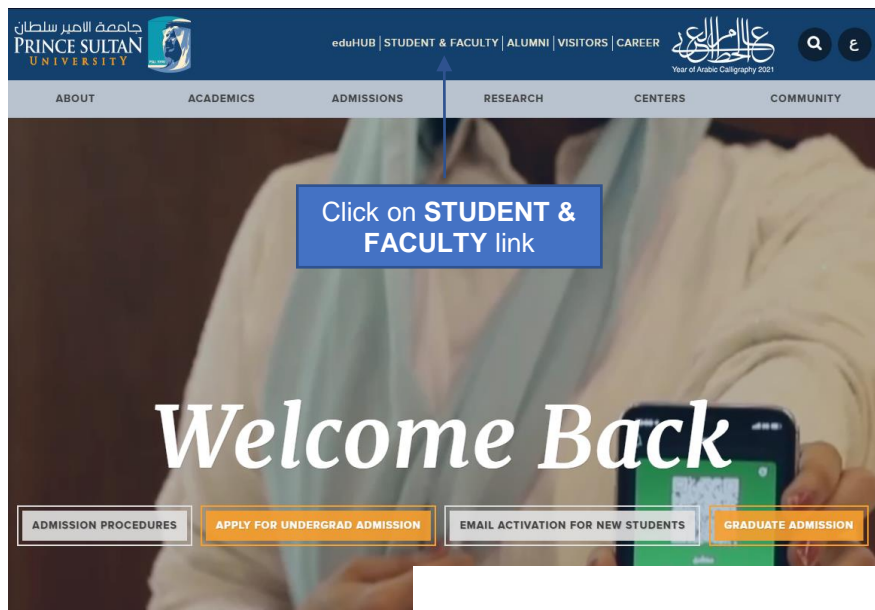


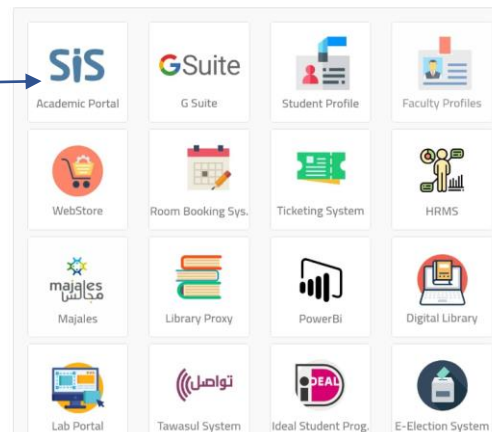
# STEPS On How To Register Course(s) Online

**STEP 1.** Type <http://www.psu.edu.sa> on your web browser. The main PSU homepage appears on the screen. **Click on the Student & Faculty link** to open the page.



## PSU Services

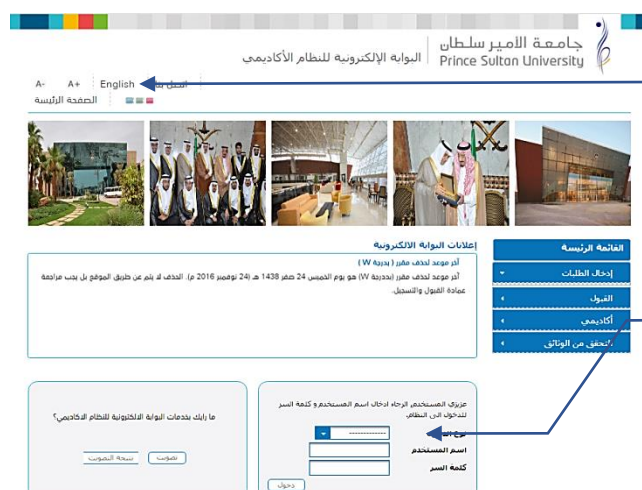
Click on **SIS Academic Portal**



## PSU Books



**STEP 2.** Click on **English** to change the language. (Note: Students are encouraged to change the password regularly. Do not reveal your password to someone else).



Click **English** to change the language

Enter **Username** and **Password**, then click Sign-in.

(Hint: Username is the university ID number & password is the student's national /iqama ID number)

### STEP 3. The Student's Academic Portal page.

Click  
**REGISTRATION** to  
open the  
Add/Drop courses

### STEP 4. Click on Drop- Add courses button to add course(s).

### STEP 5. Choose the section from the available course(s) to register.

Instructions are shown on the screen

Closed courses/sections and unpassed or pre-requisites are not showing in the screen

List of available courses available

section	Course Code	Course Name	CRS	Day	Time	Room and Time	Instructor
<input type="checkbox"/>	MATH002	Preparatory Mathematics II	4		U 11:00 AM - E 11:50:34 AM	12-06-2017 08:30 AM	Mr. Abid Zargar
<input checked="" type="checkbox"/>	PED002	Preparatory Physical Education II	1				
<input type="checkbox"/>	PDS002	Personal Development Skills 2	1				
<input type="checkbox"/>	CMP012	Preparatory Computer II	1				
<input type="checkbox"/>	ENG030	Preparatory English II - R&W	4				
<input type="checkbox"/>	ENG040	Preparatory English II - L&S	4				

Choose the course from the available courses.

Choice Section	Course Code	Course Name	CRS	Search Section	Choice Section	Day	Time	Room	Exam Date and Time	Instructor
<input checked="" type="checkbox"/>	MATH002	Preparatory Mathematics II	4		397					
<input checked="" type="checkbox"/>	PED002	Preparatory Physical Education II	1							
<input type="checkbox"/>	PDS002	Personal Development Skills 2	1							
<input type="checkbox"/>	CMP012	Preparatory Computer II	1							
<input type="checkbox"/>	ENG030	Preparatory English II - R&W	4							
<input type="checkbox"/>	ENG040	Preparatory English II - L&S	4							

Click the **search icon** to display the available sections then click on the **section number** to add the course section details (day, time, room, etc.)

Click the **checkbox** on the choice section

There are more of a sections , you can select one of these sections

293	U H	01:10 PM - 02:00 PM
294	M W	01:10 PM - 02:00 PM
295	U H	02:10 PM - 03:00 PM
296	M W	02:10 PM - 03:00 PM
297	U H	03:10 PM - 04:00 PM
298	M W	03:10 PM - 04:00 PM
299	U H	03:10 PM - 04:00 PM

Back Add

## STEP 6. Click **ADD** button to confirm the selected course sections.

Choose the course from the available courses.

Choice Section	Course Code	Course Name	CRS	Search Section	Choice Section	Day	Time	Room	Exam Date and Time	Instructor
<input checked="" type="checkbox"/>	MATH002	Preparatory Mathematics II	4		397					
<input checked="" type="checkbox"/>	PED002	Preparatory Physical Education II	1		293					
<input checked="" type="checkbox"/>	PDS002	Personal Development Skills 2	1		477					
<input checked="" type="checkbox"/>	CMP012	Preparatory Computer II	1		328					
<input checked="" type="checkbox"/>	ENG030	Preparatory English II - R&W	4		23					
<input checked="" type="checkbox"/>	ENG040	Preparatory English II - L&S	4		39					

Back Add

Click **ADD** button after selecting course sections

## STEP 7. A confirmation page appears to confirm the selected courses.

**Main Menu**

- Personal
- Registration
- Attempted Courses
- Offered Courses
- Drop-Add Courses
- Academic
- Entry Application
- Reports

**Drop-Add Courses**

Student: AHMAD MOHAMAD SALIM  
Name: YAHYA QASHLAN  
Student No.: 216110319  
Registration Semester: Second Semester 2016/2017  
Faculty: General Faculty  
Major: PYP-CS-Male  
Campus: Male Campus

The procedures that you had performed till now are correct. If you want to record them, press on

Confirm

Process not confirm

Course Code	Course Name	Activity	CRS	Section	Day	Time	Status	Delete	Update	Details
MATH002	Preparatory Mathematics II	Lecture	4.0	397	U M W H	11:00 AM - 11:50 AM	Pending			
PED002	Preparatory Physical Education II	Lecture	1.0	293	U H	01:10 PM - 02:00 PM	Pending			
PDS002	Personal Development Skills 2	Lecture	1.0	477	U H	09:00 AM - 09:50 AM	Pending			
CMP012	Preparatory Computer II	Lecture	1.0	328	M W	09:00 AM - 09:50 AM	Pending			
ENG030	Preparatory English II - R&W	Lecture	4.0	23	U M T W H	08:00 AM - 08:50 AM	Pending			
ENG040	Preparatory English II - L&S	Lecture	4.0	39	U M T W H	02:10 PM - 03:00 PM	Pending			

Attempted Courses

Course Code	Course Name	Activity	CRS	Section	Day	Time	Delete	Update	Details

Note: The courses, which ends with an asterisk (\*) are free decisions

Hours registered: 0.0  
After submission, hours total will be: 15.0  
Maximum Hours Load: 15.0

Back to Home Page Confirm

Click **Back Home Page** to return to the Student's homepage

Click **CONFIRM** button to confirm the selected courses

## STEP 8. Click Sign Out to close student's academic portal page.

جامعة الامير سلطان  
Prince Sultan University

Home Page Sign Out

Main Menu  
Personal  
Registration  
Academic  
Entry Application  
Reports

Student Page  
First Semester 2015/2016

Student Name :  
Student No. :  
Registration Semester : Second Semester 2015/2016

College of Business Administration  
Faculty :  
Major : Aviation Management  
Campus : Male Campus

Student Status : Active  
Semester : First Semester 2015/2016  
Join Semester : First Semester 2014/2015  
Cum GPA : 2.1

Probation Count : 0  
E-Mail : 214110062@psu.edu.sa  
Mobile No : 0537558518  
Advisor Name : Dr. Adel A. Ghobbar

Click **Sign Out** to close the student's academic portal page

## MODIFY ADD/DROP COURSES ONLINE

Do STEPS 1, 2, 3, 4, and 7 then choose the course to *delete or modify*.

Main Menu  
Personal  
Registration  
Attempted Courses  
Offered Courses  
Drop-Add Courses  
Academic  
Entry Application  
Reports

Drop-Add Courses  
First Semester 2016/2017

Student : AHMAD MOHAMAD SALIM  
Name : YAHYA QASHLAN  
Student No. : 216110319  
Registration Semester : Second Semester 2016/2017

Faculty : General Faculty  
Major : PYP-CS-Male  
Campus : Male Campus

The procedures that you had performed till now are correct. If you want to record them, press on Confirm

Add Delete All Undo Confirm

Process not confirm

Course Code	Course Name	Activity	CRS	Section	Day	Time	Status	Delete	Update	Details
MATH002	Preparatory Mathematics II	Lecture	4.0	397	U M W H	11:00 AM - 11:50 AM	Pending	X		Details
PE0002	Preparatory Physical Education II	Lecture	1.0	293	U H	01:10 PM - 02:00 PM	Pending	X		Details
PD0002	Personal Development Skills 2	Lecture	1.0	477	U H	09:00 AM - 09:50 AM	Pending	X		Details
CMPO12	Preparatory Computer II	Lecture	1.0	328	M W	09:00 AM - 09:50 AM	Pending	X		Details
EN0030	Preparatory English II - RBW	Lecture	4.0	23	U M T W H	08:00 AM - 08:50 AM	Pending	X		Details
EN0040	Preparatory English II - L&C	Lecture	4.0	39	U M T W H	02:10 PM - 03:00 PM	Pending	X		Details

Attempted Courses

Course Code	Course Name	Activity	CRS	Section	Day	Time	Delete	Update	Details

Note: The courses, which ends with an asterisk (\*) are free decisions

Hours registered 0.0 After submission, hours total will be 15.0  
Hours registered not confirmed 15.0  
Maximum Hours Load 15.0

Back To Home Page Confirm

An option to delete all selected courses...by clicking the **Delete All** button.

Click **X** button to delete the course registered then a validation screen will appear...**Are you sure you want to delete? (Y/N)** to confirm the dropping of course

Click **Back to Home Page** to return to the student page

Then do STEP 8 to sign out the student's academic portal page.