following page:
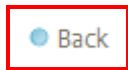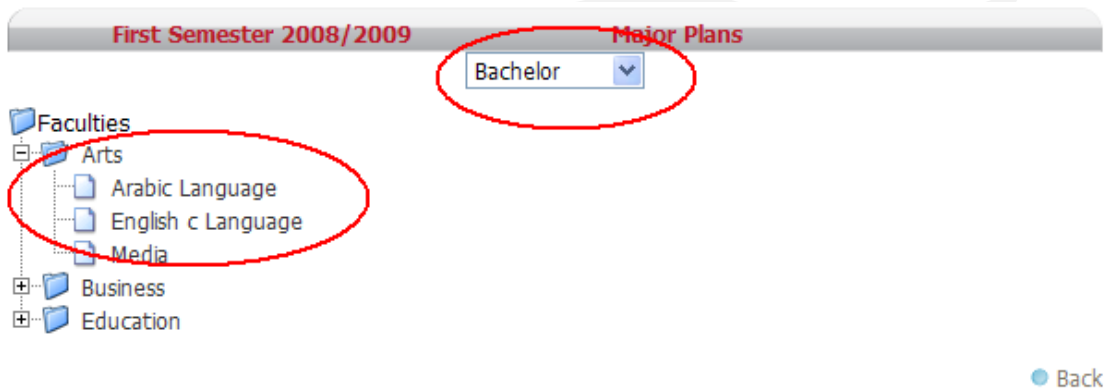

6. *Major Plans*

Major Plans allows you to view major plan details in certain faculty. Once you click on the *Major Plans* link, Major Plan's service's main page appears, as seen in the Figure below:
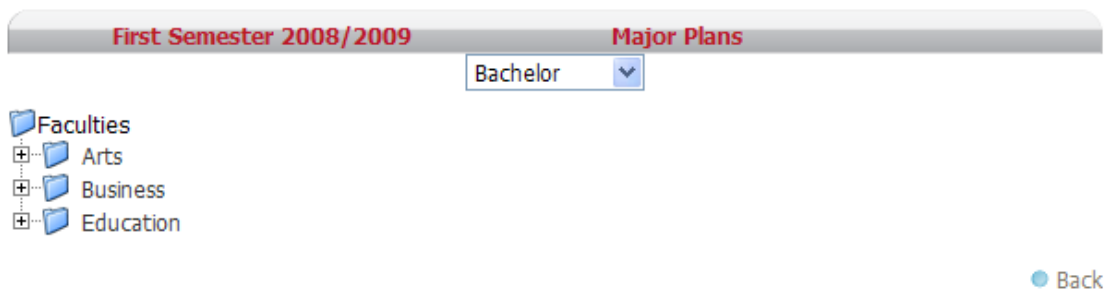

You can choose your degree type from the (Degree Type) list. And you can choose your intended faculty from Faculty's tree, as shown in the figure below:

All what you have to do is clicking on the desired faculty link in the Faculty tree then its majors are shown, as seen in figure below:
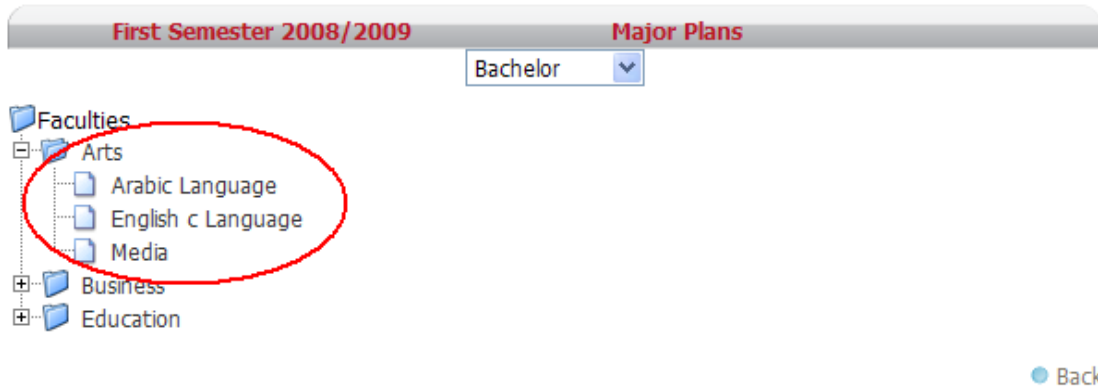
Again, you can navigate backward wherever you found the *'Back'* link. Back link is shown in the following page:
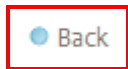
Once you click on one of the *majors'* links, the plans' type details will be shown, as shown in the following figure:

First Semester 2008/2009   **Major Plans**

- - (132 Hours)

University Requirement - Obligatory - (12 Hours)

Course Code	Course Name	Activity	Credit Hrs
0101100		Theorical	3
0101101	Arabic (1)	Theorical	3
0101198	National Education	Theorical	3
0102101	English (1)	Theorical	3

University Requirement - Elective - (6 Hours)

Course Code	Course Name	Activity	Credit Hrs
0101102	Arabic (2)	Theorical	3
0101103	Functional writing	Theorical	3
0101141	Introduction to Library Studies	Theorical	3
0101190	Islamic Culture	Theorical	3
0101196	Hebrew Language	Theorical	3
0102102	English (2)	Theorical	3
0502140	Developing Creative Thinking	Theorical	3

University Requirement - Elective - (6 Hours)

Course Code	Course Name	Activity	Credit Hrs
0101191	Arab Islamic Civilization	Theorical	3
0101192	The Jerusalem history & Palestinian Issue	Theorical	3
0101194		Theorical	3
0202100	The Law in our Life	Theorical	3
0202103	Human Rights	Theorical	3
0303100		Theorical	3

University Requirement - Elective - (3 Hours)
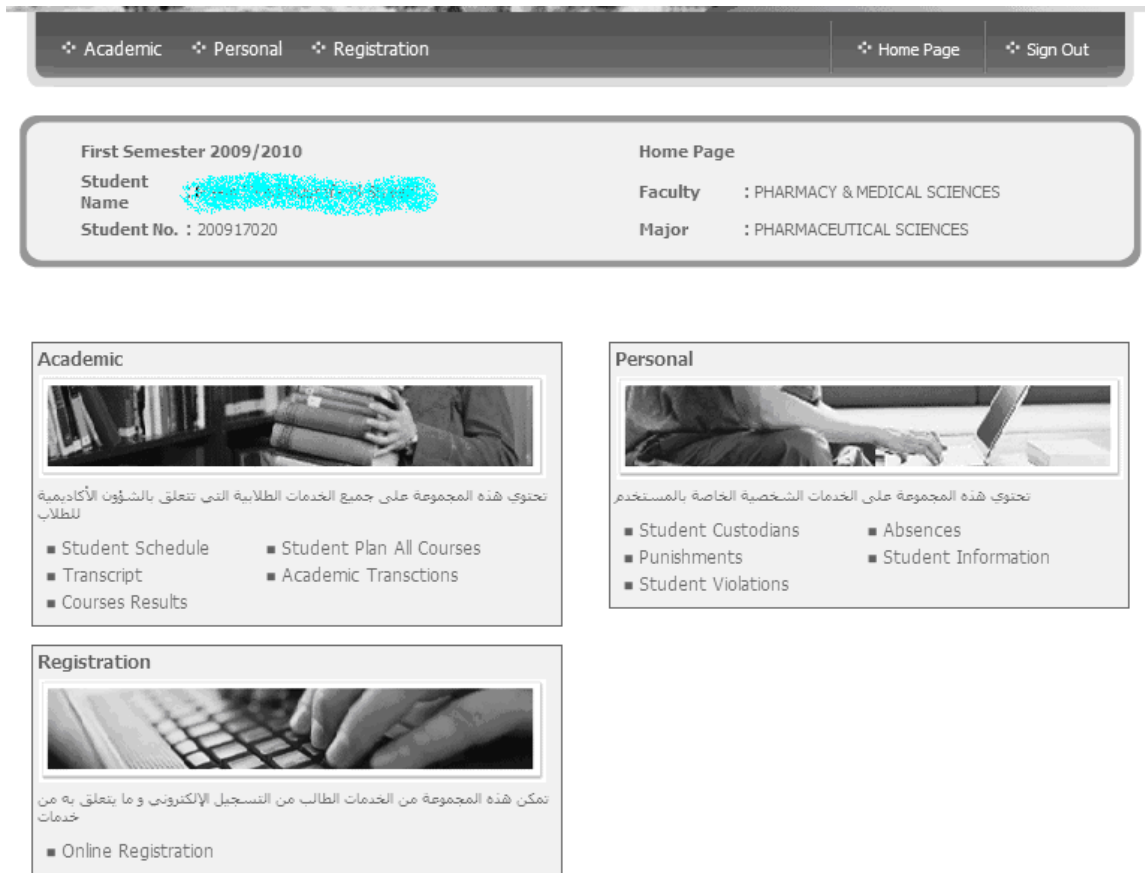
Course Code	Course Name	Activity	Credit Hrs
0101109	Human and Environment	Theorical	3
0401101	Computer Skills (1)	Practical	0

Once you click on any *'Course Code'* Link, its details are shown. Also you can print major plan by clicking on the *print* link.

-------------------End of Guest Services----------------------

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II. Student's Services

Once the student login by his/her valid username and password, he/she navigates directly to the student's home page. The student's home page is shown below:

Student's home page is divided into two parts; one is the student's information and the other is his/her services.

Student's information part shows you the student's name, number, faculty and major, as shown in the figure below:

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Student's services part shows you available services. Services are shown according to student's status; i.e. each student has his/her own allowed list of services.

Not all students have the same list of services; one may have all services while other may has no services at all. Student's service part is shown in the figure below:
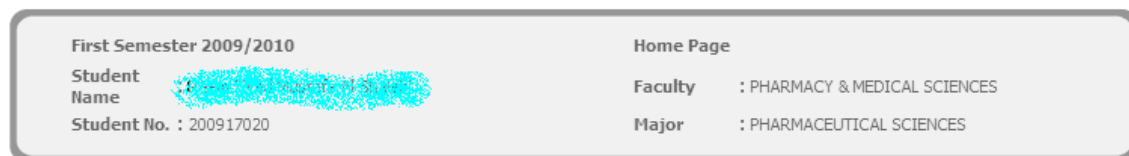

Academic

تحتوي هذه المجموعة على جميع الخدمات الطلابية التي تتعلق بالشؤون الأكاديمية للطلاب

- Student Schedule
- Student Plan All Courses
- Transcript
- Academic Transctions
- Courses Results

Personal

تحتوي هذه المجموعة على الخدمات الشخصية الخاصة بالمستخدم

- Student Custodians
- Absences
- Punishments
- Student Information
- Student Violations

Registration

تمكن هذه المجموعة من الخدمات الطالب من التسجيل الإلكتروني و ما يتعلق به من خدمات

- Online Registration

1.   *Academic Transactions*

Academic Transactions shows you each academic transaction you did, (**Ex**: change major). As you show in the Figure below

2.   *Financial Record*

Financial Record service shows you your current balance. Also you can view each semester you took details, as seen below:

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Semester	Status	Major	Credit Hrs	Balance	Special Study ?
الفصل الاول 2009/2008	Reguler	Business Administration	3	0 JD	☐
الفصل الثاني 2008/2007	Reguler	Business Administration	6	0 JD	☐
الفصل الاول 2008/2007	Reguler	Business Administration	9	0 JD	☐
الفصل الثاني 2007/2006	Reguler	Business Administration	9	0 JD	☐
الفصل الاول 2007/2006	Reguler	Business Administration	6	0 JD	☐

Balance : 0 JD

● Print   ● Back

Once you click on the desired semester, its details are shown, as follows:

First Semester 2008/2009	Financial Record

● **Student Name :** _____   ● **Faculty :** Management & Finance
● **Student No.** : _____   ● **Major** : Business Administration

الفصل الاول 2009/2008

▣ **Registered Hours   3 Hours**

▣ **Claims   975 JD**

▣ **Exemptions   300 JD**

▣ **Pay Vouchers   475 JD**

▣ **Refund   0 JD**

▣ **Debit   0 JD**

▣ **Credit   200 JD**

▣ **Custody**

● Back

Once you click on the desired option, its details are shown, as follows:

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First Semester 2008/2009	Financial Record

- **Student Name :**
- **Student No. :**

- **Faculty :** Management & Finance
- **Major :** Business Administration

الفصل الاول 2009/2008

Registered Hours   3 Hours

Claims   975 JD

Claim	Value	Excemption
Credit Hours Fees	375	300
Semester Fees	150	0
	275	0
	50	0
	125	0

Exemptions   300 JD

Pay Vouchers   475 JD

Refund   0 JD

Debit   0 JD

Credit   200 JD

Custody

● Back

3.   *Plan*

This service is divided into three subcategories; *Plan Remain Courses*, *Plan Taken Courses* and *Plan Analysis*. Once you click on the *Student's Plan* link, the following page appears:

Once you click on one of those links, its details page is shown, as follow:

Total plan hours (135 Hours) Finished (108 Hours)

| Passed | Failed | Equated | Exempted | Registered | Not Taken |

⊞⊟ **University Requirement - Obligatory - (15 Hours) Finished (15 Hours)** (Completed)

⊞⊟ **University Requirement - Elective - (9 Hours) Finished (9 Hours)** (Completed)

⊞⊟ **Faculty Requirement - Obligatory - (24 Hours) Finished (24 Hours)** (Completed)

⊞⊟ **Major Requirement - Obligatory - (75 Hours) Finished (48 Hours)**

⊞⊟ **Major Requirement - Elective - (9 Hours) Finished (9 Hours)** (Completed)

⊞⊟ **Free Elective - Free - (3 Hours) Finished (3 Hours)** (Completed)

⊞⊟ **- Obligatory - (3 Hours) Finished (3 Hours)** (Completed)

⊞⊟ **Out Of Plan - - (0 Hours) Finished (0 Hours)**

▪ Print ▪ Back

Click on the desired major's category to view its details, as follows:

Total plan hours (135 Hours) Finished (108 Hours)

Passed	Failed	Equated	Exempted	Registered	Not Taken

University Requirement - Obligatory - (15 Hours) Finished (15 Hours) (Completed)

Course Code	Course Name	Credit Hrs	Semester	Mark
11131	Arabic language (1)	3	20011	64
13100	Military Sciences	3	20013	57
16100	Introdution to Computer Science	3	20012	77
17122	English Language (2)	3	20021	50
17121	English Language (1)	3	20011	64

University Requirement - Elective - (9 Hours) Finished (9 Hours) (Completed)

Faculty Requirement - Obligatory - (24 Hours) Finished (24 Hours) (Completed)

Major Requirement - Obligatory - (75 Hours) Finished (48 Hours)

Major Requirement - Elective - (9 Hours) Finished (9 Hours) (Completed)

Free Elective - Free - (3 Hours) Finished (3 Hours) (Completed)

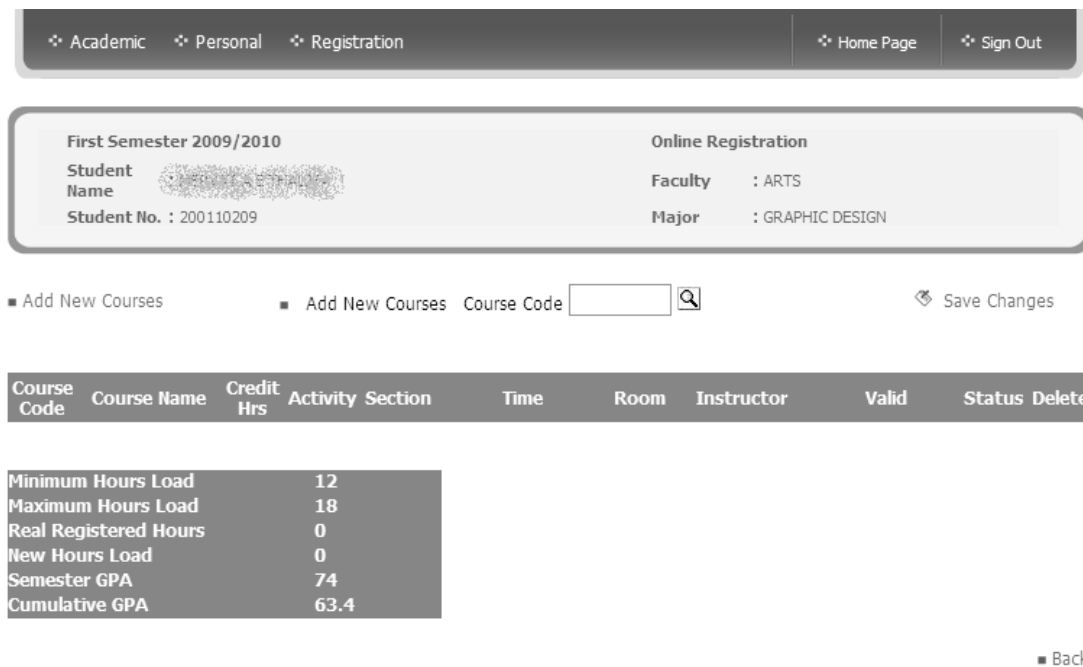| Course Code	Course Name	Credit Hrs	Semester	Mark
51111	Principles of Management	3	20011	50

- Obligatory - (3 Hours) Finished (3 Hours) (Completed)

4. *Registration*

The Registration service allows the student to register his courses online.
Once you click on the *'Online Registration'* link, the following page is shown:

| ❖ Academic | ❖ Personal | ❖ Registration | ❖ Home Page | ❖ Sign Out |

First Semester 2009/2010   **Online Registration**

Student Name ▨▨▨▨▨▨▨▨   **Faculty** : ARTS

Student No. : 200110209   **Major** : GRAPHIC DESIGN

■ Add New Courses   ■ Add New Courses Course Code [   ] 🔍   ✎ Save Changes

Course Code	Course Name	Credit Hrs	Activity	Section	Time	Room	Instructor	Valid	Status	Delete

Minimum Hours Load	12
Maximum Hours Load	18
Real Registered Hours	0
New Hours Load	0
Semester GPA	74
Cumulative GPA	63.4

■ Back

The Online Registration service's page is divided into two parts; the student and semester's information part, and the course's information one. The first part shows the semester and its year. It also shows student's information; student's name, student's number, student's faculty and his/her major, as shown in the figure below:

The other part of this service's page is the course information.
Course's information consists of: course's code, course's name, credit hours, activity, section, and time, room info, instructor info, valid, status and delete fields. This part is shown in the figure below:

Course Code	Course Name	Credit Hrs	Activity	Section	Time	Room	Instructor	Valid	Status	Delete

Minimum Hours Load	12
Maximum Hours Load	18
Real Registered Hours	0
New Hours Load	0
Semester GPA	74
Cumulative GPA	63.4

■ Back

If you want to add a new course, all what you have to do is simply clicking on the *'Add New Courses'* link Or By Enter correct course code into input text, as seen in the figure below:

Course Code	Course Name	Credit Hrs	Activity	Section	Time	Room	Instructor	Valid	Status	Delete

Minimum Hours Load	12
Maximum Hours Load	18
Real Registered Hours	0
New Hours Load	0
Semester GPA	74
Cumulative GPA	63.4

■ Back

Once you click on the *'Add New Courses'* link, the courses' page appears.
The semester and student's information is shown at the top of the courses' page. The other part of the page shows the course group and description. The courses' page is shown in the figure below:

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Group Major Requirement - Obligatory ▾

Add	Course Code	Course Name	Credit Hrs	Notes
⊕ Add	21232	History Of Art .&Design (2)	3	-
⊕ Add	21333	History Of Art .&Design(3)	3	-
Add	21334	History Of Art . & Design (4)	3	احترت هذا المقرر
Add	22271	Latin Calligraphy	2	احترت هذا المقرر
⊕ Add	22273	Drawing & Painting (3)	2	-
Add	22281	Printing Techniques (1)	3	احترت هذا المقرر
⊕ Add	22313	Graphic Design (3)	4	-
⊕ Add	22314	Graphic Design (4)	4	-
⊕ Add	22335	Graphic Design Theory	3	-
Add	22363	Computer Graphics & Arts (3)	3	هناك منطلبات سابقة لم تحققها بعد
Add	22364	Computer Graphics & Arts (4)	3	هناك منطلبات سابقة لم تحققها بعد
Add	22383	Printing Techniques (3)	3	احترت هذا المقرر
⊕ Add	22415	Graphic Design (5)	4	-
⊕ Add	22442	Production & Business Practices	3	-
⊕ Add	22491	Grad . Project Resarch .	1	-
Add	22492	Graduation Project .	4	هناك منطلبات سابقة لم تحققها بعد

■ Back

You can choose the courses' group from the (Group) list. This list is shown in the figure below:

Add	Course Code			it Hrs	Notes
Add	21232	History Of A			-
Add	21333	History Of A			-
Add	21334	History Of Art . & Design (4)		3	اخترت هذا المقرر
Add	22271	Latin Calligraphy		2	اخترت هذا المقرر
Add	22273	Drawing & Painting (3)		2	-
Add	22281	Printing Techniques (1)		3	اخترت هذا المقرر
Add	22313	Graphic Design (3)		4	-
Add	22314	Graphic Design (4)		4	-
Add	22335	Graphic Design Theory		3	-
Add	22363	Computer Graphics & Arts (3)		3	هناك متطلبات سابقة لم تحققها بعد
Add	22364	Computer Graphics & Arts (4)		3	هناك متطلبات سابقة لم تحققها بعد
Add	22383	Printing Techniques (3)		3	اخترت هذا المقرر
Add	22415	Graphic Design (5)		4	-
Add	22442	Production & Business Practices		3	-
Add	22491	Grad . Project Resarch .		1	-
Add	22492	Graduation Project .		4	هناك متطلبات سابقة لم تحققها بعد

After selecting the course group, you have to click to desired course, as seen in the figure below:

| Group | Major Requirement - Obligatory ▼ | | | |

Add	Course Code	Course Name	Credit Hrs	Notes
✛ Add	21232	History Of Art .&Design (2)	3	-
✛ Add	21333	History Of Art .&Design(3)	3	-
Add	21334	History Of Art . & Design (4)	3	احترت هذا المقرر
Add	22271	Latin Calligraphy	2	احترت هذا المقرر
✛ Add	22273	Drawing & Painting (3)	2	-
Add	22281	Printing Techniques (1)	3	احترت هذا المقرر
✛ Add	22313	Graphic Design (3)	4	-
✛ Add	22314	Graphic Design (4)	4	-
✛ Add	22335	Graphic Design Theory	3	-
Add	22363	Computer Graphics & Arts (3)	3	هناك منطلبات سابقة لم تحققها بعد
Add	22364	Computer Graphics & Arts (4)	3	هناك منطلبات سابقة لم تحققها بعد
Add	22383	Printing Techniques (3)	3	احترت هذا المقرر
✛ Add	22415	Graphic Design (5)	4	-
✛ Add	22442	Production & Business Practices	3	-
✛ Add	22491	Grad . Project Resarch .	1	-
Add	22492	Graduation Project .	4	هناك منطلبات سابقة لم تحققها بعد

After that, you have to click on the *'Add'* link to show section(s) available for this course, then; if you want to register any course you have to select them by **check-box** and click to "*Add Selected Courses*" link as you show in figure below

First Semester 2009/2010		Online Registration	
Student Name		Faculty	: ARTS
Student No. : 200110209		Major	: GRAPHIC DESIGN

22273 - Drawing & Painting (3) - Practical

Add	Section	Time	Room	Instructor	Valid
☐	1	[13:00_16:00] Thr	6802	-	

■ Add Selected Courses

■ Back

After clicking on the *'Add Selected Courses'* link, the selected course will be added to registration home, as shown in the figure below:

This course does not be in your schedule, you have to click on the *'Save Changes'* link. This link is shown in the figure below to register this course:

If you have chosen overlapped courses, you'll not be allowed to add them to your registered courses. And the '**Overlap in times of courses**' message appears, as shown below:

Overlap in times of courses

Course Code	Course Name	Activity	Section	Time	Valid
22273	Drawing & Painting (3)	Practical	1	[13:00_16:00] Thr	
51111	Principles of Management	Theoretical	6	[14:00_15:00] Sun Tue Thr	

■ Back

After choosing your desired courses, the chosen courses will be in the 'Pending' state, as shown in the figure below:

■ Add New Courses   ■ Add New Courses Course Code [   ] 🔍   ✎ Save Changes

Course Code	Course Name	Credit Hrs	Activity	Section	Time	Room	Instructor	Valid	Status	Delete
22273	Drawing & Painting (3)	2	Practical	1 ▾	[13:00_16:00] Thr	6802	-		Pending	▣
26100	Civic education	3	Theoretical	11 ▾	[09:00_10:00] Sun Tue Thr	1206	-	المقرر ضمن مجموعه اختباريه قد إستكملتها وقد إستكملت المتطلبات الحرة	Pending	▣
51111	Principles of Management	3	Theoretical	5 ▾	[13:30_15:00] Mon Wed	2302		المقرر ضمن مجموعه اختباريه قد إستكملتها وقد إستكملت المتطلبات الحرة	Pending	▣
22491	Grad . Project Resarch .	1	Practical	2 ▾	[08:00_09:00] Sat	0	-		Pending	▣
22367	Desk. Top Publishing .	3	Theoretical	1 ▾	[13:00_16:00] Tue	0	-	المقرر ضمن مجموعه اختباريه قد إستكملتها وقد إستكملت المتطلبات الحرة	Pending	▣

In order to confirm your selected courses, you have to click on the *'Save Changes'* link. This link is shown in the figure below:

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First Semester 2009/2010		Online Registration
Student Name	MERVAT A B THALEJA	Faculty : ARTS
Student No. : 200110209		Major : GRAPHIC DESIGN

Password   ••••••   ■ Save Changes

■ Back

Then the new courses are added to your schedule, as you show in figure below

■ Add New Courses   ■ Add New Courses   Course Code [   ] 🔍   ✦ Save Changes

Registration process was completed successfully.

Course Code	Course Name	Credit Hrs	Activity	Section	Time	Room	Instructor	Valid	Status	Delete
22273	Drawing & Painting (3)	2	Practical	1 ▼	[13:00_16:00] Thr	6802	-		Registered	☒
22367	Desk. Top Publishing .	3	Theoretical	1 ▼	[13:00_16:00] Tue	0	-	المقرر ضمن مجموعة اختبارية قد إستكملتها وقد إستكملت المتطلبات الحرة	Registered	☒
22491	Grad . Project Resarch .	1	Practical	2 ▼	[08:00_09:00] Sat	0	-		Registered	☒
26100	Civic education	3	Theoretical	11 ▼	[09:00_10:00] Sun Tue Thr	1206	-	المقرر ضمن مجموعة اختبارية قد إستكملتها وقد إستكملت المتطلبات الحرة	Registered	☒
51111	Principles of Management	3	Theoretical	5 ▼	[13:30_15:00] Mon Wed	2302		المقرر ضمن مجموعة اختبارية قد إستكملتها وقد إستكملت المتطلبات الحرة	Registered	☒

Minimum Hours Load	12
Maximum Hours Load	18
Real Registered Hours	12
New Hours Load	12
Semester GPA	74
Cumulative GPA	63.4

5. *Student Absences*

Student absences service allows you to view your absences. Once you click on the Absences link, the following page is shown:
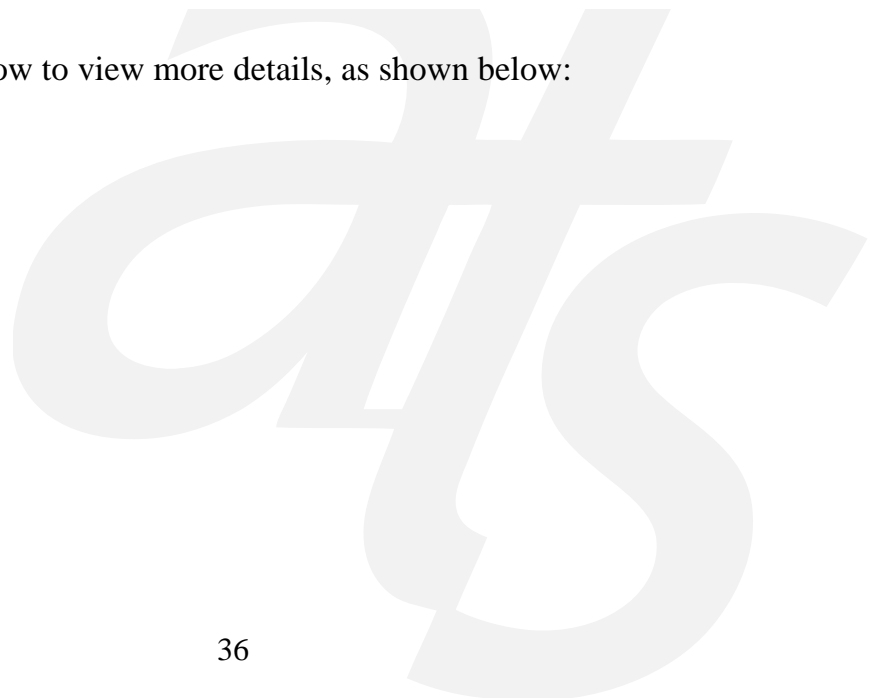

You can click on the arrow to view more details, as shown below:

First Semester 2009/2010		Absences	
Student Name	NEHYAT A E THAI EA	Faculty	: ARTS
Student No. : 200110209		Major	: GRAPHIC DESIGN

Course Name: Desk. Top Publishing .	Course Code: 22367	absences Count:	1
Campus: Al-Ahliyaa Amman University	Activity: Theoretical	Section:	1

Day	Date	Time	Excused?
Wednesday	04-11-2009	10:30-12:00	☐

Course Name: Drawing & Painting (3)	Course Code: 22273	absences Count:	0
Campus: Al-Ahliyaa Amman University	Activity: Practical	Section:	1

There are no absences in this lecture

You can print your absences by clicking on the *Print* link. Also you can navigate backward by clicking on the *Back* link.

6. *Student Courses Results*

Student courses results service allows you to view your Courses Assessments, Semester Average and Cumulative Average.

Summer Semester 2005/2006

21339	Behavioral Studies in Design	Theoretical	74 %

Assessment	Mark/Max
	20/17
	50/30
	10/9
	20/18

Semester Average	74 %
Cumulative Average	63.4 %

■ Print   ■ Back

7. *Student Custodians*

This service shows the student custodians. It shows information about the entry date, custodian description, note and whether if this custodian is done or not yet. You can print your custodians' page and you can navigate backward by clicking on the *'Print'* and *'Back'* links respectively, as shown in the figure below:

First Semester 2009/2010		Custodians	
Student Name	MERVAT A. C. THALEA	Faculty	: ARTS
Student No. : 200110209		Major	: GRAPHIC DESIGN

Entry Date	Custodian Desc	Notes	Is Completed
09-12-2006	Master Card		Yes

■ Print   ■ Back

8. *Student Info*

This service shows the student's information; Name, Nationality, Status, Gender, Phone Number, Email, Address and Major. Once the student clicks on the 'Student Info' link, the following page is shown:

First Semester 2009/2010		Student Info	
Student Name	MERVAT A. C. THALEA	Faculty	: ARTS
Student No. : 200110209		Major	: GRAPHIC DESIGN

Name	MERVAT A. C. THALEA
Nationality	PALESTINIAN
Status	Regular
Gender	Female
Phone Number	
Email	
Address	بيت لحم
Major	GRAPHIC DESIGN / Bachelor

■ Update

■ Print   ■ Back

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You can update your Phone Number and Email using the Student Info service. After entering or changing your information, you have to click on the *'Update'* link. The *'Update'* link is shown in the figure below:

First Semester 2009/2010	Student Info
Student Name	Faculty : ARTS
Student No. : 200110209	Major : GRAPHIC DESIGN

Name	
Nationality	PALESTINIAN
Status	Regular
Gender	Female
Phone Number	
Email	
Address	بيت لحم
Major	GRAPHIC DESIGN / Bachelor

- Update

- Print   - Back

You can print your saved information and you can also navigate backward via the *'Print'* and *'Back'* links respectively, as show in the figure below:

First Semester 2009/2010	Student Info
Student Name	Faculty : ARTS
Student No. : 200110209	Major : GRAPHIC DESIGN

Name	
Nationality	PALESTINIAN
Status	Regular
Gender	Female
Phone Number	
Email	
Address	بيت لحم
Major	GRAPHIC DESIGN / Bachelor

- Update

- Print   - Back

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9. *Student Punishments*

The student punishments service shows the student punishments, as shown in the figure below:

You can print your punishments' page and you can navigate backward by clicking on the *'Print'* and *'Back'* links respectively. The *'Print'* and *'Back'* links are shown in the figure below:

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10. *Student Register Date*

This service will be activated in registration period to tell student when he should register.

11. *Student Schedule*

This service shows you your registered schedule.

First Semester 2009/2010		Student Schedule	
Student Name	:	Faculty	: PHARMACY & MEDICAL SCIENCES
Student No.	: 200910073	Major	: PHARMACY

First Semester 2009/2010

Course Code	Course Name	Activity	Credit Hrs	Section	Time	Instructor	Room	Registration Date
26131	Arabic language (1)	Theoretical	3	7	[10:30_12:00] Mon Wed		7335	07-10-2009
26160	Sport & Health	Theoretical	3	1	[13:00_14:00] Sun Tue Thr		6206	26-07-2009
29101	Introduction to special Education	Theoretical	3	1	[09:00_10:30] Mon Wed	-	0	26-07-2009
36112	Mathmatics (1)	Theoretical	3	3	[11:00_12:00] Sun Tue Thr	-	1208	04-10-2009
93111	GENERAL CHEMISTRY 1	Theoretical	3	2	[12:00_13:00] Sun Tue Thr	-	3202	08-10-2009
93114	GENERAL BIOLOGY 1	Theoretical	3	1	[10:00_11:00] Sun Tue Thr	-	3204	07-10-2009

Total Hours Load : 18

■ Print ■ Back

12. *Student Suspensions*

This service allows you to view your suspension status. If your status is ' Suspended' i.e. you are suspended, the following message will be shown on every page you navigate through:" **You are Suspended** ", as shown below:

First Semester 2009/2010			
Student Name	:	Faculty	: PHARMACY & MEDICAL SCIENCES
Student No.	: 200910073	Major	: PHARMACY

You are Suspended

■ Print   ■ Back

13. Student Transcript

When a student attends the university, a record is kept which traces his/her academic history. The Student Transcript service displays the records of all the credit classes and grades that the student has acquired at each college. Students can use a transcript as a means of monitoring their credit classes and grades and to make sure the information is accurate.

Student Transcript service allows you to view three levels of Transcript;

All Transcript, **Transcript by Semester and Hours Details**, as shown in the figure:

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a. All Transcript

This part of the student transcript service shows the whole student's transcript records. Once you click on the *'All Transcripts'* link, the following page appeared:

First Semester 2009/2010		All Transcript	
Student Name	ABDULKAREEM ALI ALAHMAR	Faculty	: PHARMACY & MEDICAL SCIENCES
Student No. : 200310949		Major	: PHARMACY

Exempted Courses

Course Code	Course Name	Credit Hrs
31100	Introduction to Computer Science	3

First Semester 2003/2004 — Status: Regular — is Special Study: ☐
Semester Grade: 80.7 — Cumulative Grade: 80.7

Course Code	Course Name	Credit Hrs	Grade	Status	Passed?	Repeated
26131	Arabic language (1)	3	85	Registred	☑	☐
26218	Man and environment	3	95	Registred	☑	☐
92111	General Chemistry(1)	3	80	Registred	☑	☐
92112	General Chemistry Lab.(1)	1	75	Registred	☑	☐
92121	Biology (1)	3	70	Registred	☑	☐
92122	Biology Lab.(1)	1	65	Registred	☑	☐

Second Semester 2003/2004 — Status: Regular — is Special Study: ☐
Semester Grade: 72.5 — Cumulative Grade: 76.6

Course Code	Course Name	Credit Hrs	Grade	Status	Passed?	Repeated
26156	Contemporary Issues	3	80	Registred	☑	☐
36129	Physics	3	80	Registred	☑	☐
92113	General Chemistry(2)	3	75	Registred	☑	☐
92114	General Chemistry Lab.(2)	1	75	Registred	☑	☐
92123	Biology(2)	3	55	Registred	☑	☐
92124	Biology Lab.(2)	1	70	Registred	☑	☐

Summer Semester 2003/2004 — Status: Regular — is Special Study: ☐
Semester Grade: 68.1 — Cumulative Grade: 74.7

Course Code	Course Name	Credit Hrs	Grade	Status	Passed?	Repeated
32112	Calculus (1)	3	70	Registred	☑	☐

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The 'All Transcript' service divides the page into parts. Those parts are as many semesters as you have. Each part is a table that is separated into header and body. The header part shows information about semester, status, whether if the student is a special study or not, semester grade and the cumulative grade. The body part shows information about the course, which are: course code, course name, credit hours, grade, status, whether if it is passed or not and whether if it is repeated or not.

Some of the system's services allow you to print your service page. Here, you can print your transcript page by simply clicking on the 'Print' link. Also, you can navigate backward using the 'Back' link. The 'Print' and 'Back' links are shown in the figure below:

Exempted Courses

Course Code	Course Name	Credit Hrs
31100	Introduction to Computer Science	3

First Semester 2003/2004 **Status: Regular** **is Special Study:** ☐
Semester Grade: 80.7 **Cumulative Grade: 80.7**

Course Code	Course Name	Credit Hrs	Grade	Status	Passed?	Repeated
26131	Arabic language (1)	3	85	Registred	☑	☐
26218	Man and environment	3	95	Registred	☑	☐
92111	General Chemistry(1)	3	80	Registred	☑	☐
92112	General Chemistry Lab.(1)	1	75	Registred	☑	☐
92121	Biology (1)	3	70	Registred	☑	☐
92122	Biology Lab.(1)	1	65	Registred	☑	☐

First Semester 2009/2010 **Status: Regular** **is Special Study:** ☐
Semester Grade: **Cumulative Grade:**

Course Code	Course Name	Credit Hrs	Grade	Status	Passed?	Repeated
91361	Pharmaceutics (1)	2		Registred	☐	☐
91362	Pharmaceutics Lab.(1)	1		Registred	☐	☐
91411	Medicinal Chemistry (1)	3		Registred	☐	☐
91412	Medicinal Chemistry Lab.(1)	1		Registred	☐	☐
91463	Industrial Pharmacy (1)	2		Registred	☐	☐
92328	Microbiology (1)	2		Registred	☐	☐
92331	Pharmacology (1)	3		Registred	☐	☐
92337	Microbiology Lab.(1)	1		Registred	☐	☐

▪ Print   ▪ Back
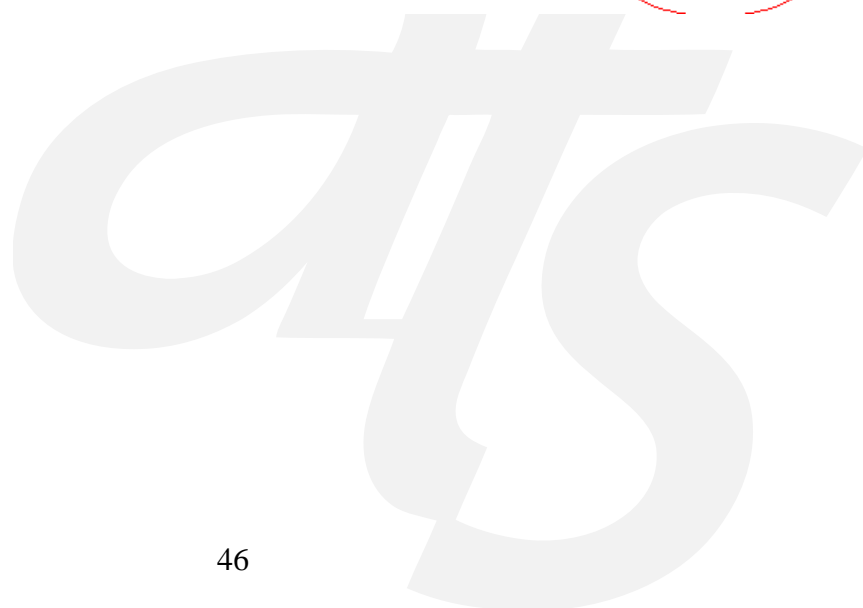
b.   Transcript By Semester

This part shows you a specific semester's records. Once you click on the *'Transcript by Semester'* link, the 'Transcript by Semester' page is shown. this page shows a table that contains records of information. Those records are as many as semester the student has. They show information about the semester, major, status, whether the student is a special study or not, warning, semester grade and cumulative grade. The 'Transcript by Semester' page is shown in the figure below:

					Transcript By Semester	
First Semester 2009/2010						
Student Name	: ABDUL KARIM ALI ALAHMAR			Faculty	: PHARMACY & MEDICAL SCIENCES	
Student No. : 200310949				Major	: PHARMACY	

Semester	Major	Status	is Special Study	Warning	Semester Grade	Cumulative Grade
First Semester 2003/2004	PHARMACY	Regular	☐		80.7	80.7
Second Semester 2003/2004	PHARMACY	Regular	☐		72.5	76.6
Summer Semester 2003/2004	PHARMACY	Regular	☐		68.1	74.7
First Semester 2004/2005	PHARMACY	Regular	☐		59.2	70.2
Second Semester 2004/2005	PHARMACY	Regular	☐		62.1	68.4
Summer Semester 2004/2005	PHARMACY	Regular	☐		55.9	66.9
First Semester 2006/2007	PHARMACY	Regular	☐		49.9	64.2
Second Semester 2006/2007	PHARMACY	Regular	☐		57.4	62.9
Summer Semester 2006/2007	PHARMACY	Regular	☐		47.9	62.4
First Semester 2007/2008	PHARMACY	Regular	☐		59.3	62.3
Second Semester 2007/2008	PHARMACY	Regular	☐		52.4	62.5
Summer Semester 2007/2008	PHARMACY	Regular	☐		44.7	62.2
First Semester 2009/2010	PHARMACY	Regular	☐			

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c. Hours Details

This part of the student transcript service shows you your registered hours' details, as shown in the figure below:

First Semester 2009/2010			Hours Details			
Student Name		ABDUL KARIM ALT SAFFIN	Faculty	: PHARMACY & MEDICAL SCIENCES		
Student No. : 200310949			Major	: PHARMACY		

Semester	Attempted Hours		Graded Hours		Earned Hours	
	Per Semseter	Summation	Per Semseter	Summation	Per Semseter	Summation
First Semester 2003/2004	14	0	14	14	14	14
Second Semester 2003/2004	14	0	14	28	14	28
Summer Semester 2003/2004	8	0	8	36	8	36
First Semester 2004/2005	18	0	15	51	18	54
Second Semester 2004/2005	18	0	14	65	14	68
Summer Semester 2004/2005	9	0	9	74	6	74
First Semester 2006/2007	14	0	14	88	9	83
Second Semester 2006/2007	18	0	15	103	15	98
Summer Semester 2006/2007	9	0	9	109	6	104
First Semester 2007/2008	18	0	18	125	16	120
Second Semester 2007/2008	18	0	18	135	15	135
Summer Semester 2007/2008	6	0	6	138	3	138
First Semester 2009/2010	15	0				

■ Print   ■ Back

14. *Student Violations*

The student violations service shows the student violations, as shown in the figure below:

You can print your Violations' page and you can navigate backward by clicking on the *'Print'* and *'Back'* links respectively. The *'Print'* and *'Back'* links are shown in the figure below:

15. Student Change Password

This service allows you to change your system's password. Once you click on the Change Password link, a page that contains three text-fields appears, as show in the figure below. Those three fields are: your Old Password, New Password and Confirm Password.

After you fill in the three text-fields, you have to submit your changes in order to save them. You can submit your changes by simply clicking on the *'Submit'* link. As shown in the figure below:

First Semester 2009/2010		Violations	
Student Name	ABDEL KARIM AL ALAMI	Faculty	: PHARMACY & MEDICAL SCIENCES
Student No. : 200310949		Major	: PHARMACY

Old Password

New Password

Confirm Password

■ Submit

--------------------End of Student Services---------------------

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