



Student Guide for Online Course Registration

Logsis

Please read the following guide carefully before contacting the university and remember to review it from time to time because there will be additions and amendments according to queries and questions.

Online course registration

1. Click the following link:

http://sisweb.uof.ac.ae/portal/pls/portal/logsisw.cow_start

2. Enter your university ID number and your own password.

Enter your Single Sign-On user name and password to sign in

User Name

Password

Make sure you enter the password as created.

Forgot your password?

3. The system may ask you to change your own password. Make sure you reset a new password made up of English letters and numbers and in the event of encountering any problem on this page, make sure that you don't have any issues with the department of registration.

If you are not asked to change your password, please go to step 6.

Kindly note that:

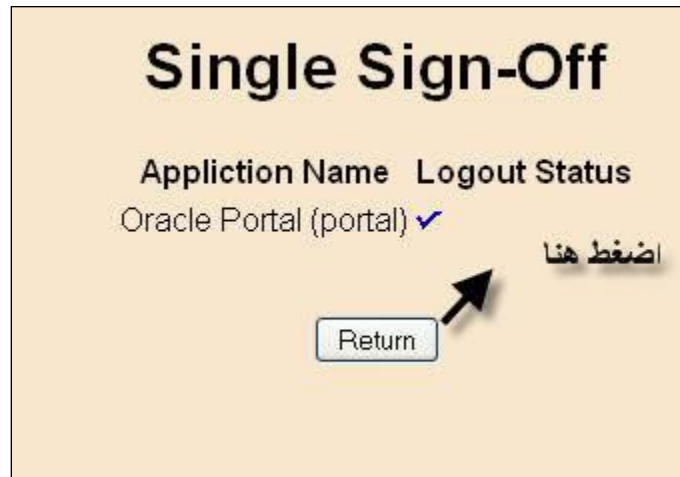
- The minimum length of your password should be: 6 characters.
- You should change your password after: 60 days.
- Your password should contains only alphanumeric characters: [a-z], [A-Z] and [0-9].
- **After changing your password and upon later logging in, it will be verified as you created here differentiating between capital and small letters.**

Old Password

New Password

Confirm New Password

4. The following page will appear after clicking the "Change" button.



Enter your Single Sign-On user name and password to sign in

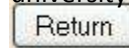
User Name

Password

Make sure you enter the password as created.

Forgot your password?

5. Click **“Return”** to go back to the log in page again and write your university ID number and your password set up in the previous step.

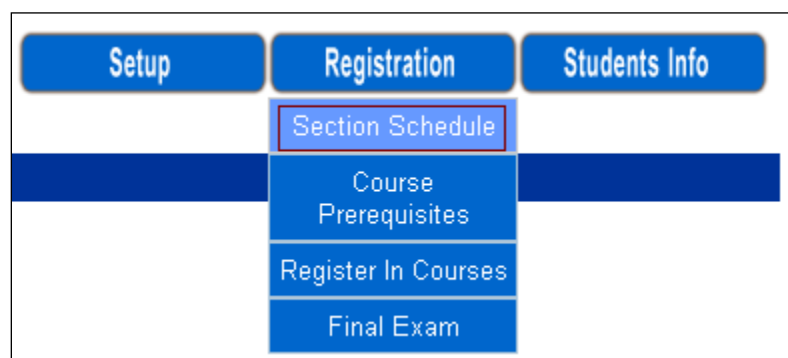


6. If there are no issues with the finance, the registration operation starts. In case you have any questions about the courses or the number of credit hours you may ask your academic advisor.

To register courses, go to the **“Program of Study”** by clicking the link shown below.

7. When you choose courses, make sure that you took the course prerequisites (if any). The demonstration below may be helpful.

8. After making sure you have met the course mandatory prerequisites, go to the list of the courses and their sections as demonstrated below.



Section Schedule

Search for Course

From Time : Till Time :

Sched Type **Regular Schedule** ▾

Days

College

Course

Department

Instructor

Session Type

QUERY

Note: Section in Red are Closed.

Crs.#	Title	Cr	Section	Session Type	Lang.	Room	Day	Time	Remark
220601	المكتبة العربية	3	1	Evening	English	B1-LR8	SuTu	18.30-20.00	
223201	الروض والفقيه	3	1	Evening	English	B1-LR8	SuTu	14.00-15.30	
224201	نصوص الأدب الداخلي وتحليلها	3	1	Evening	English	B1-LR8	SuTu	15.30-17.00	
225601	آداب الخطب	3	1	Evening	English	B1-LR8	MW	14.00-15.30	
227401	النقد الأدبي القديم	3	1	Evening	English	B1-THT	SuTu	15.30-17.00	
ARAB 120101	Arabic Composition And Report Writing	3	1	Evening	English	B1-LR1	SuTu	06.30-08.00	
ARAB 120102	Communication Skills And Analysis In Arabic Language	3	1	Morning	English	B1-LR2A	SuTu	08.00-09.30	
ARAB 227401	Modern Literary Criticism	3	1	Evening	English	B1-LR8	MW	15.30-17.00	

9. Now, before you go to the final step, you must choose the section for each course and its time. Make sure that there is no time clash among the courses you have chosen. You should also make sure that the sections you have chosen are not closed (full). The following demonstration may be helpful.

10. To access the registration link, see the demonstration below.



جامعة الفجيرة
UNIVERSITY OF FUJAIRAH

Change Semester

Semester **UPDATE**

Program Of Study

PRINT

Not Registered Fail or Withdraw or Incomplete Registered Completed

COMPULSORY COURSES

College Requirements

Crs.#	Course Title	Credits	Rank	Semester	Min Grade	Grade	Prerequisite Crs.
ARAB 120102	Communication Skills And Analysis In Arabic Language	3	Year 1	2016-1	.	Fin.Hold	
ENG 110104	Communication Skills In English Language	3	Year 1	2013-2	.		= ENG_PROF
HUM 160101	Islamic Studies	3	Year 2	2013-2	.		= ENG_PROF
HUM 160102	Introduction To Humanities	3	Year 2	2014-1	.		= ENG_PROF
IT 140101	Computer Applications	3	Year 1	2013-2	.		= ENG_PROF
NSCI 180101	Introduction To Environmental Science	3	Year 3	2015-3	.		= ENG_PROF
SSCI 170101	Introduction To Psychology	3	Year 2	2014-2	.		= ENG_PROF
SSCI 170102	Introduction To Sociology	3	Year 2	2013-3	.		= ENG_PROF
SSCI 170103	Ethics And Citizenship Rights	3	Year 3	.	.	Fin.Hold	= ENG_PROF
SSCI 170104	Logic And Critical Thinking	3	Year 1	2013-3	.		= ENG_PROF



11. In case any of these messages appear:

“Registration time is not verified for this student – read only.”

Online registration is not allowed.

The section is closed, you cannot proceed.

First: Make sure you are registering on the date assigned according to the academic department and college joining year as posted on the college’s web site.

Second: Make sure that you select the current semester on your own page, or change the semester as follows:

12. You can select the required courses. You can select any of the courses on the list as they are all eligible. The closed sections and the courses whose prerequisites are not met will not appear on the list.

Student Registration

[CLEAR ALL](#) [SUBMIT](#) [SHOW SCHEDULE TO PRINT](#) [SHOW ADVISING REPORT](#) [REMARK](#)

Select the desired course from the list then click on [Add]. Once you added all required courses, click on [Submit] in order to confirm your registration.

Select Course

[ADD](#)

M CPR 500412 Media and Development Lec. 1 Lang.Arabic (13.00-14.30) (SuMTuW) (B1-LR2)	CLEAR	<input type="text"/>
M CPR 500501 Photography Lec. 1 Lang.Arabic (14.30-16.00) (SuMTuW) (B1-LAB3)	CLEAR	<input type="text"/>
M CPR 501601 Graphic Art Lec. 1 Lang.Arabic (19.30-21.00) (SuMTuW) (B1-LAB3)	CLEAR	<input type="text"/>
M CPR 530703 Organizational Communication Lec. 1 Lang.Arabic (14.30-16.00) (SuMTuW) (B1-LR4)	CLEAR	<input type="text"/>
M CPR 533801 Internship - Public Relations Lec. 1 Lang.Arabic (10.30-12.00) (SuMTuW) (B1-LR1)	CLEAR	<input type="text"/>
SSCI 170101 Introduction To Psychology Lec. 1 Lang.Arabic (13.00-14.30) (SuMTuW) (B1-LR3)	CLEAR	<input type="text"/>
SSCI 170103 Ethics and Citizens Rights Lec. 1 Lang.Arabic (16.00-17.30) (SuMTuW) (B1-LR3)	CLEAR	<input type="text"/>
5 <input type="text"/>	CLEAR	<input type="text"/>
6 <input type="text"/>	CLEAR	<input type="text"/>
7 <input type="text"/>	CLEAR	<input type="text"/>
8 <input type="text"/>	CLEAR	<input type="text"/>
9 <input type="text"/>	CLEAR	<input type="text"/>
10 <input type="text"/>	CLEAR	<input type="text"/>

[CLEAR ALL](#) [SUBMIT](#)

Student Registration

CLEAR ALL **SUBMIT** **SHOW SCHEDULE TO PRINT** **SHOW ADVISING REPORT** **REMARK**

Select the desired course from the list then click on [Add]. Once you added all required courses, click on [Submit] in order to confirm your registration.

Select Course

MCPR 530703 Organizational Communication Lec. 1 Lang.Arabic (14,30-16,00) (SuMTuW) (B1-LR4) **ADD**

Added Courses

1.	MCPR 500412 Media and Development Lec. 1 Lang.Arabic (13,00-14,30) (SuMTuW) (B1-LR2)	CLEAR	Dropped Courses
2.	MCPR 501601 Graphic Art Lec. 1 Lang.Arabic (19,30-21,00) (SuMTuW) (B1-LAB3)	CLEAR	
3.	MCPR 530703 Organizational Communication Lec. 1 Lang.Arabic (14,30-16,00) (SuMTuW) (B1-LR4)	CLEAR	
4.		CLEAR	
5.		CLEAR	
6.		CLEAR	
7.		CLEAR	
8.		CLEAR	
9.		CLEAR	
10.		CLEAR	

CLEAR ALL **SUBMIT**

In case a course does not appear on the list, there may be the possibility that:

- The course has a prerequisite which hasn't been met (check the program of study).
- The section is closed /full (check course schedule).
- The course is not offered this semester (check course schedule).


After selecting the required courses the page must be as follows:

14. Now click **SUBMIT**.

CLEAR ALL **SUBMIT**

Taken Courses Load:0 Min Load:9 Max Load:18 Status:Normal

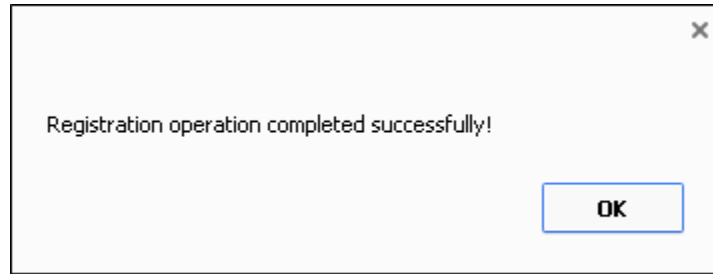
15: You may get a wrong message like the one below:

 *****Time Conflict Exists between Course BCGE001 and Course BCGE003**

Advisor: Ishaq .

Student Registration

16: After resolving all the problems that you have encountered, you may get the following message:



17: Then the registered courses will appear as below.

Taken Courses Advisor: Load:9 Min Load:3 Max Load:18						
Crs.#	Title	Credits	Load	Schedule		Lab Schedule
ARAB 227401	Modern Literary Criticism	3	3	1 - (17,30-19,00) (SuMTuW) (B1-LR8)		.
BUS 150101	Introduction To Economics	3	3	1 - (13,00-14,30) (SuMTuW) (B1-LR1)		.
NSCI 180101	Introduction To Environmental Science	3	3	1 - (14,30-16,00) (SuMTuW) (B1-LR3)		.

18: In such manner, you have successfully registered the required courses.

Important Notes

If you are asked to change your own password, create a new one using English letters and numbers.

If you fail to complete the registration process, contact the Finance and the Department of registration.

If you can't access the online service, contact the following number:

Prepared By: Said Salloum - IT Manager

Best wishes to our dear students.