

Campus Management Solution  
for  
National University of Sciences and Technology (NUST)

Student User Guide

---

Version 1.1



## Revision Chart

| Version | Primary Author(s) | Description of Version  | Date Completed |
|---------|-------------------|---|----------------|
| 1.0     | Saima Bibi        | Created/Updated the initial draft   | 8 Aug 2016     |
| 1.0     | Saima Bibi        | Document Review by<br><br>Mr. Rafiq Tariq - Acting Director, ICT Dte<br><br>Mr. Furqan Athar - Manager Databases. ICT Dte | 23 August 2016 |
| 1.1     | Saima Bibi        | Updated Document after Review   | 24 August 2016 |
|         |                   |   |                |

## Preface

This document aims at defining the detailed student user guide.

**Disclaimer:** This document doesn't confirm delivery of all the features of CMS for students. This document covers most procedures in student self-service whereas the document contains best possible scenarios for said topics. If a student gets more or less information; other than as mentioned in document below; he is requested to contact CMS Coordinator at their respective institution/school/college.

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## Log on to CMS

### Overview

CMS is a secure web application. You must log in to the system with a valid username and password, provided to you by the administrator.

### Steps

1. Open the Internet Explorer or any other browser compatible for CMS.
2. Enter URL <http://cms.nust.edu.pk/>
3. Login screen displays when you enter correct URL.



 **NUST**  
NATIONAL UNIVERSITY  
OF SCIENCES & TECHNOLOGY



[Mac OS X 10.6\(Snow Leopard\)](#)  
[Mac OS X 10.5\(Leopard\)](#)  
[iPad](#)  
[Oracle Linux Enterprise](#)  
[Windows 8](#)  
[Windows 7](#)  
[Mac OS X 10.7\(Lion\)](#)

User ID

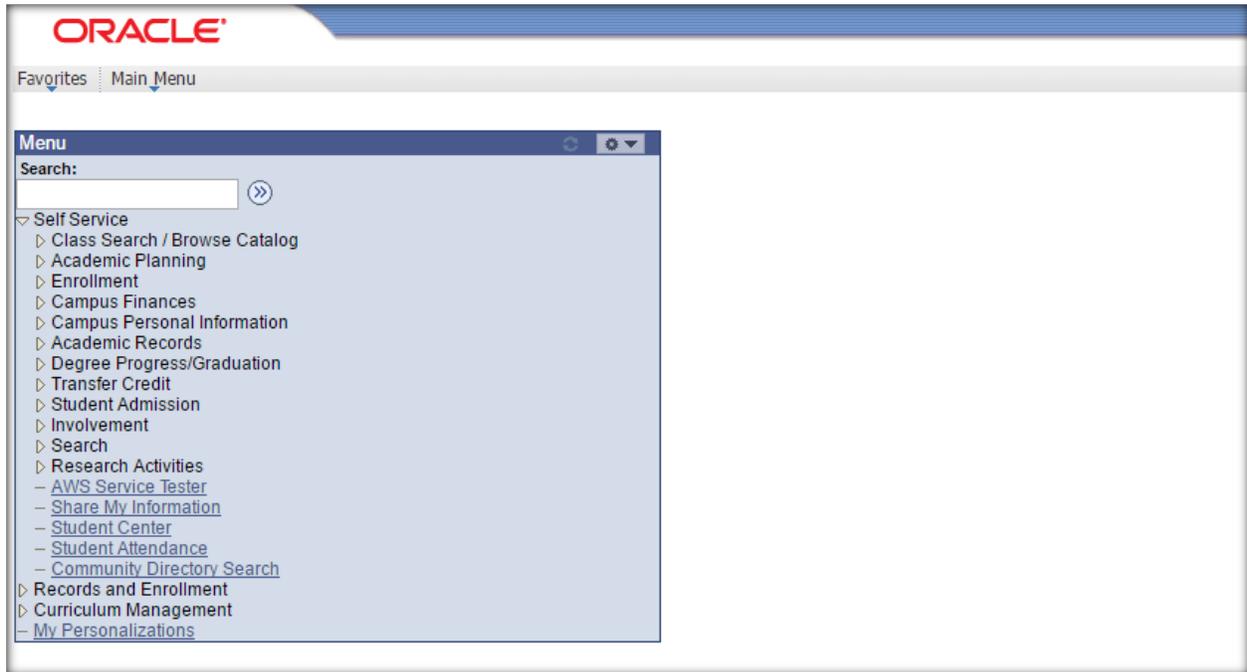
Password

**Sign In**



4. Enter valid username and password and you will now log in to the system.

Following screen will be displayed when you are successfully logged in to the system.



## User Defaults Activation

### Overview

To view you financial dues and hold activate the user defaults once after log into you.

### Steps

1. Click the **Setup SACR** from main menu
2. Click **User defaults**
3. Select **User Defaults 2** from the page opened

**ORACLE**

Favorites | Main Menu > Set Up SACR > User Defaults

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults

User ID: PS Name: PERVAIZ,AYESHA

Academic Institution: NUST NUST

Career Group SetID:

Facility Group SetID:

Academic Career:

Academic Group:

Subject Area:

Term:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Notify

4. Write NUST in the last field named Institutional Set and click on save button to save your defaults.

**ORACLE**

Favorites Main Menu > Set Up SACR > User Defaults

User Defaults 1 User Defaults 2 User Defaults 3 User Defaults 4 Enrollment Override Defaults

User ID: PS Name: PERVAIZ,AYESHA

SetID:  🔍

Aid Year:  🔍

Business Unit:  🔍 National Univ of Sci & Tech

Application Center:  🔍

Recruiting Center:  🔍

Cashier's Office:  🔍

Department:  🔍

Admit Type:  🔍

Campus:  🔍

Institution Set:  🔍 NUST Institution Set

## Main Menu

### Overview

Main Menu is used for navigation to various allowed pages.

**ORACLE**

Favorites Main Menu

Menu

Search:  🔍

- ▷ Self Service
- ▷ Records and Enrollment
- ▷ Curriculum Management
- [My Personalizations](#)

## Personal Information

### Add update personal information

Here you can see, add and modify your name, language, phone numbers, email addresses etc. The personal information functionality of Campus Self Service exposes familiar Campus Community information to Instructor. It provides an easy way for instructor to update personal information about himself/herself at any time.

As Student, you can View, Edit, Delete and add new values for name, addresses, phone number, email addresses, internet addresses and emergency contact number fields. Demographic data like ID, Gender, Date of birth, Material Status, National ID card number, Citizenship, Licenses etc. are read only to the student for security reasons. He/she have to contact the administrator for Editing/ Deletion or updating in demographic information.

### Changing Name

#### Steps

1. Click the **Self Service** link in main menu
2. Click the **Campus Personal Information** Link
3. Click the **Names** Link

The screenshot shows the Oracle Campus Personal Information Names page. At the top, the Oracle logo is displayed. Below it, a breadcrumb trail reads: Favorites > Main Menu > Self Service > Campus Personal Information > Names. The user's name, MUHAMMAD SHOAB KHAN, is shown next to a 'go to ...' dropdown menu. Below the name, there are four tabs: Personal Information, Security, Credentials, and Participation. Under the Personal Information tab, there are several sub-links: addresses, names, phone numbers, email addresses, internet addresses, emergency contacts, demographic information, and ethnicity. The 'Names' section is highlighted. Below this, there is a heading 'Names' and a sub-heading 'View, add, change or delete a name.' followed by a paragraph: 'Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.' A table with two columns, 'Name Type' and 'Name', contains one row: 'Primary' and 'MUHAMMAD SHOAB KHAN'. To the right of the name in the table is an 'edit' button. Below the table is a green button labeled 'ADD A NEW NAME'. At the bottom of the page, there are navigation tabs for Personal Information, Security, Credentials, and Participation, and a 'go to ...' dropdown menu.

4. Click on **Edit** Button of above screen
5. Change the Name
6. Click on **Save** Button, Changes will be saved

7. Click OK to return to main menu.

## Student Center

### Overview

Student Center is an interface where student can view his class schedule, exam schedule, his/her advisement roster, Class roster, Grade roster and Grade Book. This interface can be used to search class, students, and faculty and course catalog.

Student center shows student enrollments, financial information, personal information and admission updates. Student can view his enrollment dates, milestones and any holds on him. Student center is main area for student information management.

## Browsing Course Catalog

### Overview

It helps to list of all courses offered in university.

### Steps

1. Click the **Self Service** link
2. Click on **Class Search / Browse Catalog**
3. Click on browse catalog, following screen will open showing the course catalog for the department starting with alphabet A. i.e. Applied Bio Sciences.

The screenshot shows the Oracle Student User Guide interface. At the top, the Oracle logo is displayed. Below it, the navigation path is: Favorites > Main Menu > Self Service > Class Search / Browse Catalog > Browse Course Catalog. The user's name, MUHAMMAD SHOAIB KHAN, is shown next to a "go to ..." dropdown menu. Below the name are four tabs: Search, Plan, Enroll, and My Academics. The "Search" tab is active, and the text "search for classes" is visible. The "Plan" tab is also visible, with the text "browse course catalog" below it. The main heading is "Browse Course Catalog". Below this is the "Course List" section. A green-bordered box contains an alphabet grid with letters A through Z and numbers 0 through 9. The letter 'A' is highlighted in green. Below the grid are three buttons: "COLLAPSE ALL", "EXPAND ALL", and "ADD TO PLANNER". Below the buttons is the instruction: "Select subject code to display or hide course information." Below this instruction is a list of departments, each preceded by a right-pointing triangle icon:

- ▶ **ABS - Applied Bio Sciences**
- ▶ **ABT - Applied Bio Technology**
- ▶ **ACC - Financial Accounting**
- ▶ **AE - Applied Aerospace Engineering**
- ▶ **AERO - Aerospace Engineering**

4. Select any alphabet from the portion highlighted in the figure above to see the course list of that department e.g. selecting M from the list shown course list of Mechanical Engineering department.

**ORACLE**

Favorites | Main Menu > Self Service > Class Search / Browse Catalog > Browse Course Catalog

MUHAMMAD SHOAIB KHAN

Search Plan Enroll My Academics

search for classes | browse course catalog

**Browse Course Catalog**

**Course List**

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL ADD TO PLANNER

Select subject code to display or hide course information.

- ▶ M & S - Modelling and Simulation
- ▶ MS - Modelling and Simulation
- ▶ MATH - Mathematics
- ▶ MC - Mass Communication
- ▶ MCA - MASS Communication

## Viewing Scheduled Classes of University

### Overview

It provides tool to search any class scheduled in University.

### Steps

1. Click the **Self Service** link
2. Click on **Class Search / Browse Catalog**
3. Click on **Class Search**, following screen will open.

**ORACLE**

Favorites Main Menu > Self Service > Class Search / Browse Catalog > Class Search

MUHAMMAD SHOAIB KHAN

Search Plan Enroll My Academics

search for classes browse course catalog

### Search for Classes

### Search Results

When available, click [View All Sections](#) to see all sections of the course.

NUST | Fall Semester 2015 [Reg]

The following classes match your search criteria Course Subject: **Computer Sciences**, Show Open Classes Only: **Yes**

[NEW SEARCH](#) [MODIFY SEARCH](#)

Open  Closed  Wait List

▼ **CS 100 - Fundamentals Of Ict**

[View All Sections](#) First **1-3 of 21** Last

**Section** [A1B-LAB\(134\)](#) **Status** ●

**Session** Regular

| Days & Times       | Room                      | Instructor | Meeting Dates           |
|--------------------|---------------------------|------------|-------------------------|
| We 3:00PM - 4:50PM | Computer lab for Stud use | ALI RAZA   | 09/07/2015 - 01/22/2016 |

**Section** [A1L-LEC\(135\)](#) **Status** ●

**Session** Regular

| Days & Times       | Room          | Instructor   | Meeting Dates           |
|--------------------|---------------|--------------|-------------------------|
| Th 3:00PM - 4:50PM | Classroom 107 | OSMAN HASSAN | 09/07/2015 - 01/22/2016 |

- Select the department for which you want to search the class from the drop down list highlighted in the figure above. For example if we select Agriculture from the list, it will show classes scheduled for that discipline.

ORACLE

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Class Search / Browse Catalog](#) > [Class Search](#)

### CS 100 - A1B Fundamentals Of Ict

NUST | Fall Semester 2015 [Reg] | Laboratory

[VIEW SEARCH RESULTS](#)

**Class Details**

|                         |                          |                 |                      |
|-------------------------|--------------------------|-----------------|----------------------|
| <b>Status</b>           | ● Open                   | <b>Career</b>   | Bachelors            |
| <b>Class Number</b>     | 134                      | <b>Dates</b>    | 9/7/2015 - 1/22/2016 |
| <b>Session</b>          | Regular Academic Session | <b>Grading</b>  | Undergraduate Graded |
| <b>Units</b>            | 3 units                  | <b>Location</b> | H12 CAMPUS           |
| <b>Instruction Mode</b> | In Person                | <b>Campus</b>   | H12 CAMPUS           |
| <b>Class Components</b> | Laboratory               | Required        |                      |
|                         | Lecture                  | Required        |                      |
|                         | Primary                  | Required        |                      |

**Meeting Information**

| Days & Times       | Room                      | Instructor | Meeting Dates           |
|--------------------|---------------------------|------------|-------------------------|
| We 3:00PM - 4:50PM | Computer lab for Stud use | ALI RAZA   | 09/07/2015 - 01/22/2016 |

**Enrollment Information**

|                     |                             |
|---------------------|-----------------------------|
| <b>Add Consent</b>  | Department Consent Required |
| <b>Drop Consent</b> | Department Consent Required |

**Class Availability**

|                         |    |                           |   |
|-------------------------|----|---------------------------|---|
| <b>Class Capacity</b>   | 50 | <b>Wait List Capacity</b> | 0 |
| <b>Enrollment Total</b> | 42 | <b>Wait List Total</b>    | 0 |
| <b>Available Seats</b>  | 8  |                           |   |

**Textbook/Other Materials**

Textbooks to be determined

[VIEW SEARCH RESULTS](#)

## Viewing Class Schedule

### Overview

You can view schedule of your classes for current semester in weekly, daily or monthly format.

### Steps

1. Click the **Self Service** link
2. Click on **Student Center**

- Click on the **Enrollment** link
- Click the **My Weekly Schedule** link, you will see following screen showing your weekly schedule date wise.

**ORACLE**

Favorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes > My Class Schedule > My Weekly Schedule

MUHAMMAD SHOAIB KHAN

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

<< previous week Week of 2/22/2016 - 2/28/2016 next week >>

Show Week of 02/22/2016  Start Time 8:00AM End Time 6:00PM

| Time    | Monday<br>Feb 22   | Tuesday<br>Feb 23  | Wednesday<br>Feb 24  | Thursday<br>Feb 25  | Friday<br>Feb 26 | Saturday<br>Feb 27 | Sunday<br>Feb 28 |
|---------|--|--|--|---|------------------|--------------------|------------------|
| 8:00AM  |  |  |  |   |                  |                    |                  |
| 9:00AM  |  |  |  |   |                  |                    |                  |
| 10:00AM |  |  |  |   |                  |                    |                  |
| 11:00AM |  |  |  |   |                  |                    |                  |
| 12:00PM |  |  |  |   |                  |                    |                  |
| 1:00PM  |  |  |  |   |                  |                    |                  |
| 2:00PM  |  |  |  |   |                  |                    |                  |
| 3:00PM  |  |  |  |   |                  |                    |                  |
| 4:00PM  |  |  |  |   |                  |                    |                  |
| 5:00PM  | CS 862 - A1L<br>Lecture<br>5:00PM - 6:00PM<br>SEECs - IAEC CR-18 | RM 898 - B1L<br>Lecture<br>5:00PM - 7:00PM<br>SEECs - IAEC CR-17 | CS 822 - A1L<br>Lecture<br>5:00PM - 6:00PM<br>SEECs - IAEC CR-18 | CS 877 - A1L<br>Lecture<br>5:00PM - 7:00PM<br>SEECs - IAEC LECTHALL |                  |                    |                  |
| 6:00PM  | CS 877 - A1L<br>Lecture<br>6:00PM - 7:00PM<br>Location: TBA      |  | CS 862 - A1L<br>Lecture<br>6:00PM - 8:00PM<br>SEECs - IAEC CR-18 |   |                  |                    |                  |

Display Options

Show AM/PM  Monday  Thursday

Show Class Title  Tuesday  Friday  Sunday

Show Instructors  Wednesday  Saturday

[Printer Friendly Page](#)

- You can see you class schedule for any week of any month. Just select date from the highlighted box and the teaching schedule will be altered accordingly.

6. Select any of the option from the bottom of the page to include it in your teaching schedule. Like selection of class title and instructor check box has shown the course name and the name of faculty repeatedly in the class schedule (shown in the figure below).

|        |  |  |  |   |  |  |  |
|--------|--|--|--|---|--|--|--|
| 3:00PM |  |  |  |   |  |  |  |
| 4:00PM |  |  |  |   |  |  |  |
| 5:00PM | CS 862 - A1L<br>Lecture<br>5:00PM - 6:00PM<br>SEECs - IAEC CR-18 | RM 898 - B1L<br>Lecture<br>5:00PM - 7:00PM<br>SEECs - IAEC CR-17 | CS 822 - A1L<br>Lecture<br>5:00PM - 6:00PM<br>SEECs - IAEC CR-18 | CS 877 - A1L<br>Lecture<br>5:00PM - 7:00PM<br>SEECs - IAEC LECTHALL |  |  |  |
| 6:00PM | CS 877 - A1L<br>Lecture<br>6:00PM - 7:00PM<br>Location: TBA      |  | CS 862 - A1L<br>Lecture<br>6:00PM - 8:00PM<br>SEECs - IAEC CR-18 |   |  |  |  |

**Display Options**

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

[Printer Friendly Page](#)

7. You can select the List view option to view you class details without calendar dates.(As shown in the figure below)

**ORACLE**

Favorites | Main Menu > Self Service > Student Center > Enrollment: Add Classes > My Class Schedule

**MUHAMMAD SHOAIB KHAN**

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

Spring Semester 2016 [Reg] | Masters | NUST

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes

**CS 861 - ADV COMP GRAP**

| Status    | Units               | Grading              | Deadlines          |              |                          |                         |                                     |     |
|-----------|---------------------|----------------------|--------------------|--------------|--------------------------|-------------------------|-------------------------------------|-----|
| Enrolled  | 3.00                | Post Graduate Graded |                    |              |                          |                         |                                     |     |
| Class Nbr | Section             | Component            | Days & Times       | Room         | Instructor               | Start/End Date          | Gradebook                           | URL |
| 1356      | <a href="#">A1L</a> | Lecture              | Tu 7:00PM - 8:00PM | Classroom 18 | MUHAMMAD MUDDASSIR MALIK | 02/01/2016 - 06/03/2016 | <input checked="" type="checkbox"/> |     |
|           |                     |                      | Th 7:00PM - 9:00PM | TBA          | Staff                    | 02/01/2016 - 06/03/2016 |                                     |     |

## Self Service Enrollment

Student can enroll his courses if allowed by institution/school /college via self-service enrollment.

Student can enroll in elective and allowed courses from institution/school/college using his self-service.

**Note:** Student can enroll in courses/classes that are offered and schedule by his respective institution/college/school.

Self-service enrollment can be useful in following ways.

- Self-service enrollment for lecture course
- Self-service enrollment for lecture and lab courses
- Self-Service Dropping courses

Following are the procedure for self-service enrollment for lecture and lecture/lab courses

## Self-service enrollment for lecture course

Student can enroll himself using his self-service enrollment feature for lecture courses. Following are the steps.

### Steps:

- 1) Click on **Self-Service** link
- 2) Click on **Enrollment** link and then on '**Enrollment-Add Classes**'
- 3) Select the term for which you want to enroll into a course
- 4) Click the **Continue** button

The screenshot displays the Oracle Self-Service Enrollment: Add Classes interface. At the top, the Oracle logo is visible. The breadcrumb navigation shows: Favorites > Main Menu > Self Service > Enrollment > Enrollment: Add Classes. The user's name, MUHAMMAD SHOAIB KHAN, is displayed next to a 'go to ...' dropdown menu. Below this are four main tabs: Search, Plan, Enroll, and My Academics. Underneath these tabs are several action buttons: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes', followed by a progress indicator showing step 1 of 3. The first step is '1. Select classes to add'. Below this, there is a section for 'Spring Semester 2016 [Reg] | Masters | NUST' with status indicators for 'Open', 'Closed', and 'Wait List'. A 'Shopping Cart' section shows 'Your enrollment shopping cart is empty.' and a 'Find Classes' section with radio buttons for 'Class Search', 'My Requirements', and 'My Planner', along with a 'search' button.

- 5) Click the **Search** button

The screenshot displays the 'Add Classes' section of a student portal. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are sub-links: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes', followed by a breadcrumb trail '1 2 3'. Below this is the section 'Enter Search Criteria'. A dark blue header reads 'Search for Classes'. The content area shows 'NUST | Spring Semester 2015 [Reg2]' and a prompt: 'Select at least 2 search criteria. Click Search to view your search results.' Under 'Class Search', there are three criteria: 'Course Subject', 'Course Number', and 'Course Career'. The 'Course Subject' dropdown menu is open, listing various subjects such as 'Biopharmaceuticals', 'ASC', 'Accounting And Finance', 'Advance Topics in Databases', 'Aerospace Engineering', 'Anatomy', 'Applied Aerospace Engineering', 'Applied Bio Sciences', 'Applied Bio Technology', 'Architecture' (which is highlighted in blue), 'Avionics Engineering', 'BUSINESS PROJECT', 'Bachelor of Science', and 'Bio'. To the right of the dropdown is an empty text input field. At the bottom right of the search area are 'CLEAR' and 'SEARCH' buttons. A 'Return to Add Classes' link is located at the bottom left of the search area.

6) Click the **Course Subject** list

[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 | Spring Semester 2015 [Reg2]

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

**Class Search**

Course Subject: Humanities

Course Number: is exactly

Course Career:

Show Open Classes Only

Open Entry/Exit Classes Only

**Additional Search Criteria**

[Return to Add Classes](#) | [CLEAR](#) | [SEARCH](#)

---

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

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

- 7) Select the course subject of the class in which you want to enroll.

The screenshot displays the 'Add Classes' section of a web application. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a breadcrumb '1' and a '2' button. Below this is the 'Enter Search Criteria' section. A 'Search for Classes' box contains the text 'NUST | Spring Semester 2015 [Reg2]' and the instruction 'Select at least 2 search criteria. Click Search to view your search results.' Under 'Class Search', there are three fields: 'Course Subject', 'Course Number', and 'Course Career'. The 'Course Subject' dropdown menu is open, showing a list of subjects including Biopharmaceuticals, ASC, Accounting And Finance, Advance Topics in Databases, Aerospace Engineering, Anatomy, Applied Aerospace Engineering, Applied Bio Sciences, Applied Bio Technology, Architecture (highlighted), Avionics Engineering, BUSINESS PROJECT, Bachelor of Science, and Bio. To the right of the dropdown is an empty text input field. At the bottom right of the search box are 'CLEAR' and 'SEARCH' buttons. A 'Return to Add Classes' link is located at the bottom left of the search box.

- 8) If you know the course number/catalog number then enter it here else, click on the search button.

- 9) Click in the **Course Number** field.

- 10) Click the **Search** button

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Add Classes 1 2 3

### Search Results

When available, click [View All Sections](#) to see all sections of the course.

NUST | Spring Semester 2015 [Reg2]

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Humanities**, Course Number is exactly **'100'**, Show Open Classes Only: **Yes**

[Return to Add Classes](#)

Open
 Closed
 Wait List

▼ **HU 100 - ENGLISH**

[View All Sections](#)
First 1 of 1 ▶ Last

Section [A1L-LEC\(1045\)](#) Status ●

Session Regular

| Days & Times       | Room        | Instructor     | Meeting Dates           |
|--------------------|-------------|----------------|-------------------------|
| Mo 2:00PM - 4:00PM | Classroom 3 | NAJAM US SEHAR | 01/27/2015 - 09/26/2015 |

[Return to Add Classes](#)

---

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

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

go to ... ▶▶

11) To select a course, click the **Select Class** button

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

Spring Semester 2015 [Reg2] | Bachelors | NUST

#### HU 100 - ENGLISH

Class Preferences

**HU 100-A1L**      **Lecture**      ● **Open**

**Session**      Regular Academic Session

**Career**      Bachelors

**Wait List**       Wait list if class is full

**Permission Nbr**     

**Grading**      Undergraduate Graded

**Units**      2.00

CANCEL
NEXT

| Section | Component | Days & Times       | Room        | Instructor     | Start/End Date          |
|---------|-----------|--------------------|-------------|----------------|-------------------------|
| A1L     | Lecture   | Mo 2:00PM - 4:00PM | Classroom 3 | NAJAM US SEHAR | 01/27/2015 - 09/26/2015 |

**Search**   **Plan**   **Enroll**   **My Academics**

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

12) Check details of the course that you selected and to continue click the **'Next'** button.

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.

✔ HU 100 has been added to your Shopping Cart.

Spring Semester 2015 [Reg2] | Bachelors | NUST change term

● Open    ■ Closed    ▲ Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

**Find Classes**

Class Search  
 My Requirements  
 My Planner

search

| Spring Semester 2015 [Reg2] Shopping Cart |                                   |                    |             |             |       |   |
|---|-----------------------------------|--------------------|-------------|-------------|-------|---|
| Delete                                    | Class                             | Days/Times         | Room        | Instructor  | Units | Status  |
|   | <a href="#">HU 100-A1L (1045)</a> | Mo 2:00PM - 4:00PM | Classroom 3 | N. US SEHAR | 2.00  | <span style="color: green; font-weight: bold;">●</span> |

PROCEED TO STEP 2 OF 3

13) The course that you selected has been added to your cart. Click the **Proceed to step 2 of 3** button.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Add Classes 1 2 3

### 2. Confirm classes

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

Spring Semester 2015 [Reg2] | Bachelors | NUST

● Open
■ Closed
▲ Wait List

| Class             | Description       | Days/Times         | Room        | Instructor  | Units | Status                               |
|-------------------|-------------------|--------------------|-------------|-------------|-------|--------------------------------------|
| HU 100-A1L (1045) | ENGLISH (Lecture) | Mo 2:00PM - 4:00PM | Classroom 3 | N. US SEHAR | 2.00  | <span style="color: green;">●</span> |

CANCEL
PREVIOUS
FINISH ENROLLING

---

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

➤

14) Status of your class is shown here.

15) Click the **Finish Enrolling** button.

The screenshot shows the 'Add Classes' section of a student portal. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing steps 1, 2, and 3. The current step is '3. View results'. A message states: 'View the following status report for enrollment confirmations and errors:'. Below this, it specifies 'Spring Semester 2015 [Reg2] | Bachelors | NUST'. A summary bar shows a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table lists the class HU 100 with a success message: 'Success: This class has been added to your schedule.' and a green checkmark in the status column. At the bottom of the table area are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. The footer contains navigation links for Search, Plan, Enroll, and My Academics, along with a 'go to ...' dropdown menu.

**Add Classes**

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

Spring Semester 2015 [Reg2] | Bachelors | NUST

✔ Success: enrolled
 ✘ Error: unable to add class

| Class  | Message   | Status |
|--------|---|--------|
| HU 100 | <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 ...

- 16) If status of the class is Success that means you are successfully enrolled in the class
- 17) If the 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.
- 18) To enroll in another course, click '**Add another class**' button
- 19) To see the schedule of your classes, click the **My Class Schedule** button.

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

Spring Semester 2015 [Reg2] | Bachelors | NUST change term

**Class Schedule Filter Options**

Show Enrolled Classes
  Show Dropped Classes
  Show Waitlisted Classes
 filter

| HU 100 - ENGLISH |                     |               |                    |             |                |                         |     |
|------------------|---------------------|---------------|--------------------|-------------|----------------|-------------------------|-----|
| Status           | Units               | Grading       | Grade              | Deadlines   |                |                         |     |
| Enrolled         | 2.00                | Undergraduate | Graded             |             |                |                         |     |
| Class Nbr        | Section             | Component     | Days & Times       | Room        | Instructor     | Start/End Date          | URL |
| 1045             | <a href="#">A1L</a> | Lecture       | Mo 2:00PM - 4:00PM | Classroom 3 | NAJAM US SEHAR | 01/27/2015 - 09/26/2015 |     |

[Printer Friendly Page](#)

---

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

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

go to ...
>>

20) Your class schedule is shown here. If enrollment is successful, you could see the selected course.

21) To see only the enrolled courses, uncheck Show Dropped Class and Show Waitlisted Classes option.

22) Click the Show Dropped Classes option

23) To uncheck Show Waitlisted Classes, Click the Show Waitlisted Classes option.

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

Spring Semester 2015 [Reg2] | Bachelors | NUST   [change term](#)

**Class Schedule Filter Options**

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

| HU 100 - ENGLISH |                     |               |                    |             |                |                         |     |
|------------------|---------------------|---------------|--------------------|-------------|----------------|-------------------------|-----|
| Status           | Units               | Grading       |                    |             | Grade          | Deadlines               |     |
| Enrolled         | 2.00                | Undergraduate | Graded             |             |                |                         |     |
| Class Nbr        | Section             | Component     | Days & Times       | Room        | Instructor     | Start/End Date          | URL |
| 1045             | <a href="#">A1L</a> | Lecture       | Mo 2:00PM - 4:00PM | Classroom 3 | NAJAM US SEHAR | 01/27/2015 - 09/26/2015 |     |

[Printer Friendly Page](#)

---

[Search](#)   [Plan](#)   [Enroll](#)   [My Academics](#)
[My Class Schedule](#)   [Add](#)   [Drop](#)   [Swap](#)   [Edit](#)   [Term Information](#)

24) Click the filter button

25) Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes.

### Self-service enrollment for lecture and lab courses

Student can enroll himself using his self-service enrollment feature for lecture and lab component courses. Following are the steps.

#### Steps

- 1) Click the **Self-Service** link
- 2) Click on **Enrollment** link
- 3) Click on **Enrollment: Add Class** link
- 4) Click the **Class Search** option
- 5) Click the **Search** button to enroll into your required course.

Search Plan Enroll My Academics

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

### Add Classes

1

### Enter Search Criteria

#### Search for Classes

NUST | Spring Semester 2015 [Reg2]

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

▼ Class Search

Course Subject Computer Sciences ▼

Course Number is exactly ▼ 100

Course Career Bachelors ▼

Show Open Classes Only

Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Add Classes](#) CLEAR SEARCH

- 6) Select the **Course Subject** of the class in which you want to enroll. Click an entry in the list.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Add Classes

1 2 3

### Search Results

When available, click View All Sections to see all sections of the course.

NUST | Spring Semester 2015 [Reg2]

[My Class Schedule](#) show all

HU 100      Mo 2:00PM - 4:00PM  
Classroom 3

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Computer Sciences**, Course Number is exactly '**100**', Course Career: **Bachelors**, Show Open Classes Only: **Yes**, Class Nbr: '**3068**'

[Return to Add Classes](#)

NEW SEARCH
MODIFY SEARCH

Open
 Closed
 Wait List

▼ **CS 100 - Introduction to Database**

View All Sections
First 1 of 1 Last

Section [A1P-PRI\(3068\)](#)      Status ●      select class

Session Regular

| Days & Times | Room | Instructor  | Meeting Dates           |
|--------------|------|-------------|-------------------------|
| TBA          | TBA  | FARHAN RIAZ | 01/27/2015 - 09/26/2015 |

[Return to Add Classes](#)

NEW SEARCH
MODIFY SEARCH

---

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

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

go to ...
»»

- 7) Select the class in which you want to enroll. The lab associated with class will be automatically added. Click the **Select Class** link.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Add Classes 1 2 3

### 1. Select classes to add - Related Class Sections

Spring Semester 2015 [Reg2] | Bachelors | NUST

#### CS 100 - Introduction to Database

Primary selected:      Section A1P  
    Room: TBA

● Open      ■ Closed      ▲ Wait List

**You will automatically be enrolled in the following related class:**

|            | Section             | Schedule               | Room        | Instructor | Status |
|------------|---------------------|------------------------|-------------|------------|--------|
| Lecture    | <a href="#">A1L</a> | MoWe 11:00AM - 12:00PM | Classroom 8 | F. RIAZ    | ●      |
| Laboratory | <a href="#">A1B</a> | Fr 2:00AM - 4:00AM     | GPL         | F. RIAZ    | ●      |

CANCEL
NEXT

---

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

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

go to ...
»»

8) Click the **Next** Link

| 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

Spring Semester 2015 [Reg2] | Bachelors | NUST

#### CS 100 - Introduction to Database

Class Preferences

|            |                          |                                       |                |   |
|------------|--------------------------|---------------------------------------|----------------|---|
| CS 100-A1B | Laboratory               | <input checked="" type="radio"/> Open | Wait List      | <input type="checkbox"/> Wait list if class is full |
| CS 100-A1L | Lecture                  | <input checked="" type="radio"/> Open | Permission Nbr | <input type="text"/>                                |
| CS 100-A1P | Primary                  | <input checked="" type="radio"/> Open | Grading        | Undergraduate Graded                                |
| Session    | Regular Academic Session |                                       | Units          | 3.00  |
| Career     | Bachelors                |                                       |                |   |

| Section | Component  | Days & Times           | Room        | Instructor  | Start/End Date          |
|---------|------------|------------------------|-------------|-------------|-------------------------|
| A1B     | Laboratory | Fr 2:00AM - 4:00AM     | GPL         | FARHAN RIAZ | 01/27/2015 - 09/26/2015 |
| A1L     | Lecture    | MoWe 11:00AM - 12:00PM | Classroom 8 | FARHAN RIAZ | 01/27/2015 - 09/26/2015 |
| A1P     | Primary    |                        | TBA         | FARHAN RIAZ | 01/27/2015 - 09/26/2015 |

Search

Plan

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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.

✓
CS 100 has been added to your Shopping Cart.

Spring Semester 2015 [Reg2] | Bachelors | NUST
change term

● Open
 ■ Closed
 ▲ Wait List

**Add to Cart:**

Enter Class Nbr

enter

**Find Classes**

Class Search

My Requirements

My Planner

search

| Spring Semester 2015 [Reg2] Shopping Cart |                                   |                        |             |            |       |        |  |
|---|-----------------------------------|------------------------|-------------|------------|-------|--------|--|
| Delete                                    | Class                             | Days/Times             | Room        | Instructor | Units | Status |  |
|   | <a href="#">CS 100-A1P (3068)</a> |                        | TBA         | F. RIAZ    | 3.00  | ●      |  |
|   | CS 100-A1L (3070)                 | MoWe 11:00AM - 12:00PM | Classroom 8 | F. RIAZ    |       | ●      |  |
|   | CS 100-A1B (3069)                 | Fr 2:00AM - 4:00AM     | GPL         | F. RIAZ    |       | ●      |  |

PROCEED TO STEP 2 OF 3

- 9) You can see that both lecture and lab have been added in your shopping cart
- 10) Click the **Next** link
- 11) Click the **Proceed to Step 2 of 3** links.
- 12) Added classes in shopping card will be registered.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

## Add Classes 1 2 3

### 2. Confirm classes

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

Spring Semester 2015 [Reg2] | Bachelors | NUST

● Open
■ Closed
▲ Wait List

| Class             | Description                           | Days/Times             | Room        | Instructor | Units | Status                               |
|-------------------|---------------------------------------|------------------------|-------------|------------|-------|--------------------------------------|
| CS 100-A1P (3068) | Introduction to Database (Primary)    |                        | TBA         | F. RIAZ    | 3.00  | <span style="color: green;">●</span> |
| CS 100-A1L (3070) | Introduction to Database (Lecture)    | MoWe 11:00AM - 12:00PM | Classroom 8 | F. RIAZ    |       | <span style="color: green;">●</span> |
| CS 100-A1B (3069) | Introduction to Database (Laboratory) | Fr 2:00AM - 4:00AM     | GPL         | F. RIAZ    |       | <span style="color: green;">●</span> |

CANCEL
PREVIOUS
FINISH ENROLLING

---

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

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

go to ... »

The screenshot shows the 'Add Classes' section of a student portal. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The section is titled '3. View results' and instructs the user to view a status report for enrollment confirmations and errors. The report is for 'Spring Semester 2015 [Reg2] | Bachelors | NUST'. It displays two messages: a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. Below this is a table with columns 'Class', 'Message', and 'Status'. The table contains one row for 'CS 100' with a success message and a green checkmark in the status column. At the bottom of the table area are two buttons: 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. The footer of the interface includes the same navigation tabs as the top, a 'go to ...' dropdown menu, and a right arrow button.

- 13) Status of your class and lab are shown here. Click the **Finish Enrolling** link
- 14) If status of the class is Success that means you are successfully enrolled in the class
- 15) If the 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.
- 16) To enroll in another course, click 'Add another class' button
- 17) To see the schedule of your classes, click the My Class Schedule button.

## Self-Service Dropping Course

Student can drop a course from his self-service using following steps.

### Steps

1. Click on **Self-Service** link
2. Click on **Enrollment** link
3. Click the **Enrollment: Drop Classes** link

Search

Plan

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

## Drop Classes

1
2
3

### Select Term

Select a term then click Continue.

|                                  | Term                        | Career    | Institution |
|----------------------------------|-----------------------------|-----------|-------------|
| <input type="radio"/>            | Spring Semester 2015 [Reg]  | Bachelors | NUST        |
| <input checked="" type="radio"/> | Spring Semester 2015 [Reg2] | Bachelors | NUST        |

CONTINUE

---

Search

Plan

Enroll

My Academics

My Class Schedule

Add

Drop

Swap

Edit

Term Information

go to ...

»»

4. Select your current term here for which you want to drop a class.

Search

Plan

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

## Drop Classes

1
2
3

### Select Term

Select a term then click Continue.

|                                  | Term                        | Career    | Institution |
|----------------------------------|-----------------------------|-----------|-------------|
| <input type="radio"/>            | Spring Semester 2015 [Reg]  | Bachelors | NUST        |
| <input checked="" type="radio"/> | Spring Semester 2015 [Reg2] | Bachelors | NUST        |

CONTINUE

---

Search

Plan

Enroll

My Academics

My Class Schedule

Add

Drop

Swap

Edit

Term Information

go to ...

»»

5. Click the **Radio button** option
6. Click the **Continue** button

Search

Plan

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

## Drop Classes 1

### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

**Spring Semester 2015 [Reg2] | Bachelors | NUST** change term

Enrolled
 Dropped
 Wait Listed

| Select                              | Class                             | Description                           | Days/Times             | Room        | Instructor  | Units | Status |
|-------------------------------------|-----------------------------------|---------------------------------------|------------------------|-------------|-------------|-------|--------|
| <input type="checkbox"/>            | <a href="#">CS 100-A1P (3068)</a> | Introduction to Database (Primary)    |                        | TBA         | F. RIAZ     | 3.00  |        |
| <input type="checkbox"/>            | CS 100-A1B (3069)                 | Introduction to Database (Laboratory) | Fr 2:00AM - 4:00AM     | GPL         | F. RIAZ     |       |        |
| <input type="checkbox"/>            | CS 100-A1L (3070)                 | Introduction to Database (Lecture)    | MoWe 11:00AM - 12:00PM | Classroom 8 | F. RIAZ     |       |        |
| <input checked="" type="checkbox"/> | <a href="#">HU 100-A1L (1045)</a> | ENGLISH (Lecture)                     | Mo 2:00PM - 4:00PM     | Classroom 3 | N. US SEHAR | 2.00  |        |

DROP SELECTED CLASSES

7. Click the **Select** option. This will select the course to be dropped.
8. Click the **Drop Selected Classes** button

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.

Spring Semester 2015 [Reg2] | Bachelors | NUST

Enrolled
 Dropped
 Wait Listed

| Class                             | Description       | Days/Times         | Room        | Instructor  | Units | Status |
|-----------------------------------|-------------------|--------------------|-------------|-------------|-------|--------|
| <a href="#">HU 100-A1L (1045)</a> | ENGLISH (Lecture) | Mo 2:00PM - 4:00PM | Classroom 3 | N. US SEHAR | 2.00  |        |

CANCEL
PREVIOUS
FINISH DROPPING

9. Click the **Finish Dropping** button
10. If status against the class is **Success**, that means you have successfully dropped the class.
11. If status against the class is **Error**, that means you are unable to drop the class.
12. You can also view the status of the course by clicking on **My Class Schedule** button.

## Viewing Assignments

### Overview

Student can view assignments, marks and equivalent grade for a class of current term.

**Note:** Student will only view those assignment categories, which are defined and added against a course/class.

### Steps

1. Click the **Self Service** link
2. Click on **Student Center**
3. Click on the **Enrollment** link and **Term Information** tab
4. Select **View my class assignments and grades**

**ORACLE**

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

**MUHAMMAD SHOAIB KHAN**

Search Plan Enroll My Academics

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

### Term Information

---

**Enrollment Dates** [View my enrollment dates](#)

**Assignments** [View my class assignments and grades](#)

**Learning Management** [View learning management systems](#)

**Exam Schedule** [View my exam schedule](#)

---

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

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

## 5. Select term to view information

**ORACLE**

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

**MUHAMMAD SHOAIB KHAN**

Search Plan Enroll My Academics

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

### View Assignments and Grades

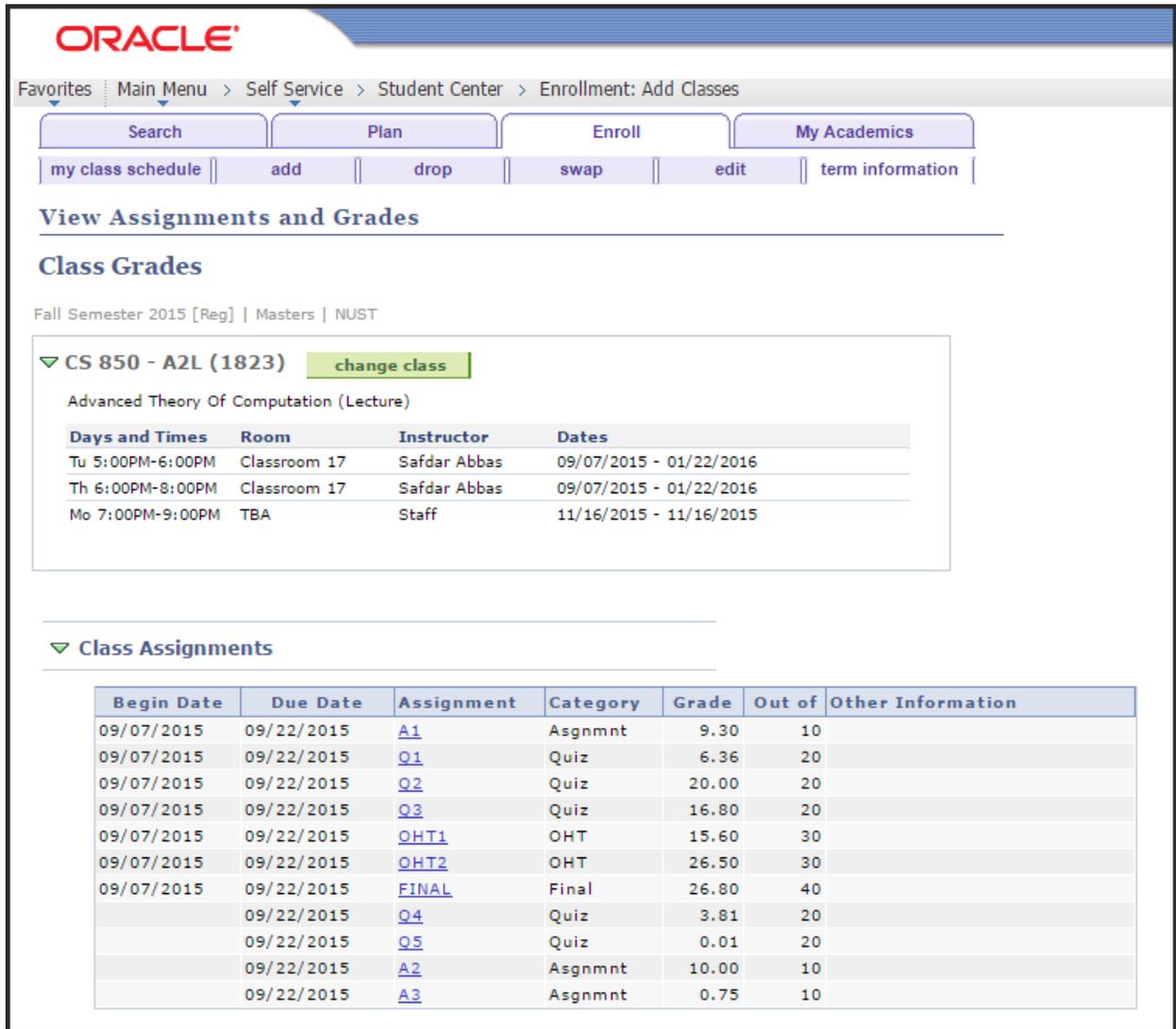
---

View Assignments and Grades

Fall Semester 2015 [Reg] | Masters | NUST [change term](#)

| Course Title                            | Course ID | Class Nbr | Subject Catalog Nbr | Class Section |
|---|-----------|-----------|---------------------|---------------|
| <a href="#">Math Meth For Computing</a> | 000737    | 1805      | CS 813              | A2L           |
| <a href="#">Adv The Of Computation</a>  | 000762    | 1823      | CS 850              | A2L           |
| <a href="#">Adv Algorithm Ana</a>       | 000767    | 1821      | CS 854              | A2L           |

6. Select **Course** for term
7. Student can view class information and class assignments for selected course.



The screenshot shows the Oracle Student Center interface. At the top, there is a navigation bar with the Oracle logo and a breadcrumb trail: Favorites > Main Menu > Self Service > Student Center > Enrollment: Add Classes. Below this are several tabs: Search, Plan, Enroll, and My Academics. Under the Plan tab, there are buttons for my class schedule, add, drop, swap, edit, and term information. The main content area is titled "View Assignments and Grades" and "Class Grades". It shows the current term as "Fall Semester 2015 [Reg] | Masters | NUST". A dropdown menu is open for "CS 850 - A2L (1823)", with a "change class" button next to it. Below this, the course description is "Advanced Theory Of Computation (Lecture)". A table lists the days and times, rooms, instructors, and dates for the course. Below this, there is a section for "Class Assignments" with a table showing the beginning date, due date, assignment name, category, grade, out of, and other information for each assignment.

**Class Grades**

Fall Semester 2015 [Reg] | Masters | NUST

▼ CS 850 - A2L (1823) [change class](#)

Advanced Theory Of Computation (Lecture)

| Days and Times   | Room         | Instructor   | Dates                   |
|------------------|--------------|--------------|-------------------------|
| Tu 5:00PM-6:00PM | Classroom 17 | Safdar Abbas | 09/07/2015 - 01/22/2016 |
| Th 6:00PM-8:00PM | Classroom 17 | Safdar Abbas | 09/07/2015 - 01/22/2016 |
| Mo 7:00PM-9:00PM | TBA          | Staff        | 11/16/2015 - 11/16/2015 |

▼ **Class Assignments**

| Begin Date | Due Date   | Assignment            | Category | Grade | Out of | Other Information |
|------------|------------|-----------------------|----------|-------|--------|-------------------|
| 09/07/2015 | 09/22/2015 | <a href="#">A1</a>    | Asgnmnt  | 9.30  | 10     |                   |
| 09/07/2015 | 09/22/2015 | <a href="#">Q1</a>    | Quiz     | 6.36  | 20     |                   |
| 09/07/2015 | 09/22/2015 | <a href="#">Q2</a>    | Quiz     | 20.00 | 20     |                   |
| 09/07/2015 | 09/22/2015 | <a href="#">Q3</a>    | Quiz     | 16.80 | 20     |                   |
| 09/07/2015 | 09/22/2015 | <a href="#">OHT1</a>  | OHT      | 15.60 | 30     |                   |
| 09/07/2015 | 09/22/2015 | <a href="#">OHT2</a>  | OHT      | 26.50 | 30     |                   |
| 09/07/2015 | 09/22/2015 | <a href="#">FINAL</a> | Final    | 26.80 | 40     |                   |
|            | 09/22/2015 | <a href="#">Q4</a>    | Quiz     | 3.81  | 20     |                   |
|            | 09/22/2015 | <a href="#">Q5</a>    | Quiz     | 0.01  | 20     |                   |
|            | 09/22/2015 | <a href="#">A2</a>    | Asgnmnt  | 10.00 | 10     |                   |
|            | 09/22/2015 | <a href="#">A3</a>    | Asgnmnt  | 0.75  | 10     |                   |

## Viewing Your Grades

### Overview

Student can view grades of courses of any/current term.

### Steps

1. Click the **Self Service** link
2. Click on **Enrollments**
3. Click on **View My Grades**
4. Select the term to view grades

5. All courses of student in term are shown and you can select any course to view student's grades in a course.

**ORACLE**

Favorites | Main Menu > Self Service > Enrollment > View My Grades

MUHAMMAD SHOAIB KHAN

Search Plan Enroll My Academics

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

### View My Grades

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

▼ **Class Grades - Spring Semester 2016 [Reg]**

**Official Grades**

| Class                  | Description          | Units | Grading                 | Grade | Grade Points |
|------------------------|----------------------|-------|-------------------------|-------|--------------|
| <a href="#">CS 822</a> | DATA MINING          | 3.00  | Post Graduate Graded    | B     | 9.000        |
| <a href="#">CS 861</a> | ADV COMP GRAP        | 3.00  | Post Graduate Graded    | B+    | 10.500       |
| <a href="#">CS 862</a> | ADV IMAGE PROC       | 3.00  | Post Graduate Graded    | C+    | 7.500        |
| <a href="#">CS 877</a> | AI & MACH LEARNING   | 3.00  | Post Graduate Graded    | B+    | 10.500       |
| <a href="#">RM 898</a> | Research Methodology | 2.00  | Qualified Grading Basis | Q     |              |

▼ **Term Statistics - Spring Semester 2016 [Reg]**

|                           | From Enrollment | Cumulative Total |
|---------------------------|-----------------|------------------|
| <b>Units Toward GPA:</b>  |                 |                  |
| Taken                     | 12.000          | 21.000           |
| Passed                    | 12.000          | 21.000           |
| <b>Units Not for GPA:</b> |                 |                  |
| Taken                     | 2.000           | 2.000            |
| Passed                    |                 |                  |
| <b>GPA Calculation</b>    |                 |                  |
| Total Grade Points        | 37.500          | 67.500           |
| / Units Taken Toward GPA  | 12.000          | 21.000           |
| = GPA                     | 3.130           | 3.210            |

6. Student can view his grades and GPA calculation for selected term.

## Viewing Your Unofficial Transcript

### Overview

Students can view summary of his/her grades for all the previous semesters.

### Steps

1. Click the **Self Service** link
2. Click on **Student center**
3. Click on the drop down list of other academic or select my academics from side menu and select unofficial transcript from it.

The screenshot shows the Oracle Student Center interface. At the top, the Oracle logo is visible. Below it, the student's name 'MUHAMMAD SHOAIB KHAN' is displayed next to a 'go to ...' search box. A navigation bar contains buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'My Academics' section is active and contains several panels:

- Academic Requirements:** [View my advisement report](#)
- What-If Report:** [Create a what-if scenario](#)
- Advisors:** [View my advisors](#)
- Transfer Credit:** [Evaluate my transfer credits](#), [View my transfer credit report](#)
- Course History:** [View my course history](#)
- Transcript:** [View my unofficial transcript](#), [Request official transcript](#)
- Enrollment Verification:** [Request enrollment verification](#)
- Graduation:** [Apply for graduation](#), [View my graduation status](#)

On the right side, the 'My Program:' section displays a tree structure of the student's program details:

- Institution - NUST
- Career - Masters
- Program - MS ENGINEERING & IT SECS
- Major - MS IN COMPUTER SCIENCE

4. Click on **View My Unofficial Transcript** and select your academic institution and report type for transcript report.

The screenshot displays the Oracle Student Center interface. At the top, the Oracle logo is visible. Below it, a navigation breadcrumb shows 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. The user's name, 'MUHAMMAD SHOAIB KHAN', is displayed on the left, and a 'go to ...' dropdown menu is on the right. Below the name, there are four buttons: 'Search', 'Plan', 'Enroll', and 'My Academics'. The main heading is 'View Unofficial Transcript'. Below this, a message states: 'Choose an institution and report type and press View Report'. A warning message follows: '\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*'. Below the warning, there are two dropdown menus: 'Academic Institution' set to 'NUST' and 'Report Type' set to 'Masters Unofficial Transcript'. A green 'view report' button is positioned to the right of the 'Report Type' dropdown. Below this, there is a section titled 'Information For Students'. At the bottom of the page, there is a green button labeled 'VIEW ALL REQUESTED REPORTS'.

5. Student can view his unofficial transcript with a watermark on it.

| Masters Unofficial Transcript               |                                       |                        |                  |  |                  |                  |               |               |                  |               |
|---|---------------------------------------|------------------------|------------------|--|------------------|------------------|---------------|---------------|------------------|---------------|
| <b>Name:</b>                                | MUHAMMAD SHOAB KHAN                   |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Student ID:</b>                          | 0000001215                            |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Birthdate:</b>                           | 04/09/1990                            | <b>Cum GPA</b>         | 3.33             | <b>Cum Totals</b>                          | <b>Attempted</b> | 9.0              | <b>Earned</b> | 9.0           | <b>GPA Units</b> | 9.0           |
| <b>Gender:</b>                              | Male                                  |                        |                  |  |                  |                  |               |               |                  | <b>Points</b> |
| <b>Print Date:</b>                          | 08/11/2016                            |                        |                  |  |                  |                  |               |               |                  | 30.0          |
| <b>Spring Semester 2016</b>                 |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| <b>External Degrees</b>                     |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| NUST, Islamabad                             |                                       | <b>Course</b>          |                  | <b>Description</b>                         |                  | <b>Attempted</b> |               | <b>Earned</b> |                  | <b>Grade</b>  |
| Bachelor of INFORMATION TECH                | 12/30/0001                            | CS-822                 |                  | Data Mining                                |                  | 3.0 - 0.0        |               | 3.0           |                  | B             |
| Honors: None                                |                                       | CS-861                 |                  | Advanced Computer Graphics                 |                  | 3.0 - 0.0        |               | 3.0           |                  | B+            |
| Bannu Board                                 |                                       | CS-862                 |                  | Advanced Image Processing                  |                  | 3.0 - 0.0        |               | 3.0           |                  | C+            |
| Secondary School Certificate                | 12/30/0001                            | CS-877                 |                  | Artificial Intelligence & Machine Learning |                  | 3.0 - 0.0        |               | 3.0           |                  | B+            |
| Honors: None                                |                                       | RM-898                 |                  | Research Methodology                       |                  | 2.0 - 0.0        |               | 0.0           |                  | Q             |
| Bannu Board                                 |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| Higher Sec.School Certificate               | 12/30/0001                            |                        |                  |  |                  |                  |               |               |                  |               |
| Honors: None                                |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Academic Program History</b>             |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| Program:                                    | Master of Science in Computer Science |                        |                  |  |                  |                  |               |               |                  |               |
| Institute/College:                          | School Of Elec Engg & Com Sci         |                        |                  |  |                  |                  |               |               |                  |               |
| 09/03/2015:                                 | Active in Program                     |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Beginning of Masters Record</b>          |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Fall Semester 2015</b>                   |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Course</b>                               | <b>Description</b>                    | <b>Attempted</b>       | <b>Earned</b>    | <b>Grade</b>                               | <b>Points</b>    |                  |               |               |                  |               |
|   |                                       | <b>Th - Lab</b>        |                  |  |                  |                  |               |               |                  |               |
| CS-813                                      | Mathematical Methods For Computing    | 0.0 - 0.0              | 3.0              | B+   | 10.5             |                  |               |               |                  |               |
| CS-850                                      | Advanced Theory Of Computation        | 3.0 - 0.0              | 3.0              | C+   | 7.5              |                  |               |               |                  |               |
| CS-854                                      | Advanced Algorithm Analysis           | 3.0 - 0.0              | 3.0              | A  | 12.0             |                  |               |               |                  |               |
| <b>Term GPA</b>                             | 3.33                                  | <b>Term Totals</b>     | <b>Attempted</b> | <b>Earned</b>                              | <b>GPA Units</b> | <b>Points</b>    |               |               |                  |               |
|   |                                       |                        | 9.0              | 9.0  | 9.0              | 30.0             |               |               |                  |               |
| <b>Masters Career Totals</b>                |                                       |                        |                  |  |                  |                  |               |               |                  |               |
| <b>Cum GPA:</b>                             | 3.21                                  | <b>Cum Totals</b>      | <b>Attempted</b> | <b>Earned</b>                              | <b>GPA Units</b> | <b>Points</b>    |               |               |                  |               |
|   |                                       |                        | 23.0             | 21.0                                       | 21.0             | 67.5             |               |               |                  |               |
| <b>Transfer Cum GPA</b>                     |                                       | <b>Transfer Totals</b> | 0.0              | 0.0  | 0.0              | 0.0              |               |               |                  |               |
| <b>Combined Cum GPA</b>                     | 3.21                                  | <b>Comb Totals</b>     | 23.0             | 21.0                                       | 21.0             | 67.5             |               |               |                  |               |
| <b>End of Masters Unofficial Transcript</b> |                                       |                        |                  |  |                  |                  |               |               |                  |               |

Page 1 of 1

## Requesting Official Transcript

### Overview

Student can request official transcript from NUST using self-service account.

### Steps

1. Click on **Self Service** link
2. Click on **Academic Record** link
3. Select **Request Official Transcript**
4. Select processing options and recipient mailing address information and submit request for official transcript.

The screenshot shows the Oracle Student User Guide interface for requesting an official transcript. The user is logged in as MUHAMMAD SHOAIB KHAN. The navigation path is: Favorites > Main Menu > Self Service > Academic Records > Request Official Transcript. The user has selected the institution NUST. The processing options are set to Immediate Processing, and the quantity is 1. The recipient address information is entered as follows: Send To: MUHAMMAD SHOAIB KHAN, Country: Pakistan, Address: ROOM NO 303, BHITAI FACULTY HOSTEL, NUST H-12, ISLAMABAD, ISLAMABAD Capital. The address type is Mailing. A warning message states: \*\*Incomplete address information will delay your request.\*\* The interface includes buttons for Search, Plan, Enroll, My Academics, SUBMIT, and CLEAR.

**ORACLE**

Favorites > Main Menu > Self Service > Academic Records > Request Official Transcript

MUHAMMAD SHOAIB KHAN

Search Plan Enroll My Academics

### Request Official Transcript

Select Institution

Information For Students

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option

Quantity

Enter Recipient Address Information

Send To My Address Address Type

Send To

Country: Pakistan

Address: ROOM NO 303, BHITAI FACULTY HOSTEL, NUST H-12, ISLAMABAD, ISLAMABAD Capital [Edit Address](#)

**\*\*Incomplete address information will delay your request.\*\***

SUBMIT CLEAR

5. Student can request official transcript by clicking submit button.

## Viewing Fee Voucher

### Overview

Student can view fee voucher from his self-service account. You can see your charges due, scholarships and free ships.

### Steps

1. Click on **Self-Service** link
2. Click on **Campus Finances** and select **Account Inquiry**

**ORACLE**

Favorites Main Menu > Self Service > Campus Finances > Account Inquiry

MUHAMMAD SHOAIB KHAN go to ...

Account Inquiry Electronic Payments/Purchases

summary activity charges due payments

### Account Summary

**You owe 58,800.00. For the breakdown, access [Charges Due](#)**

- Due Now 58,800.00
- Future Due 0.00

**\*\* You have a past due balance of 58,800.00. \*\***

| What I Owe                 |                                |                  |                  |
|----------------------------|--------------------------------|------------------|------------------|
| Term                       | Outstanding Charges & Deposits | Pending Payments | Total Due        |
| Spring Semester 2016 [Reg] | 58,800.00                      |                  | 58,800.00        |
| <b>Total</b>               | <b>58,800.00</b>               |                  | <b>58,800.00</b> |

Currency used is Pakistan Rupee.

[Remittance Addresses](#)

[Financial Aid](#)

[Account Inquiry](#) [Electronic Payments/Purchases](#)

[Summary](#) [Activity](#) [Charges Due](#) [Payments](#)

go to ...

3. To view charges details click **Charges Due** tab
4. You can view and download your fee voucher using '**Download**' link.

**ORACLE**

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Campus Finances](#) > [Account Inquiry](#)

**MUHAMMAD SHOAIB KHAN**

[Account Inquiry](#) | [Electronic Payments/Purchases](#)  
[summary](#) | [activity](#) | [charges due](#) | [payments](#)

### Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

| Summary of Charges by Due Date |            |                  |
|--------------------------------|------------|------------------|
| Due Date                       | Due Amount | Running Total    |
| 02/16/2016                     | 58,800.00  | <b>58,800.00</b> |

Currency used is Pakistan Rupee.

**Details by Due Date**

Currency used is Pakistan Rupee.

View By:

| Details by Charge              |                          |                            |                  |
|--------------------------------|--------------------------|----------------------------|------------------|
| Charge                         | Due Date                 | Term                       | Amount           |
| Tuition Fee of SEECs           | <a href="#">multiple</a> | Spring Semester 2016 [Reg] | 57,000.00        |
| Extra Curricular Act Fee       | <a href="#">multiple</a> | Spring Semester 2016 [Reg] | 600.00           |
| Health Facility Fee            | <a href="#">multiple</a> | Spring Semester 2016 [Reg] | 600.00           |
| Library Fee                    | <a href="#">multiple</a> | Spring Semester 2016 [Reg] | 600.00           |
| <b>Total due for this view</b> |                          |                            | <b>58,800.00</b> |
| <b>Total due</b>               |                          |                            | <b>58,800.00</b> |

Currency used is Pakistan Rupee.

| Invoices Due |  |                |            |            |   |
|--------------|--|----------------|------------|------------|---|
| Invoice Date | Invoice Number                         | Invoice Amount | Due Amount | Due Date   | Download                                |
| 01/29/2016   | <a href="#">0000000000000000021984</a> | 58800.00       | 58,800.00  | 02/16/2016 | <input type="button" value="DOWNLOAD"/> |

## Viewing Scholarship Information

### Overview

Student can view scholarship information from his self-service account. You can view payments and details for student.

### Steps

1. Click on **Self-Service** link
2. Click on **Campus Finances** and select **Account Inquiry**

**ORACLE**

Favorites Main Menu > Self Service > Campus Finances > Account Inquiry

**MUHAMMAD SHOAIB KHAN**

Account Inquiry | Electronic Payments/Purchases

summary | activity | charges due | payments

### Account Summary

**You owe 58,800.00. For the breakdown, access [Charges Due](#)**

- Due Now 58,800.00
- Future Due 0.00

**\*\* You have a past due balance of 58,800.00. \*\***

| What I Owe                 |                                |                  |                  |
|----------------------------|--------------------------------|------------------|------------------|
| Term                       | Outstanding Charges & Deposits | Pending Payments | Total Due        |
| Spring Semester 2016 [Reg] | 58,800.00                      |                  | 58,800.00        |
| <b>Total</b>               | <b>58,800.00</b>               |                  | <b>58,800.00</b> |

Currency used is Pakistan Rupee.

[Remittance Addresses](#)

[Financial Aid](#)

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**[Account Inquiry](#) | [Electronic Payments/Purchases](#)**

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#)

3. Select **Payments** to view your scholarships details.

**ORACLE**

Favorites Main Menu > Self Service > Campus Finances > Account Inquiry

**MUHAMMAD SHOAIB KHAN**  >>

Account Inquiry | Electronic Payments/Purchases

summary | activity | charges due | payments

### Payment History

From   To

| Posted Payments                            |                                |                  |
|--|--------------------------------|------------------|
| Date Paid                                  | Payment Type                   | Paid Amount      |
| 08/11/2016                                 | ICT R&D-Admission Fee-all incl | 35,000.00        |
| <b>Total Posted Payments for this view</b> |                                | <b>35,000.00</b> |

Currency used is Pakistan Rupee.

### Pending Payments

You have no pending payments.