



Ajman University of Science and Technology

Information Technology Department

General Guide to Online Registration System

Presented by:

Inas Abousharkh

Senior System Administrator

I.T. Department

Ajman University of Science and Technology

Date: 25-04-2010

1. Introduction

The Online Registration System allows students, through Internet, to register, drop, or add courses within the registration period and the Advisor to do advising for the students by approving/rejecting requested courses by the student or recommending some others.

What is the Online Registration System (ORS)?

The ORS consists of the two following systems:

1. Advisor Online Registration System (AORS).
2. Student Online Registration System (SORS).

What is the Advisor Online Registration System (AORS)?

The System provides the advisor with information on the student to be advised by him/her in order to register courses offered by their colleges during the scheduled registration periods.

1.1. The AORS Features:

Advisors may or may not have prior experience using such system. Ideally, any advisor can identify him/herself to the system in order to do the following:

1. Approve registration or adding of courses according to the student's request.
2. View the following:
 - a. Student's registered courses for the current semester.
 - b. Student transcript. Full one or per semester.

1.2. The System Policy:

The advisor should be in compliance with the following:

1. The Login information is the same as for the Oracle System and it is integrated with it. i.e. if the password is changed for the Oracle system, the online password will be changed sub-sequentially.
2. The ORS password should consist of 8 digits minimum.
3. The university Email should be active (<Network Account>@ajman.ac.ae) and entered correctly in the HR system.
4. Maintain the confidentiality of his/her login information.

1.3. The Terms and Conditions of using the AORS:

The Advisor may use the system to do the advising if the following student and advisor conditions are fulfilled:

Student Conditions:

1. The student is listed under the advisor supervision on the Oracle System;
2. The student has regular financial status;
3. The student has a 2000 AED down payment in his university account;
4. The student has no academic warnings. However, the advisor may use the Oracle System to register the warned students or the students who need exceptions;
5. The student may send a registration request to register/add courses. The student may drop a course without referring to the advisor.

Advisor Conditions:

1. Advising is done during the registration schedule, drop and add period, as published by Admission and Registration Deanship;
2. The student status is not suspended, prohibited, canceled, or does not have a Registration Permission;
3. The advisor's university email is active; and
4. The advisor cannot register completed courses for the student, i.e. courses have already passed. The advisor may use the Oracle System to register such a course.

1.4. The AORS Procedures:

The student online registration process is based on the advisory role by approving/rejecting requested courses or by recommend others using the AORS.

The AORS process is as follows:

1. The Advisor will receive an email at his/her university email informing him/her that a student has sent a request for course approval;
2. The Advisor should login to the AORS; he/she will find the student request listed;
3. The Advisor will approve or reject any of the requested courses based on the student study plan, and may recommend some other courses to the student. The Advisor will provide a reason in case he/she has rejected a course;
4. The student will receive an email informing him/her that the advisor has replied to his/her request.

The advisor may, nevertheless, recommend some courses for the students who are under his/her supervision, without receiving a registration request.

2. What is the Student Online Registration System (SORS)?

The System provides for students the option to register courses offered by their colleges during the scheduled registration periods. Students can modify their course selection by adding and/or dropping courses. However, when the registration period is over, all previously registered courses by the students will be viewable in the system.

2.1. The SORS Features:

The students may or may not have prior experience using such system. Ideally, any student can identify him/herself to the system, to do the following:

3. Register, Add, or Drop course/courses during the registration period.
4. Pay registration fees Online through a secured web access.
5. View the following:
 - a. Timetable, and print it out.
 - b. Transcript
 - c. Student Information
 - d. Degree Analysis
 - e. Financial records
 - f. Current Transactions.

Please note that all the below mentioned academic **transactions still not active and are under process:**

1. Change major
2. Withdraw
3. Incomplete
4. Complaints
5. Transfer course request from another university/college.

Please note that all the below mentioned academic transactions **cannot be done through the SORS** and require a personal contact with the registration department:

1. Suspend semester.
2. Abortion.

2.2. The System Policy:

The student should be in compliance with following:

5. The Login information is the same as for the Evaluation and Moodle systems and it is integrated with them. i.e. if the password has been changed for any of these systems, the online password will be changed sub-sequentially.
6. If the student loses or forgets his/her password, he/she should do the following:
 1. Pay 15 AED for reset password charges at the financial department.
 2. Come to the I.T. department with the receipt to request reset password.
7. The System password should consist of eight (8) digits minimum.
8. The University student Email should be active (<student_id@aust.ae); and
9. Maintain the confidentiality of his/her login information.

2.3. The Terms and Conditions of using the System:

The student can use the Registration system only if he/she fulfills the following conditions:

1. Registration is done during the registration period, drop and add period, as published by the Admissions and Registration Deanship;
2. The student status is not suspended, prohibited, canceled, or does not have an Academic Block from the Admissions & Registration Deanship;
3. The student has an Academic Advisor entered on the Oracle System;
4. The student has regular financial status;
5. The student has a 2000 AED down payment in his university account;
6. The student has no academic warnings.
7. The student email is active.
8. The student cannot register completed courses, i.e. courses he/she has already taken.

2.4. The SORS Procedures:


The registration process on the SORS is based on sending a registration request to the advisor before starting the actual registration. The SORS process is as follows:

1. The student has a down payment of 2000 AED. He/she may pay online using the SORS.
2. The student files a request by selecting 3 to 8 courses from the list of offered but not already taken courses of the study plan, without choosing the sections;
3. The student then saves his/her selection and the course request is sent automatically to the advisor.
4. The Advisor will receive an email at his/her University Email with all the courses that the student has selected.
5. The Advisor should login to the AORS; he/she will find the student request listed.
6. The Advisor will approve or reject any of the requested courses based on the student study plan, and he/she may recommend some other courses to the student. The Advisor will provide a reason in case he/she has rejected a course.
7. The student will receive an email informing him/her that the advisor has replied to his/her request.
8. The student will login to the SORS in order to select the preferred sections and timing for the approved courses.
9. The student will click **Save to confirm registration**.

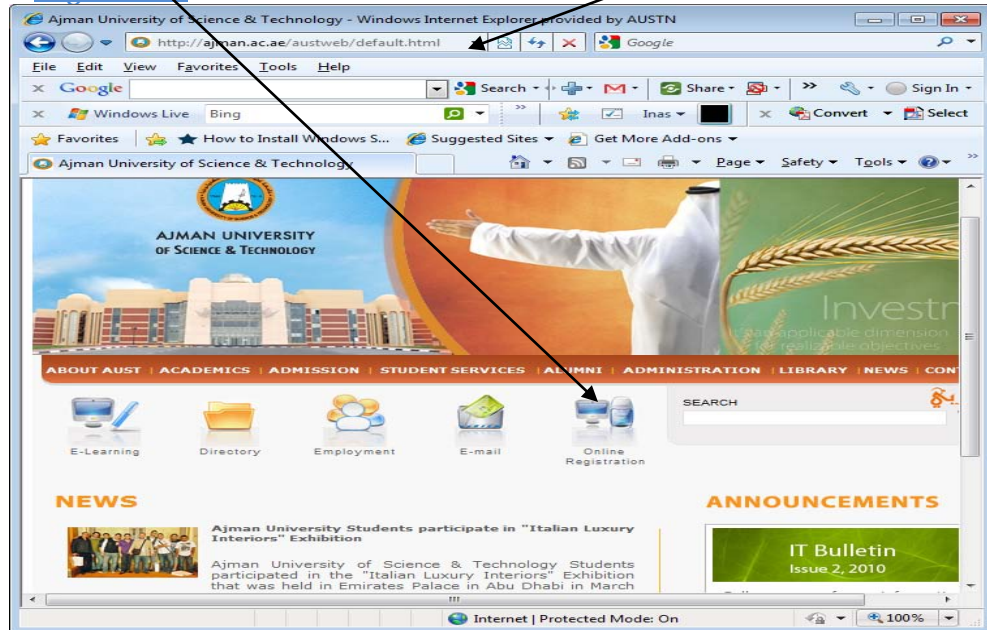
After this step the course registration process is considered completed and the student may print his/her timetable.



10. The student may pay for the course fees online.

How to Access the ORS?

Open Internet browser  Icon.

1. Browse the university website <http://www.ajman.ac.ae>, then click on **Online Registration** Icon as shown below:



You may use any other Internet browser other than Internet Explorer such as Firefox  or Opera 

How to get user manual and tutorial on how to use the system?

After clicking on the Online Registration Icon, you will see all the links for the below mentioned manuals about the system:

1. Student and Advisor Manuals in English as a pdf file. The Arabic version is still under process.
2. Demonstration Video for the major processes on the system. The available videos are the following:
For the student:
 - How can the student send a registration request to the advisor? in Arabic.
 - How can the student send a registration request to the advisor? in English.
 - How can the student register or add/drop courses after the advisor's approval? in Arabic.
 - How can the student register or add/drop courses after the advisor's approval? in English.For the advisor:
 - How can the advisor process the student request? in Arabic.
 - How can the advisor process the student request? in English.
 - F.A.Q

Please note the all the above mentioned videos and manuals are accessible only from inside the university and they are downloadable.

For any further clarifications, please contact Helpdesk at: +9716-7056500, or send an email to helpdesk@ajman.ac.ae