

# SIS STUDENT GUIDELINES

خطوات استخدام موقع التسجيل

Home Open <https://sis.lc.ac.ae/psp/sisprd/?cmd=login&>

Then enter your username and password

إفتح الرابط أعلاه ثم أدخل اسم المستخدم وكلمة المرور



User ID  
Password  
Select a Language  
English

username (Student ID)  
إسم المستخدم (الرقم الجامعي)

Your Password  
كلمة المرور

Sign In

[Forgot Password?](#)

## Home page الصفحة الرئيسية

ORACLE Student Home Page

Student Center

Academic Progress

My Attendance

Academic Records

Financial Account

Manage Classes

Profile

Tasks

Classic Home

To Change your password click here  
لتغيير كلمة السر انقر هنا

javascript:submitAction\_win0(document.win0,'PTNUI\_LAND\_WRK\_GROUPBOX14');




Click to change password  
تغيير كلمة السر

ORACLE®

Menu

Search:

» My Favorites  
» Self Service  
» Financial Aid  
» Set Up SACR  
» PeopleTools  
Change My Password  
My System Profile



- 1- Type your current password
- 2- Type your new password
- 3- Confirm new password

- 1 اكتب كلمة السر الحالية
- 2 اكتب كلمة السر الجديدة
- 3 تأكيد على كلمة السر الجديدة

## Change Password

User ID

Description

\*Current Password



\*New Password



\*Confirm Password



Change Password

Click on Student Center to see your details  
إنقر هنا لعرض المعلومات العامة للطلاب

ORACLE Student Home Page

Student Center

Academic Progress

My Attendance

Academic Records

Financial Account

Manage Classes

Profile

Tasks

Classic Home

Payment Due

javascript:submitAction\_win0(document.win0,'PTNUI\_LAND\_WRK\_GROUPBOX14');

## Student Center Page الصفحة العامة للطلاب

**Academics**

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

Click here for courses registration  
انقر هنا لتسجيل المواد

You are not enrolled in classes.

[Enrollment Shopping Cart ▶](#)

other academic... »

[Search for Classes](#)

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
Nizar AlSharari  
[Details ▶](#)

**e-Books Link**  
e-Books

**Search Engines**  
Yahoo  
Google

**Other Links**  
Amazon

**Finances**

**My Account**

[Account Inquiry](#)  
[Payment Profile](#)  
[Account Statement](#)

other financial... »

**Account Summary**

**You owe 10,269.00.**

- Due Now 10,269.00
- Future Due 0.00

\*\* You have a past due balance of 10,269.00. \*\*

Currency used is United Arab Emirates Dirham

[Make a Payment ▶](#)

**Personal Information**

[Demographic Data](#)  
[Emergency Contact Names](#)  
[User Preferences](#)

other personal... »

**Contact Information**

Home	Permanent
Abu Dhabi	None
Abu Dhabi	
ARE	
Mobile	Campus Email

Click search to add a course

أنقر على البحث لتسجيل المواد

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes

go to ... ▾ »

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes 1 2 3

### 1. Select classes to add

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

Spring 2020-2021 | Bachelors Degree |

● Open    ■ Closed    ▲ Wait List

Add to Cart  
Find Classes  
 Class Search  
Search

Spring 2020-2021 Shopping Cart  
Your enrollment shopping cart is empty.

▼ My Spring 2020-2021 Class Schedule  
You are not registered for classes in this term.

Go to top

## Choose the subject area (a group of courses/a course)

### اختر المادة المناسبة لك من قائمة المواد المتاحة

Navigation: Favorites ▾ | Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes

go to ... ▾ >>

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

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes 1 2 3

### Enter Search Criteria

#### Search for Classes

| Spring 2020-2021

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


▼ Class Search

Subject	Course Keyword	Campus
MAC-Macro&Cost-ManagerialAcct.		
GE - Writing Skills & Levels		
GE- Basic Statistics		
GE-English		
HRM - Human Resource Mgmt		
IAC - International Accounting		
INB - BBA Internship		
IPB- Perspective on Business		
LDR - Leadership		
<b>MAC-Macro&amp;Cost-ManagerialAcct.</b>		
MIC - Microeconomics		
MIS- Mgmt Information Systems		
MNG - Principles of Management		
MRK - Principles of Marketing		
MSB-Mgmt of Small Business		
OBV - Organization Behavior		
OPM - Operations Management		
PFN - Principles of Finance		
PMA - Managerial Accounting		
PMG - Project Management		
QTY-Int to Managing Quality		

Return to Add Classes

Clear Search

Go to top





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: **MAC-Macro&Cost-ManagerialAcct.**, Show Open Classes Only: **No**, Campus: **Abu Dhabi Main Campus**



Open



Closed



Wait List

[Return to Add Classes](#)

[New Search](#)

[Modify Search](#)

**2 class section(s) found**

▼ MAC 202 - Macroeconomic

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10159	1-LEC Regular	MoWe 7:30PM - 9:00PM	Room no GR 003	Suja Pradeep	01/17/2021 - 05/15/2021		<a href="#">Select</a>

Notes: This is a combined section class

▼ MAC 401 - Advanced Managerial Accounting

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10129	1-LEC Regular	TuSu 7:30PM - 9:00PM	Room no FL 110	Nizar AlSharari	01/17/2021 - 05/15/2021		<a href="#">Select</a>

Notes: This is a combined section class

[Return to Add Classes](#)

[New Search](#)

[Modify Search](#)

[Go to top](#)

Click select to register the course  
انقر هنا لتسجيل المادة

## Review course details and click “Next”

### راجع تفاصيل المادة ثم انقر على ”التالي”

[Favorites](#) > [Main Menu](#) > [Student Home Page](#) > [Student Center](#) > [Enrollment: Add Classes](#)

go to ...

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

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

Add Classes 1 2 3

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

Spring 2020-2021 | Bachelors Degree | |

MAC 202 - Macroeconomic

**Class Preferences**

MAC 202-1      Lecture      ● Open

**Wait List**  Wait list if class is full  
**Permission Nbr**   
**Grading** Graded  
**Units** 3.00  
**Program** BAC of Business Administration

**Session** Regular Academic Session  
**Career** Associate Degree

**Enrollment Information**

- MIC102 as Prerequisite

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	MoWe 7:30PM - 9:00PM	Room no GR 003	Suja Pradeep	01/17/2021 - 05/15/2021

[Go to top](#)

**Note:** If you want to add another course, click on search again before proceeding to the next step  
**ملاحظة:** إذا كنت ترغب في إضافة مواد أخرى، إنذهب إلى عملية البحث عن المواد مرة أخرى واختر المواد قبل النقر على التالي

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes

go to ... ▾

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes 1 2 3

### 1. Select classes to add

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

✓ MAC 202 has been added to your Shopping Cart.

Spring 2020-2021 | Bachelors Degree |

● Open □ Closed ▲ Wait List

Add to Cart Find Classes

● Class Search

Search Find a class

Spring 2020-2021 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	MAC 202-1 (10159)	MoWe 7:30PM - 9:00PM	Room no GR 003	S. Pradeep	3.00	●

Proceed to Step 2 of 3

▼ My Spring 2020-2021 Class Schedule

You are not registered for classes in this term.

Go to top

Click on “Finish enrolling” to complete your registration  
أنقر على “إنهاء التسجيل” لاستكمال عملية التسجيل

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes

go to ... ▾ >>

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes 1 2 3

## 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

| Bachelors Degree |

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
GEE 101-388 (18419)	English 101 (Lecture)	TuSu 4:30PM - 6:00PM	TBA	F. Qasmi	3.00	●

Cancel Previous **Finish Enrolling** ←

**Students with AGPA less than 2**, will receive this message, and advisor will be notified to complete the registration **للطلاب المعدلاتهم التراكمية أقل عن 2** ستظهر لهم رسالة بمراجعة مرشدهم الأكاديمي لمساعدتهم في التسجيل

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes

### 1. Select classes to add

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

Spring 2020-2021 | Bachelors Degree | Khawari

Add to Cart  
Find Classes

Class Search

Search

Spring 2020-2021	Delete						
(10151)		7:30PM					
MRK 201-1 (10167)		TuSu 6:00PM - 7:30PM	006_ALT	M. Khaleeli	3.00		

Proceed to Step 2 of 3

Message

Your Enrollment request has been forwarded to Advisor since your AGPA is less than 2.0 (0,0)

The PeopleCode program executed an Error statement, which has produced this message.

OK

# Drop courses

## سحب المواد

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes

go to ... ▾ »

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | **Drop** | Swap | Edit | Term Information

Add Classes

1 2 3

### 1. Select classes to Add

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

Spring 2020-2021 | Bachelors Degree |

Open  Closed  Wait List

Add to Cart  
Find Classes

Class Search

Search

#### Spring 2020-2021 Shopping Cart

Your enrollment shopping cart is empty.

#### ▼ My Spring 2020-2021 Class Schedule

You are not registered for classes in this term.

Go to top



## Choose the course, then click on Drop Selected Classes

### اختر المادة ثم انقر على سحب المواد المحددة

[Favorites](#) > [Main Menu](#) > [Student Home Page](#) > [Student Center](#) > [Enrollment: Add Classes](#) > [Enrollment: Drop Classes](#)

[go to ...](#)

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

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

Drop Classes 1 2 3

### 1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

| Bachelors Degree | [Change Term](#)

✓ Enrolled   ⊗ Dropped   ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ADV 350-203 (18353)	كتابة النصوص الإعلانية (Lecture)	TuSu 4:30PM - 6:00PM	TBA	A. Sakr	3.00	✓
<input checked="" type="checkbox"/>	COM 260-239 (18347)	مبادئ الاقتصاد (Lecture)	TuSu 3:00PM - 4:30PM	TBA	M. Fayadh	3.00	✓
<input type="checkbox"/>	COM 270-242 (18372)	التصوير الرقمي (Lecture)	MoWe 4:30PM - 6:00PM	TBA	A. Sakr	3.00	✓
<input type="checkbox"/>	DGM 350-252 (18362)	الكتابة للإعلام الرقمي (Lecture)	MoWe 3:00PM - 4:30PM	TBA	M. Ahmed	3.00	✓

[Drop Selected Classes](#)

## Confirm your selection and click on Finish Dropping تأكد من اختيارك ثم انقر على الإنتهاء من السحب

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes > Enrollment: Drop Classes

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | Add | **Drop** | Swap | Edit | Term Information

Drop Classes

1 2 3

### 2. Confirm your selection

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

Bachelors Degree |

Class	Description	Days/Times	Room	Instructor	Units	Status
COM 260-239 (18347)	مبادئ الاقتصاد (Lecture)	TuSu 3:00PM - 4:30PM	TBA	M. Fayadh	3.00	✓

Cancel

Previous

Finish Dropping



# Swap Courses

## استبدال المواد

Laiba Riaz

go to ... ▾ »

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | **Swap** | Edit | Term Information

Add Classes

1 2 3

### 1. Select classes to add

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

Spring 2020-2021 | Bachelors Degree |

Open  Closed  Wait List

Add to Cart  
Find Classes

Class Search

Search

Spring 2020-2021 Shopping Cart

Your enrollment shopping cart is empty.

▼ My Spring 2020-2021 Class Schedule

You are not registered for classes in this term.

 Go to top

## Select the course you need to swap اختر المادة التي تريد استبدالها

Navigation: Favorites ▾ | Main Menu ▾ | Student Home Page > | Student Center > | Enrollment: Add Classes > | Enrollment: Swap Classes

go to ... ▾ ⌕

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

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class 1 2 3

### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

| Bachelors Degree | Change Term

**Swap This Class**


Select from your schedule: COM 260: مبادئ الاقتصاد

**With This Class**

Search for Class: COM 270: التصوير الرقمي  
DGM 350: الكتابة للإعلام الرقمي

Enter Class Nbr:  Enter

▶ **Class Schedule**



## Click on search to find the new course أنقر على "البحث" لاختيار مادة أخرى

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes > Enrollment: Swap Classes

go to ... ▾ >>

Search Plan **Enroll** My Academics

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

Swap a Class 1 2 3

### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

| Bachelors Degree | Change Term

**Swap This Class**

Select from your schedule


**With This Class**

Search for Class  Search

----- OR -----

Enter Class Nbr  Enter

▶ **Class Schedule**





Choose the subject area (a group of courses/a course)

اختر المادة من مجموعة المواد المتاحة

[Favorites](#) > [Main Menu](#) > [Student Home Page](#) > [Student Center](#) > [Enrollment: Add Classes](#) > [Enrollment: Swap Classes](#)

go to ...

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

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

Swap a Class

1 2 3

### Enter Search Criteria

#### Search for Classes

Khawarizmi Intl. College |

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



▼ Class Search

Subject: GE-English

Course Keyword: ?

Campus: Abu Dhabi Main Campus

[Return to Swap a Class](#) [Clear](#) [Search](#)





## Review course details and click Next

راجع تفاصيل المادة ثم انقر على "التالي"

[Favorites](#) | [Main Menu](#) | [Student Home Page](#) | [Student Center](#) | [Enrollment: Add Classes](#) | [Enrollment: Swap Classes](#)

[go to ...](#)

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

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

Swap a Class 1 2 3

### 1. Select a class to swap - Enrollment Preferences

| Bachelors Degree |

GEE 101 - English 101

**Class Preferences**

GEE 101-388    Lecture    ● Open    Permission Nbr

Session Regular Academic Session    Grading Graded

Career Associate Degree    Units 3.00

**Enrollment Information**

- TOEFL/IELTS

Program BAC of Mass Communication

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
388	Lecture	301	TuSu 4:30PM - 6:00PM	TBA	Faiza Qasmi	09/06/2020 - 01/02/2021

Click Finish Swapping to finish the process

أنقر على "الانتهاء" لإنهاء عملية التغيير

Favorites ▾ Main Menu ▾ > Student Home Page > Student Center > Enrollment: Add Classes > Enrollment: Swap Classes

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class

## 2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

| Bachelors Degree |

▼ You are replacing this class

Enrolled
  Dropped
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
COM 260-239 (18347)	مبادئ الاقتصاد (Lecture)	TuSu 3:00PM - 4:30PM	TBA	M. Fayadh	3.00	<input checked="" type="checkbox"/>

▼ With this class

Open
  Closed
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
GEE 101-388 (18419)	English 101 (Lecture)	TuSu 4:30PM - 6:00PM	TBA	F. Qasmi	3.00	<input checked="" type="checkbox"/>

Cancel Finish Swapping





Thank you

شكرا



كلية ليوا  
Liwa College

منذ 1993 Est

