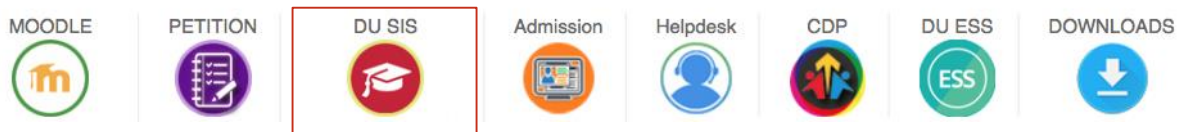## HOW TO REGISTER ONLINE

To register online during registration period:

1. Go to **www.du.edu.om** , then click **DU SIS** icon.

2. Enter Your **Username** and **Password**.

   Note: click on Forgot your password if you lose it.

3. After successful login to student's portal, you will find the following lists:

Setup
- Change Semester
- Change Password
- Change Language
- Calendar

Registration
- Section Schedule
- Course Prerequisites
- Register In Courses
- Advisor Comments

Student Info
- Program Of Study
- Grades
- Student Holds
- Overall Student Holds
- Student Messages
- Student Transcript
- Statement Of Account
- Academic Advisor Information
- Student Final Exam
- Instructors Evaluation
- Student Schedule
- Weekly Schedule

4. In order to register courses, click on "**Register in Courses**" link in the "**Registration**" menu.

Registration
- Section Schedule
- Course Prerequisites
- Register In Courses
- Advisor Comments

5. On this screen, you can control the **Registration**, **Drop** and **Waiting list**:

A / You can **choose the courses** by clicking on **select course** then **ADD**.

The courses will be showing down in **Added Courses** list, then click **SUBMIT.**

Select Course

| BUSS 304 Quantitative Methods for Business Lec. 3 Cap. 35 Lang.English (09:30-10:45) (MonWed) (COMC-002C) ▼ | **ADD** |

Select Elective Course

| ▼ | **ADD** |

Added Courses   **Waiting List**   **Dropped Courses**

1. | ARAB 101 Academic Writing in Arabic Lec. 3 Cap. 50 Lang.Arabic (14:00-15:15) (SunTu) (COMC-005B) ▼ | ☐ | **CLEAR** | ▼ |
2. | BUSS 304 Quantitative Methods for Business Lec. 3 Cap. 35 Lang.English (09:30-10:45) (MonWed) (COMC-002C) ▼ | ☐ | **CLEAR** | ▼ |
3. | ▼ | ☐ | **CLEAR** | ▼ |
4. | ▼ | ☐ | **CLEAR** | ▼ |
5. | ▼ | ☐ | **CLEAR** | ▼ |
6. | ▼ | ☐ | **CLEAR** | ▼ |
7. | ▼ | ☐ | **CLEAR** | ▼ |

CLEAR ALL   **SUBMIT**   **ERROR LOG**

B / You can **Drop** previously registered courses by clicking on **Dropped courses** then **SUBMET**.

Added Courses   **Waiting List**   **Dropped Courses**

1. | ▼ | ☐ | **CLEAR** | ARAB 101 ▼ |
2. | ▼ | ☐ | **CLEAR** | BUSS 304 ▼ |
3. | ▼ | ☐ | **CLEAR** | ▼ |
4. | ▼ | ☐ | **CLEAR** | ▼ |
5. | ▼ | ☐ | **CLEAR** | ▼ |
6. | ▼ | ☐ | **CLEAR** | ▼ |
7. | ▼ | ☐ | **CLEAR** | ▼ |

CLEAR ALL   **SUBMIT**   **ERROR LOG**

C / You can register on the **waiting list** by ticking ✓ next to the full course then click on **SUBMIT**.

Note: If the course is full it will be in yellow highlight.

ACCT 221 Intermediate Accounting I Lec. 1 Cap. 30 Lang.English (09:30-10:45) (SunTu) (CCBA-005A)
ACCT 221 Intermediate Accounting I Lec. 2 Cap. 30 Lang.English (14:00-15:15) (MonWed) (CCBA-005A)
ACCT 222 Managerial Cost Accounting Lec. 1 Cap. 30 Lang.English (11:00-12:15) (SunTu) (CCBA-004A)
ACCT 222 Managerial Cost Accounting Lec. 2 Cap. 30 Lang.English (11:00-12:15) (MonWed) (COMC-107A)
ACCT 223 Financial Statement Analysis Lec. 1 Cap. 30 Lang.English (09:30-10:45) (SunTu) (CCBA-004A)
MISS 221 Introduction to information Systems Lec. 1 Cap. 10 Lang.English (09:30-10:45) (SunTu) (CCBA-Lab2)
MISS 221 Introduction to information Systems Lec. 2 Cap. 0 Lang.English (14:00-15:15) (SunTu) (CCBA-Lab5)
MISS 222 Business Programming Lec. 1 Cap. 10 Lang.English (11:00-12:15) (SunTu) (CCBA-Lab2)
MISS 222 Business Programming Lec. 2 Cap. 0 Lang.English (14:00-15:15) (MonWed) (CCBA-Lab3)
MKTG 221 Consumer Behavior Lec. 1 Cap. 30 Lang.English (14:00-15:15) (MonWed) (COMC-204A)
MNGT 221 Organizational Behavior Lec. 1 Cap. 35 Lang.English (11:00-12:15) (SunTu) (COMC-205B)
NUTR 150 Food and Nutrition Lec. 1 Cap. 30 Lang.English (11:00-12:15) (SunTu) (COMC-006B)
NUTR 150 Food and Nutrition Lec. 2 Cap. 30 Lang.English (09:30-10:45) (MonWed) (COMC-102B)
PSYC 250 Personal Development Lec. 1 Cap. 30 Lang.English (17:30-18:45) (MonWed) (COMC-006B)
SOWO 270A Field Internship Lec. 1 Cap. 30 Lang.Arabic () () ()

Select Elective Course

MISS 221 Introduction to information Systems Lec. 2 Cap. 0 Lang.English (14:00-15:15) (SunTu) (CCBA-Lab5)   **ADD**

Added Courses	Waiting List	Dropped Courses
1. MISS 221 Introduction to information Systems Lec. 2 Cap. 0 Lang.English (14:00-15:15) (SunTu) (CCBA-Lab5)	☑ CLEAR	
2.	☐ CLEAR	
3.	☐ CLEAR	
4.	☐ CLEAR	
5.	☐ CLEAR	
6.	☐ CLEAR	
7.	☐ CLEAR	

CLEAR ALL   **SUBMIT**   **ERROR LOG**

D / You can do all previously steps at one time.

Select Course

| BUSS 306 Strategic Management Lec. 4 Cap. 35 Lang.English (09:30-10:45) (MonWed) (COMC-103B) ▼ | **ADD** |

Select Elective Course

| MISS 221 Introduction to information Systems Lec. 2 Cap. 0 Lang.English (14:00-15:15) (SunTu) (CCBA-Lab5) ▼ | **ADD** |

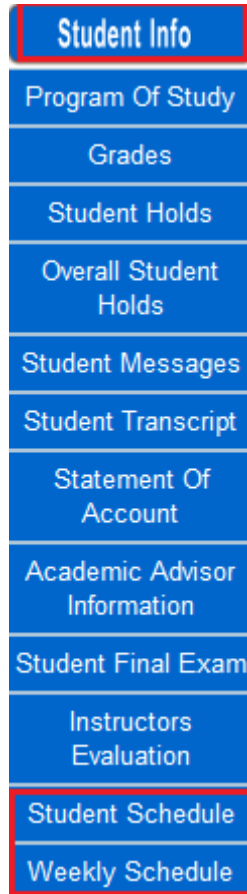**Added Courses**   **Waiting List**   **Dropped Courses**

1. | MISS 221 Introduction to information Systems Lec. 2 Cap. 0 Lang.English (14:00-15:15) (SunTu) (CCBA-Lab5) ▼ | ☑ | **CLEAR** | | ARAB 101 ▼ |

2. | BUSS 304 Quantitative Methods for Business Lec. 2 Cap. 35 Lang.English (14:00-15:15) (MonWed) (COMC-204B) ▼ | ☐ | **CLEAR** | | ▼ |

3. | BUSS 306 Strategic Management Lec. 4 Cap. 35 Lang.English (09:30-10:45) (MonWed) (COMC-103B) ▼ | ☐ | **CLEAR** | | ▼ |

4. | ▼ | ☐ | **CLEAR** | | ▼ |

5. | ▼ | ☐ | **CLEAR** | | ▼ |

6. | ▼ | ☐ | **CLEAR** | | ▼ |

7. | ▼ | ☐ | **CLEAR** | | ▼ |

CLEAR ALL   **SUBMIT**   **ERROR LOG**

6. click on "**Student Schedule**" or "**Weekly Schedule**" link in the "**Student Info**" menu.

Student Schedule

Crs.#	Title	Cr	Fin Cr	Sec #	Room	Day	Time	Date	Instructor		Abs %	
ARAB 101	Academic Writing in Arabic	3	3	1	COMC-002B	SunTu	15:30 - 16:45				-	ABSENCES
BUSS 304	Quantitative Methods for Business	3	3	1	COMC-002B	MonWed	11:00 - 12:15			INST INFO	-	ABSENCES
BUSS 306	Strategic Management	3	3	1	COMC-003B	SunTu	09:30 - 10:45				-	ABSENCES
ENGL 204	Advanced English for Academic Purposes and Research	3	3	1	COMC-008A	SunTu	12:30 - 13:45				-	ABSENCES

Weekly Schedule

Student Schedule

Crs.#	Credits	Section	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ARAB 101	3	1	15:30 - 16:45 (COMC-002B)		15:30 - 16:45 (COMC-002B)				
BUSS 304	3	1		11:00 - 12:15 (COMC-002B)		11:00 - 12:15 (COMC-002B)			
BUSS 306	3	1	09:30 - 10:45 (COMC-003B)		09:30 - 10:45 (COMC-003B)				
ENGL 204	3	1	12:30 - 13:45 (COMC-008A)		12:30 - 13:45 (COMC-008A)				