eMada Student User Guide

Version: **211001**

Prepared By: **Human Logic**.

Prepared For: **University of Science & Technology of Fujairah**
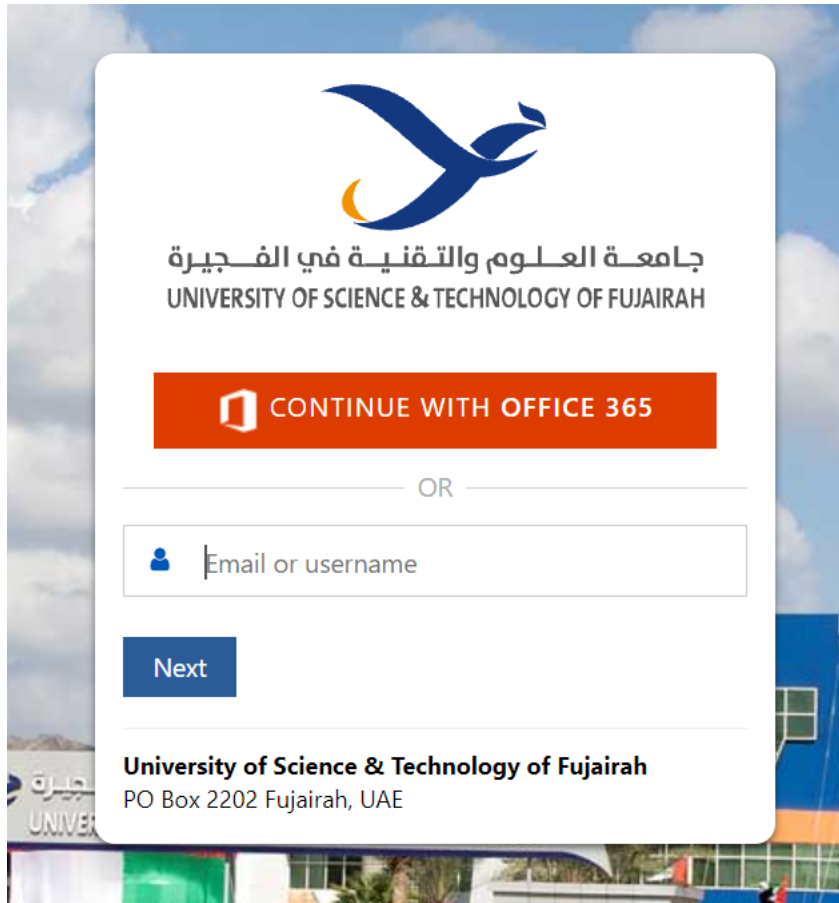
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Login

Visit the student portal from USTF website or go to https://students.ustf.ac.ae

Click on "**Continue with Office 365**" button to sign in to eMada using your university office 365 email credentials. If you are already logged in to your university email account in the same browser, you will be automatically sign-in to student portal.
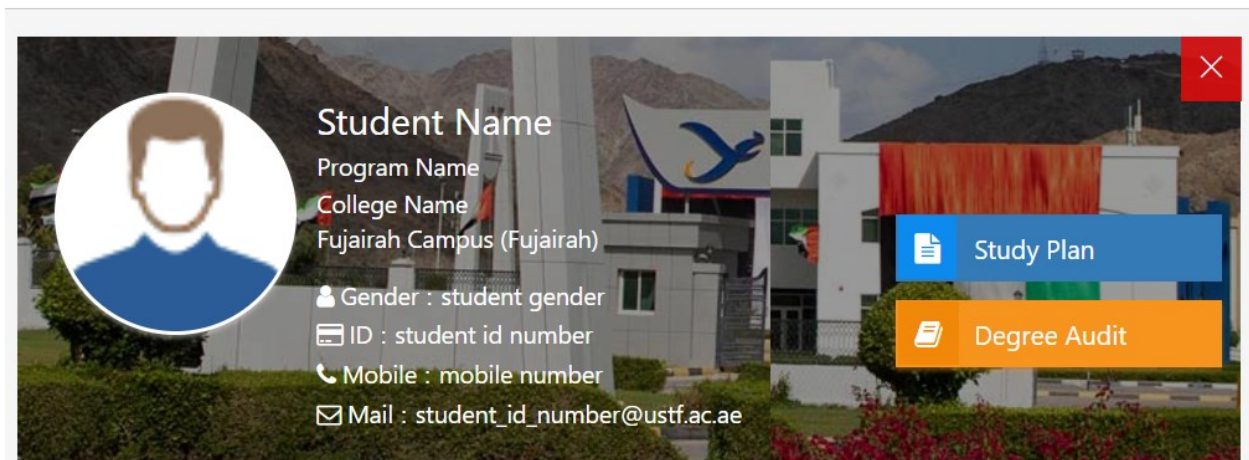
Dashboard

Path: *Home → General → Dashboard*

Student dashboard has the following sections

Profile

Profile section shows your profile basic information like name, college, staff number, mobile and email.
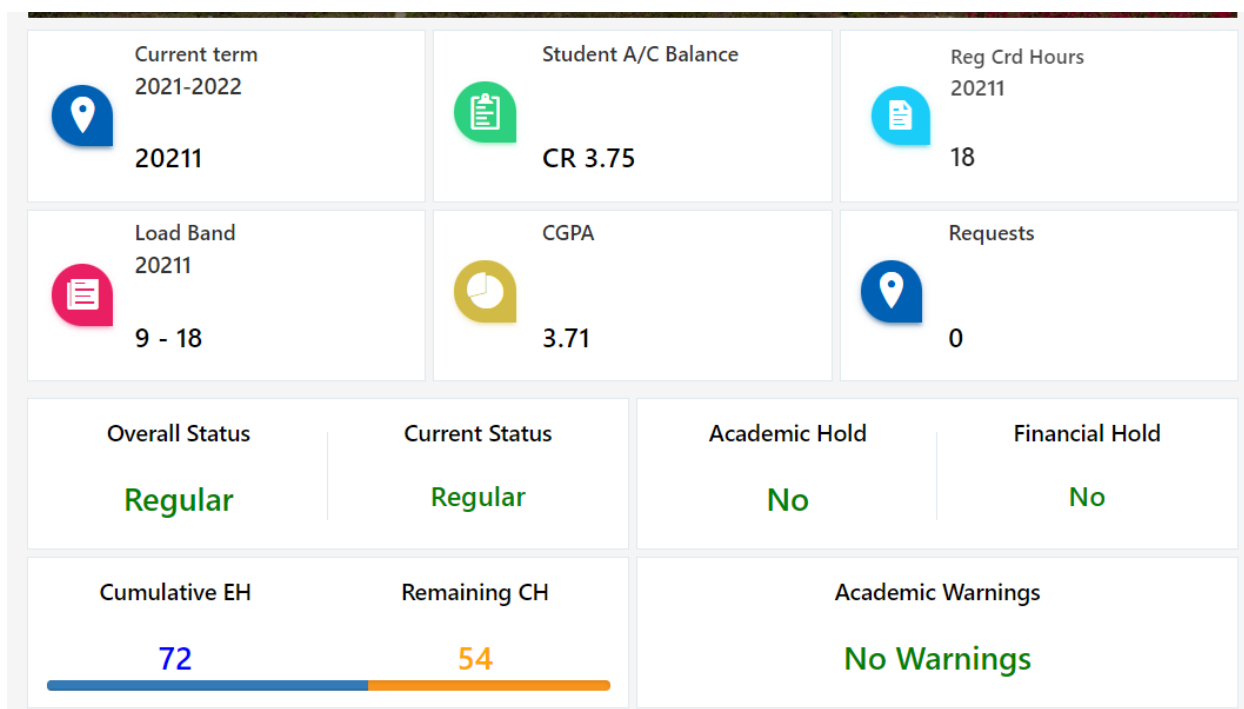

Widgets

The below widgets are available in the student dashboard

- **Current term →** Shows the current academic year and term details
- **Student A/C Balance →** Shows student's account balance. Click on the balance value to view statement of account
- **Reg Crd Hours →** Shows the registered credit hours in the current term. Click on the credit hours value to view registered courses
- **Load Band →** Shows the current term registration load band (minimum and maximum credit hours to register)
- **CGPA →** Shows cumulative GPA. Click on the CGPA value to view the transcript
- **Requests →** Shows the pending request's count. Click on the value to view the pending requests along with their current status
- **Overall & Current Status →** Shows overall status and the current term's status
- **Academic & Finance Holds →** Shows academic hold (Yes/No) and finance hold (Yes/No) details
- **Cumulative & Remaining Credits →** Shows cumulative earned credits and remaining credits to complete as per the assigned study plan
- **Academic Warning →** Shows current academic warning of the active program

| Current term 2021-2022 20211 | Student A/C Balance CR 3.75 | Reg Crd Hours 20211 18 |
| Load Band 20211 9 - 18 | CGPA 3.71 | Requests 0 |

| Overall Status | Current Status | Academic Hold | Financial Hold |
| Regular | Regular | No | No |

| Cumulative EH | Remaining CH | Academic Warnings |
| 72 | 54 | No Warnings |

Dashlets

The below blocks are available in the student dashboard

- **Today's Schedules** → Shows today's classes with statuses "On going", "Completed", and "Upcoming"
- **Semester Grades Chart** → Shows recently announced grades
- **CGPA Chart** → Shows cGPAs of each registered term in a graphical format
- **Degree Analysis Chart** → Shows required hours and completed hours of each group as per study plan
- **English Proficiency Details** → Shows recent English proficiency test details like test type, obtained marks, test date and English proficiency level assigned
- **Payment Plans** → Shows all active payment plans with their installment status, due date, and installment amount
- **Advisor Details** → Show student's advisor details like name and email
- **Emergency Contact Details** →Shows student's emergency contact details
- **Finance Details** → Shows details like fees law, VAT package, sponsor, bounced cheques count, etc.
- **Attendance Details** → Shows attendance counts of each registered section with attendance warning and Present (P), Absent (A), Excused (E) and Late/Early departure counts
- **High School Details** → Shows high school name, field of study and obtained GPA/percentage
- **College Detail** → Shows college name, field of study and obtained GPA/percentage
- **Proficiency Test Scores** → Shows all proficiency test details other than English Proficiency test
- **Holds** → Shows all the active holds with reasons and validity

Today Schedules	⌄	Semester Grades Chart	⌄
CGPA Chart	⌄	Degree Analysis Chart	⌄
English Proficiency Details	⌄	Payment Plans	⌄
Advisor Details	⌄	Emergency Contact Details	⌄
Finance Details	⌄	Attendance Details	⌄
High School Details	⌄	College Details	⌄
Proficiency Test Scores	⌄	Holds	⌄

Registration
Course Registration
Path: *Registration → Term Activities → Course Registration*

- Students can register for courses from here. In the first page, system will show the eligible and offered courses as per study plan.
- Choose the courses to register and make sure that the selected course credit hours matches the allowed load band, then click on "**Proceed to Choose Sections**" for selecting the sections.

Course Selection

UNI.OBLIGATORY			Required Credit Hours : 15	Completed Credit Hours : 9		Remaining Credit Hours : 6
	Element	CRN	Course Title	Course Type	Credit Hours	Note
☐	UNRQ_5	1041101	COM111 - Computer Applications (Arabic)	Theory,Practical	3	Available (Equivalent course)

UNIV OPTION			Required Credit Hours : 9	Completed Credit Hours : 3		Remaining Credit Hours : 6
	Element	CRN	Course Title	Course Type	Credit Hours	Note
☐	UNEL_2	1151100	ISH111 - History of Science in Islam	Theory	3	Available

MAJ. OBLIGATORY			Required Credit Hours : 96	Completed Credit Hours : 48		Remaining Credit Hours : 48
	Element	CRN	Course Title	Course Type	Credit Hours	Note
☐	PRRQ_10	11113150	LAW304 - Civil Transactions Law (4)	Theory	3	Available
☐	PRRQ_18	11114230	LAW432 - Civil Procedures Law (3)	Theory	3	Available
☐	PRRQ_21	11114330	LAW422 - Commercial Transactions Law (3)	Theory	3	Available
☐	PRRQ_26	11211110	LAW160 - Constitutional Law	Theory	3	Available
☐	PRRQ_36	11213560	LAW355 - Penal Procedure (1)	Theory	2	Available

MAJOR OPTION			Required Credit Hours : 12	Completed Credit Hours : 6		Remaining Credit Hours : 6
	Element	CRN	Course Title	Course Type	Credit Hours	Note
☐	APEL_3	11123310	LAW325 - E-Commerce Law	Theory	3	Available
☐	APEL_4	11123310	LAW325 - E-Commerce Law	Theory	3	Available

Proceed to Choose Sections

- Now, select a section for each course type and click on "Submit Request" to complete the course registration process.
- Also, if you want to add/remove any selected courses click on "Change/Modify Courses" to go back to the Course Selection page.

Class Registration

UNEL_2 - ISH111 - History of Science in Islam — 3 CH

		Section Details	Timings	Instructor	Available Seats	Note
☐	→	Theory - 11; SRN - 25647	05/09/21 - 15/12/21; SUN, TUE 12:30 PM - 02:00 PM, Joint Class (109) (4247) View Timings	Asmaa Mohamed Khamis Binmahmoud Aldarmaki (9155)	4 / 20	

PRRQ_10 - LAW304 - Civil Transactions Law (4) — 3 CH

		Section Details	Timings	Instructor	Available Seats	Note
☐	→	Theory - 11; SRN - 25517	05/09/21 - 15/12/21; MON, WED 02:00 PM - 03:30 PM, CCTV 2(4296) View Timings	Mohammed Hasson Abdullah (3160)	7 / 25	

PRRQ_21 - LAW422 - Commercial Transactions Law (3) — 3 CH

		Section Details	Timings	Instructor	Available Seats	Note
☐	→	Theory - 11; SRN - 25596	05/09/21 - 15/12/21; MON, WED 12:30 PM - 02:00 PM, Joint Class 102(4225) View Timings	Inas Khalaf Mohammad Alkhalidi (9082)	1 / 20	

PRRQ_26 - LAW160 - Constitutional Law — 3 CH

		Section Details	Timings	Instructor	Available Seats	Note
☐	→	Theory - 11; SRN - 25531	05/09/21 - 15/12/21; MON, WED 06:30 PM - 08:00 PM, CCTV 4(4291) View Timings	Amin Dahmash (9083)	4 / 20	

Submit Request   **Change/Modify Courses**

After the completion of request, you will be redirected to Registered Courses page.

Registered Courses

Select Details

Term *	20211 - First Academic Semester ▼

Submit

	Section Details	Weekly CH	Instructor	Timings			
▶	Course : LAW304 - Civil Transactions Law (4)	CH : 3		Element : PRRQ_10	Registered	⋯
▶	Course : LAW422 - Commercial Transactions Law (3)	CH : 3		Element : PRRQ_21	Registered	⋯
▶	Course : LAW160 - Constitutional Law	CH : 3		Element : PRRQ_26	Registered	⋯
▶	Course : ISH111 - History of Science in Islam	CH : 3		Element : UNEL_2	Registered	⋯
				Total CH : 12			

Term Suspension

Path: *Registration → Term Activities → Term Suspension*

Student can request for suspension from current term here.

- **Term →** Represents the Current Semester
- **Justification →** Enter the necessary justification.

Semester Suspension

Suspension Term Details	
Term *	20211 - First Academic Semester
Justification *	

Initiate

After entering the required details click on "Initiate" button to initiate the suspension request. The request will then be sent for further approvals. The status of the request can be tracked from "**Registration → All Requests**".

Program Change

Path: *Registration → Term Activities → Program Change*

Student can request for a new program change here.

- **Academic Unit →** Select a new college.
- **Academic Program →** Select a new program to be changed.

Change Program

> ⚠ **Warning**
> Registered courses and Transcripts in the terms '20211' will be canceled if the change program request is approved.

Choose New Program

Academic Unit *	Select ▼
Academic Program *	Select ▼
	Change Program

After selecting the required details, click on "Change Program" button to initiate the program change request. The request will then be sent for further approvals. The status of the request can be tracked from "**Registration → All Requests**".

Registered Courses

Path: *Registration → Term Activities → Registered Courses*

Select a Term to view the registered courses for the selected term.

Click on the Actions option (3 dots) at the right end of each course to initiate requests like

- Change (Section change in a course)
- Drop Course (Dropping a course from transcript)
- Withdraw Course (Withdraw a course from transcript)
- Incomplete (Marking a course as Incomplete in transcript)

Each of the action buttons visibility is based on their respective calendar periods.

Change Section

- After clicking the **Change** action button, a popup will show all the offered sections in the selected course.
- Registered Section is selected by default. Select a new section and click on "**Submit**" button to save the changes.

Change Section

	Section Details	Weekly Hours	Instructor	Available Seats	Class Timings
▼	Element : PRRQ_10	Course : LAW304 - Civil Transactions Law (4)		CH : 3	
☑	Theory - 11; SRN - 25517	3	Mohammed Hasson Abdullah (3160)	6	05/09/21 - 15/12/21; MON, WED 02:00 PM - 03:30 PM, CCTV 2(4296) View Class Timings [Registered]
☐	Theory - 12; SRN - 26289	3	Mohammed Hasson Abdullah (3160)	10	05/09/21 - 15/12/21; THU 07:00 AM - 08:00 AM, Classroom (M - 04)(4308) View Class Timings

Submit   **Cancel**

Drop Course

- After clicking the **Drop** action button, a popup will be displayed to drop the selected course from the enrolled courses.
- **Reason** → Select a reason from the dropdown provided. Or choose **Other** option to enter the reason manually.
- Click on "**Submit**" to drop the course. Please note that the other enrolled courses credit hours must greater than or equal to the minimum load band.

Drop Course

	Section Details	Weekly CH	Instructor		Timings
▼	Course : LAW304 - Civil Transactions Law (4)		CH : 3	Element : PRRQ_10 [Registered]	
	Theory - 11; SRN - 25517	3	Mohammed Hasson Abdullah(3160)		05/09/21 - 15/12/21; MON, WED 02:00 PM - 03:30 PM, CCTV 2(4296) View All Timings
				Total CH : 3	

Reason

Reason *	Select ▼

Submit   **Cancel**

Withdraw Course

- After clicking the **Withdraw** action button, a popup will be displayed to request for withdraw the selected course in student's transcript.
- **Reason** → Select a reason from the dropdown provided. Or choose **Other** option to enter the reason manually.
- Click on "**Submit**" to initiate the withdraw course request.

⊡ Withdraw Course

Section Details	Weekly CH	Instructor	Timings
▾ Course : LAW304 - Civil Transactions Law (4)	CH : 3	Element : PRRQ_10	Registered
Theory - 11; SRN - 25517	3	Mohammed Hasson Abdullah(3160)	05/09/21 - 15/12/21; MON, WED 02:00 PM - 03:30 PM, CCTV 2(4296) View All Timings
		Total CH : 3	

Reason

Reason *   Select   ▾

[Submit] [Cancel]

Incomplete Grade

- After clicking the **Incomplete** action button, a popup will be displayed to request for Incomplete the selected course in student's transcript.
- **Reason** → Select a reason from the dropdown provided. Or choose **Other** option to enter the reason manually.
- Click on "**Submit**" to initiate the Incomplete request.

⊡ InComplete Request

Section Details	Weekly CH	Instructor	Timings
▾ Course : LAW304 - Civil Transactions Law (4)	CH : 3	Element : PRRQ_10	Registered
Theory - 11; SRN - 25517	3	Mohammed Hasson Abdullah(3160)	05/09/21 - 15/12/21; MON, WED 02:00 PM - 03:30 PM, CCTV 2(4296) View All Timings
		Total CH : 3	

Provide Details

Grade Status	Not Entered
Marks Total marks except final exam	[ ] / [ ]
Evidence *	Select ▾
Justification *	[ ]
Documents	[Select file]

[Submit] [Cancel]

Unfinished Pre-requisites

Path: *Registration → Term Activities → Unfinished Pre-requisites*

- Students need to select the courses for which waiver is required to register.
- Choose the course(s) and click on "**Proceed to Confirmation**" button to proceed.
- Then it will be redirected to confirmation page.

Registration Waiver

UNI.OBLIGATORY			Required Credit Hours : 15	Completed Credit Hours : 9		Remaining Credit Hours : 6
	Element	CRN	Course Title	Course Type	CH	Note
No records to display.						

UNIV OPTION			Required Credit Hours : 9	Completed Credit Hours : 3		Remaining Credit Hours : 6
	Element	CRN	Course Title	Course Type	CH	Note
No records to display.						

MAJ. OBLIGATORY			Required Credit Hours : 96	Completed Credit Hours : 48		Remaining Credit Hours : 48
	Element	CRN	Course Title	Course Type	CH	Note
☑ Allow	PRRQ_11	11113160	LAW306 - Civil Transactions Law (5)	Theory	2	Pre-requisite 11113150 - Not completed
☐ Allow	PRRQ_13	11113190	LAW307 - Labour Law and Social Legislations	Theory	3	Pre-requisite 11113150 - Not completed
☐ Allow	PRRQ_17	11114170	LAW408 - Civil Transactions 6	Theory	2	All pre-requisites must be completed 11113160 - Not completed 11114230 - Not completed
☐ Allow	PRRQ_20	11114250	LAW441 - Private International Law (Law Conf. Int. Jur. & Jud. Enforcement)	Theory	3	Pre-requisite 11114240 - Not completed

- The selected courses list along with "**Justification**" textbox will be displayed.

Registration Waiver Confirm

Element	CRN	Course Title	Course Type	Credit Hours	Justification	Actions
PRRQ_11	11113160	LAW306 - Civil Transactions Law (5)	Theory	2		🗑
PRRQ_17	11114170	LAW408 - Civil Transactions 6	Theory	2		🗑

Comments	
Comments	

Submit **Cancel**

- If the user wants to delete a course, then he/she can do it by clicking on the delete action.
- Enter justification and comments(optional) and click on "**Submit**" button to initiate the request.
- After initiation, user will be and redirected to "**Request Details**" page to view the status of request.

Letter Requests

Path: *Registration → Term Activities → Letter Requests*

Students can request for any type of letter here by selecting the following data

- **Term** → Select a term from the dropdown
- **Letter Type** → Select a letter from the dropdown
- **Delivery Type** → Select the type of delivery (Standard/Express etc.)

After the selection, payment section will be displayed.

Choose any one of the payment options below

- **Pay Online** → Upon choosing this option student will be redirected to payment page. After successful payment, user will be redirected back to letter request page with previously selected details.
- **Link Existing Invoice** → Selecting this option makes "**Select Invoice**" visible.
- **Select Invoice** → Student can select an existing invoice from his statement to link the payment.
- Click on "**Proceed**" button to enter the other data.

Letter Request

Choose a letter request

Term *	20211 - First Academic Semester ▼
Letter Type * Select a letter type	To whom it may concern English ▼
Delivery Type * Select a delivery type	◉ Standard

Letter Request Details

Payment Invoice *	CSHINV258301
Address To *	

Initiate Request

- After the selection, enter the data in "**Address To**" field and click on "**Initiate Request**" to initiate the letter request.
- After a successful initiation, request will be sent for further approvals. The status of the request can be tracked from "**Registration → All Requests**".

Withdraw Clearance Form

Path: *Registration → Other Activities → Withdraw Clearance Form*

- Student can request to initiate the clearance process for withdraw from the university.
- Enter all the required data and documents and click on "**Submit Request**" to initiate withdraw clearance process.
- After successful initiation, request will be sent for further approvals. The status of the request can be tracked from "**Registration → All Requests**".

Graduate Clearance Form

Path: *Registration* → *Other Activities* → *Graduate Clearance Form*

- Student can request to initiate the clearance process for Graduation.
- Enter all the required data and documents and click on "**Submit Request**" to initiate graduation clearance process.
- After successful initiation, request will be sent for further approvals. The status of the request can be tracked from "**Registration** → **All Requests**".

Exam Resit

Path: *Registration → Other Activities → Exam Resit*

Students can request for exam resit provided that they have failed only in one course.

- Failed course details are displayed at the top. Check and click on "**Submit**" to initiate the resit request.
- Upon successful initiation, the request will be sent for further approvals. The status of the request can be tracked from "**Registration → All Requests**".

Exam Resit Request

Failed Course Details

Element	UNRQ_6	Term	20203
Course	STA111 - Statistics (Arabic)	Course Credit Hours	3
Marks	48.00	Point Grade	0.0
Pass Status	Fail	Symbol	F

Submit

Requests

Path: *Registration → Requests → All Requests*

All requests initiated by students, or initiated on behalf of students are displayed here. By default, requests initiated in the current semester are shown.

- **Semester filter →** By default, the current semester is selected. You can choose previous semesters.
- **Request Status →** By default, pending status requests are shown. You can choose other statuses as well.
- **Cancel Action →** Student can cancel the request if initiated by him/her.
- **Request Details →** Upon clicking the Request Number, you will be redirected to request details page

Sample request details view of a letter request is as below,

Academic Records

Grade Appeal Request

Path: *Academic Records → Grades → Grade Appeal Request*

Student can appeal or raise a complaint regarding grades after the results announcement.

- Select the courses via checkbox to the left of each course.
- **Comments →** Comments regarding the grades appeal.
- **Initiate Request →** Click here to initiate the grade appeal request.

Grade Appeal Request

	Academic Year	Term		Term GPA	Cumulative GPA	Status	Registered Hours	Passed Hours	Earned Hours
▼	2020-2021	Summer Academic Semester		3.71	3.90	Regular	7	7	7

	Element	CRN	Course Number	Course Type	Credit Hours	Point Grade	Symbol
☐	PRRQ_15	11113220	LAW331 - Civil Procedures Law (2)	Theory	2	4.0	A
☑	PRRQ_35	11213550	LAW354 - Islamic Penalty System	Theory	2	3.0	B
☐	UNRQ_6	1031100	STA111 - Statistics (Arabic)	Practical,Theory	3	4.0	A

Comments *

[   ]

Initiate Request

After successful initiation, user will be directed to Request details page and the request will be sent for further approvals. The status of the request can be tracked from "**Registration → All Requests**".

Finance

Pay Online

Path: *Finance* → *Online Payment* → *Pay Online*

Through online payment, student can add balance to their account.

- **Amount to Pay** → Enter the amount that you wish to pay
- **Proceed** → Click here to initiate the online payment. Here you will be redirected to payment gateway page for further processing

Payment

Payment	
Term	20211 - First Academic Semester
Current Balance	11204.88 DR
Amount to Pay *	
	Proceed Cancel

- After the successful payment, the amount will be added to your balance and you will be redirected to the Payment Receipt Page.

Payment Receipt

Payment Details	
Beneficiary	Student Name
Reference Number	30000001201
Voucher Number	RCV258872
Amount	1,000.00
	Make another payment Print

- **Reference Number** → This reference number is generated by the payment gateway
- **Make another payment** → To make a new payment
- **Print** → To view the receipt invoice in eMada

Installment Payment

Path: *Finance → Payment Plans → Installment Payment*

Student can make payments for the installments that are due for payment.

- Select a payment plan from the drop down and then select the installment(s) you wish to pay from the list available.
- Click on "**Make Payment**" to pay online.
- Upon successful payment, the installment status will be changed to "Paid". Due now balance will be updated accordingly.

Pay Installment

Choose Enrolled Payment Plan

Enrolled Payment Plan *	Select ▾

Attendance

Attendance Excuse

Path: *Attendance* → *General* → *Attendance Excuse*

Student can request for attendance excuse for sessions that they will not be attending through the request.

- **Course** → Choose a course that you would like to excuse attendance. Upon course selection, student's registered sections will be loaded.
- **Section** → Choose a section that you would like to excuse attendance.
- **Date** → Choose from and to date range and click on "**Get Session**" to display sessions.
- **Sessions** → Choose session(s) that you would like to excuse attendance.
- **Excused Reason** → Choose a most applicable excused reason.
- **Documents** → Upload relevant supporting documents as a proof to approve the excuse request.
- Click on "**Submit**" to initiate an attendance excuse request.
- The request will be assigned to following approver(s) as configured by Registration department.

Upon successful approval from all approvers/stakeholders, attendance for the approved sessions will be marked as "**Excused**" and attendance warning for the course will be re-calculated. In some cases, attendance warning will be removed completely or lowered or stays as it is depending on the attendance warning policy configured by the university.

Reports

The following reports are available for students.

Transcript

Path: *Reports* → *Registration* → *Transcript*

Students can view the grades for the results announced terms through this report. Term GPA, CGPA of a term, academic standing/warning, passed hours, registered hours, and earned hours can be viewed along with the enrolled course grades.

Transcript

Academic Year	Term		Term GPA	CGPA	Status	Academic Warning	Passed Hours	Registered Hours	Earned Hours
▼ 2001-2002	20011 - First Academic Semester		1.38	1.38	Regular	No Warnings	9	12	9

Element	CRN	Course Number	Course Title			Credit Hours	Point Grade	Symbol	Repeat
UNRQ_1	1110003	1110003	Orientation\Edu			0		Pass	I
UNRQ_6	1301300	1301300	Statistics \Science			3	0.0	F	E
UNRQ_5	3111011	3111011	Introduction to Comp. S./General			3	1.5	D+	I
UNRQ_3	5001101	5001101	Islamic Studies			3	1.0	D	I
FRCR_1	6001090	6001090	English 1 S			3	3.0	B	I

Academic Year	Term		Term GPA	CGPA	Status	Academic Warning	Passed Hours	Registered Hours	Earned Hours
▶ 2001-2002	20012 - Second Academic Semester		4.00	1.90	Regular	Academic Warning 1	3	3	3
▶ 2002-2003	20021 - First Academic Semester		2.00	2.25	Regular	No Warnings	6	6	6
	20022 - Second Academic								

Offered Courses

Path: *Reports → Registration → Offered Courses*

Students can view the offered courses in the current term as per their study plan. Section timings, location, instructor, mid exam timings and final exam timings are part of this report.

Offered Courses Report

Offered Courses

First Academic Semester (20211)

Communication Skills in Arabic Language (For Arabs) (ARB111)   CRN : h1021400   **CH : 3.00**
Theory - 1; SRN: 24952; Female   Abdul Hamid Jasim ElKebisi (669)   Capacity: 1 - 25
05-Sep-21 to 15-Dec-21; MON, WED 17:00 - 18:30; Female Building 1 (4228)
Mid Exam : 27/10/2021 11:30 - 13:00   **Final Exam :** 21/12/2021 11:30 - 13:00

Communication Skills in Arabic Language (For Arabs) (ARB111)   CRN : h1021400   **CH : 3.00**
Theory - 11; SRN: 24955; Male   Abdul Hamid Jasim ElKebisi (669)   Capacity: 1 - 20
05-Sep-21 to 15-Dec-21; MON, WED 17:00 - 18:30; Female Building 1 (4228)
Mid Exam : 27/10/2021 11:30 - 13:00   **Final Exam :** 21/12/2021 11:30 - 13:00

Communication Skills in Arabic Language (Non Arabs) (ARB112)   CRN : 1021401   **CH : 3.00**
Theory - 1; SRN: 25722; Female   El Mahi Abdulla El Mahi Elnayer (613)   Capacity: 1 - 2
05-Sep-21 to 15-Dec-21; MON,WED 20:00 - 21:30; Female Building 1 (4247)
Mid Exam : 27/10/2021 11:30 - 13:00   **Final Exam :** 21/12/2021 11:30 - 13:00

Study Plan

Path: *Reports* → *Registration* → *Study Plan*

This report shows student's study plan with credit hours required for graduation. Courses are categorized into groups. Course credit hours, pre-requisites, co-requisites and group completion hours are part of this report.

Study Plan

Group: UNI.OBLIGATORY									
Element	**CRN**	**Course**	**CH**	**Study Type**	**Pre-req Courses**	**Co-req Courses**	**Min CH**	**Max CH**	**Weekly Hours**
UNRQ_1	1010001	ORN111 - Orientation	0	N/A			0	0	Theory - 1
UNRQ_2	h1021400	ARB111 - Communication Skills in Arabic Language (For Arabs)	3	Arab					Theory - 3
UNRQ_2	1021402	ARB114 - Communication Skills in Arabic Language-E	3	Arab					Theory - 3
UNRQ_2	1021401	ARB112 - Communication Skills in Arabic Language (Non Arabs)	3	N/A					Theory - 3
UNRQ_3	1021100	ISL114 - Islamic Culture (For Arabs)	3	N/A					Theory - 3,Tutorial - 1
UNRQ_3	1021101	ISL112 - Islamic Culture (Non Arabs)	3	N/A					Theory - 3
UNRQ_3	1021300	ISH211 - Islamic Civilization (Arabic)	3	Arab					Theory - 3
UNRQ_3	1021301	ISH211 - Islamic Civilization (English)	3	N/A					Theory - 3

Hours : 15

Student Schedules

Path: *Reports → Registration → Student Scheduler Report*

This report shows student's schedules in the current term. By default, the current week schedules are shown, however students can view their schedules for day/week/month.

Student Schedules

Student Timetable

Path: *Reports → Registration → Student Timetable*

This report shows student's schedules in a tabular format. By default, current term schedules are shown.

Student Timetable

Report Filter

Term *	20211 - First Academic Semester
Include Exam Dates	☑ Mid ☑ Final

Get Report

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University of Science and Technology of Fujairah

Timetable For First Academic Semester (20211)

Course Number	Course Title	Credit Hours	Section Details	Timings & Rooms	Instructor	Mid Exam	Final Exam
PSY420	Clinical Psychology	3.00	Theory-1; SRN-25494	05/09/21 - 15/12/21; SUN, TUE 05:00 PM - 06:30 PM, Classroom Joint (j- F 104)(4204)	Shimaa Basha	10/23/2021 2:00:00 PM	12/16/2021 2:00:00 PM
PSY421	Psychotherapy	3.00	Theory-1; SRN-25496	05/09/21 - 15/12/21; MON, WED 05:00 PM - 06:30 PM, Joint Class (01)(4289)	Shimaa Basha	10/25/2021 9:00:00 AM	12/25/2021 9:00:00 AM

Statement of Account

Path: *Reports → Finance → Statement of Account*

1. Students can view and print/export their financial statement from the beginning of their study until the graduation.
2. By clicking on the document number, students can view the details of the document.
3. Statement of account shows the below details a. All financial documents with term, date, and the balance.
   a) Overall Student Balance
   b) Total PDC Balance
   c) Total Credit Balance
   d) Total Debit Balance

Statement of Account

Sl.No	Doc Number	Description	Term	Date	Debits	Credits	Balance
1	RCV112		20181	26/08/2018 01:50:05 PM		4,000.00	4,000.00 CR
2	CRDINV113		20181	03/10/2018 11:37:02 AM	9,297.75		5,297.75 DR
3	RCV114		20181	15/12/2018 09:04:29 AM		5,300.00	2.25 CR
4	CSHINV115		20181	23/12/2018 09:44:10 AM	21.00	21.00	2.25 CR
5	RCV115		20182	15/01/2019 10:19:23 AM		4,000.00	4,002.25 CR
6	CSHINV110		20182	11/02/2019 02:18:57 PM	31.50	31.50	4,002.25 CR
7	CRDINV196		20182	03/03/2019 11:03:52 AM	10,962.00		6,959.75 DR
8	RCV628		20182	14/05/2019 02:01:32 PM		6,959.75	0.00
9	RCV206		20183	09/06/2019 01:02:30 PM		2,000.00	2,000.00 CR
10	CRDINV210		20183	26/06/2019 12:36:13 PM	3,228.75		1,228.75 DR

Attendance Warnings Report

Path: *Reports → Attendance → Attendance Warnings Report*

Using this report, students can view attendance warnings issued due to repeated absences for their enrolled courses.

Attendance Details							⌃
Course	**Section**	**Warning**	| **Counts**				
MGT200	Theory - 11; SRN - 25220	Warning 1	**P** 1	**A** 5	**E** 0	**L/E** 0	
MGT202	Theory - 11; SRN - 25230	Warning 3	**P** 13	**A** 11	**E** 4	**L/E** 0	

Grades Report

Path: *Reports* → *Grading* → *Grades Report*

Using this report, students can view section grades for their enrolled courses.

Grades Report

Report Filter

Term *	20211 - First Academic Semester

Get Report

Course	Section Details	Components		Section Marks	Section Grade Letter	Section Grade Point	Trans Ma
Clinical Psychology (PSY420)	Theory - 1; SRN - 25494; Female	Total Marks					
		100.00					
Psychotherapy (PSY421)	Theory - 1; SRN - 25496; Female	Total Marks					
		100.00					
Practicum (PSY422)	Internship - 1; SRN - 25502; Female	Total Marks					
		100.00					

Thank you