

## Course Registration Guideline (People Soft)

- Go to Registrar office official website ( [www.adu.ac.ae/en/registrar](http://www.adu.ac.ae/en/registrar) )
- Enter the new ID number and password to log in (password is the same as the old password in logos account)

**1**

- Click **ENROLLMENT ADD CLASSES** to start adding for the courses then **tick** the semester and **CONTINUE**  
 Click **SEARCH** to start searching for the courses

**Add Classes**

Select Term

Select a term, then click Continue.		
	Career	Institution
<input type="radio"/>	2010-2011 SUM A	Undergraduate Abu Dhabi University
<input type="radio"/>	2010-2011 SUM B	Undergraduate Abu Dhabi University
<input type="radio"/>	2011-2012 FALL	Undergraduate Abu Dhabi University

**Add Classes**

1. Select classes to add

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

2010-2011 SUM A | Undergraduate | Abu Dhabi University

Add to Cart: 2010-2011 SUM A Shopping Cart

Enter Class Nbr:

Your enrollment shopping cart is empty.

Find Classes

**2**

- How to search for courses
- Click the navigation to select the criteria (Classification of courses) then
- Click **SEARCH** to proceed

**Add Classes**

Enter Search Criteria

Abu Dhabi University | 2010-2011 SUM A

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

**Class Search Criteria**

Course Subject:

Course Number:

Course Career:

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

- Accounting
- Antenna Engineering
- Archi & Interior Dsign Hist II
- Architecture
- BIOLOGY
- Botony
- Building Technology
- Business
- Business & Technical Comm
- CAI
- CISCO
- CSIST
- Case Study - PR & Advertising
- Chemistry
- Chemistry
- Civil ENGR Project (Capstone)
- Civil Engineering
- Civil Engineering Systems
- Color Theory in Design App
- Communication Circuits
- Communication Skills in Arabic
- Computer Engineering
- Computer Measure & Instrumenta
- Construction Management
- Contrastive Analysis Arab&Eng
- Curriculum & Matls Development
- DUMM
- DUMM2
- Digital Circuits

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Courses will appear depend on the search method. Click **SELECT CLASSES** to add the course in SHOPPING CART, then **NEXT** for confirmation in adding to the shopping cart

START A NEW SEARCH

Open Closed Wait List

ACC 1000AD\_M - ACC200-Principles of Financial Accounting

View All Sections First 1 of 1

Section 1-LEC(1111) Status ● select class

Session SPR

Days & Times	Room	Instructor	Meeting Dates
Tu 6:00PM - 8:45PM	AD-B-1F23	alaa hasan	02/13/2011 - 05/29/2011

ACC 1000AD\_M - ACC308-Accounting Information Systems

View All Sections First 1 of 1 Last

Section 1-LEC(1117) Status ● select class

Session SPR

Days & Times	Room	Instructor	Meeting Dates
Tu 3:00PM - 5:45PM	AD-B-2F27	Staff	02/13/2011 - 05/29/2011
Tu 3:00PM - 5:00PM	AD-B-1F11L	Staff	02/13/2011 - 05/29/2011

### Add to Shopping Cart - Enrollment Preferences

2010-2011 SPR | Undergraduate | Abu Dhabi University

ACC 1000AD\_M - ACC201

Class Preferences

ACC 1000AD\_M-1 Lecture ● Open Permission Nbr

Grading Graded

Session Spring

Career Undergraduate

Enrollment Information

- ACC200

Units 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	Su 3:00PM - 5:45PM	AD-B-2F15B	Staff	02/13/2011 - 05/29/2011

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After adding the desire courses to the shopping cart, Click **proceed to step 2 of 3**

Then Click **FINISH ENROLLING** for final confirmation

### Add Classes

1. Select classes to add

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

ENG-UR 1000AD\_M has been added to your Shopping Cart.

2010-2011 SUM A | Undergraduate | Abu Dhabi University change term

Open Closed Wait List

Add to Cart:

Class	Days/Times	Room	Instructor	Units	Status
ACC 1000AD_M-1 (1002)	MoTuWeThSu 2:00PM - 3:00PM	AD-B-G39	Staff	3.00	●
ACC 1000AD_M-1 (1047)	MoTuWeThSu 3:10PM - 4:10PM	AD-B-G39	Staff	3.00	●
ENG-UR 1000AD_M-1 (1047)	MoTuWeThSu 10:00AM - 11:00AM	AD-B-1F32	Staff	3.00	●
ENG-UR 1000AD_M-1 (1047)	MoTuWeThSu 11:10AM - 12:10PM	AD-B-1F32	Staff	3.00	●

PROCEED TO STEP 2 OF 3

### Shopping Cart

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2010-2011 SPR | Undergraduate | Abu Dhabi University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 1000AD_M-1 (1111)	ACC200 (Lecture)	Tu 6:00PM - 8:45PM	AD-B-1F23	a. hasan	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

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Next will show registration confirmation **SUCCESS**

### Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors:

2010-2011 SPR | Undergraduate | Abu Dhabi University

Success: enrolled Error: unable to add class

Class	Message	Status
ISL-UR 1000AD_M	Success: This class has been added to your schedule.	✓
UNS-UR 1000AD_M	Success: This class has been added to your schedule.	✓

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS