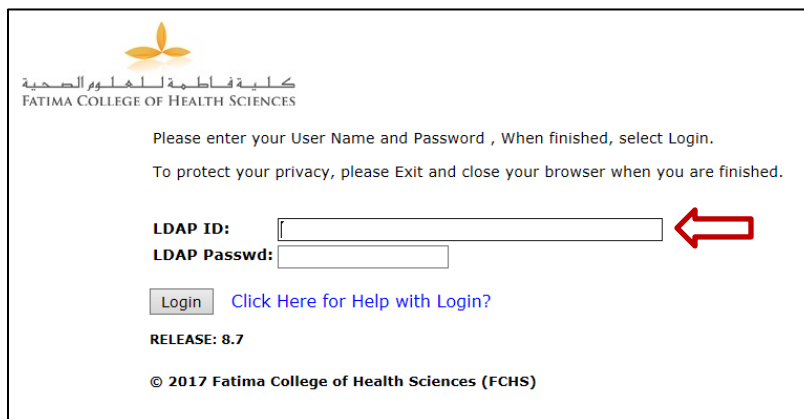


## Students Information System Student's Manual (Self-Services)

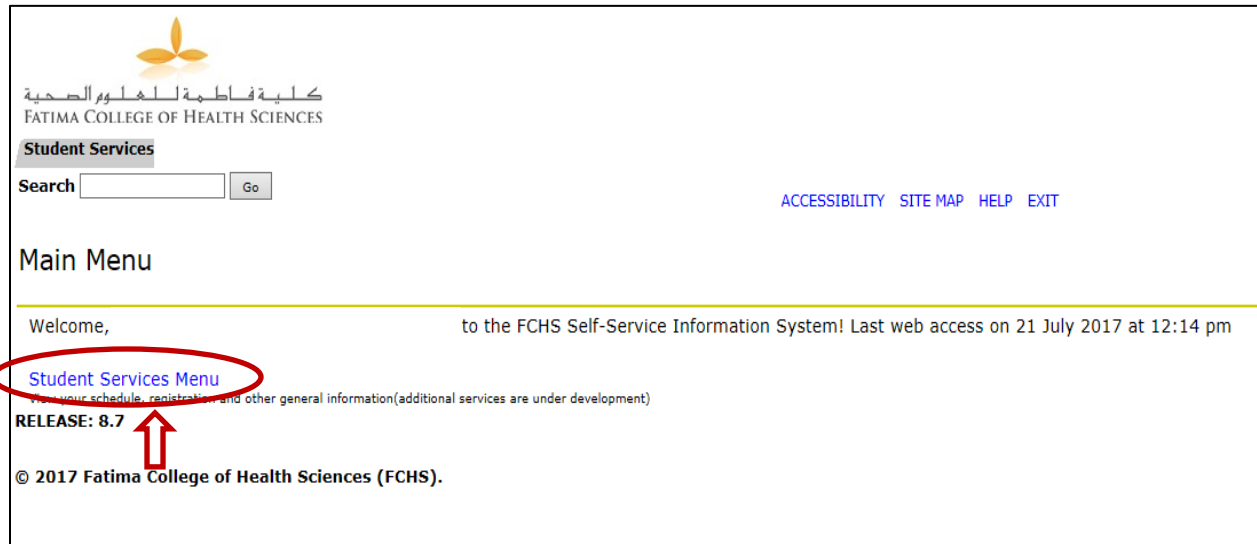
- 1- Access FCHS website : [www.fchs.ac.ae](http://www.fchs.ac.ae)
- 2- Go to e- services in the main Page and click on **Faculty and Student Services** Link



- 3- Click on **Enter secure** area and **login using your FCHS email account**



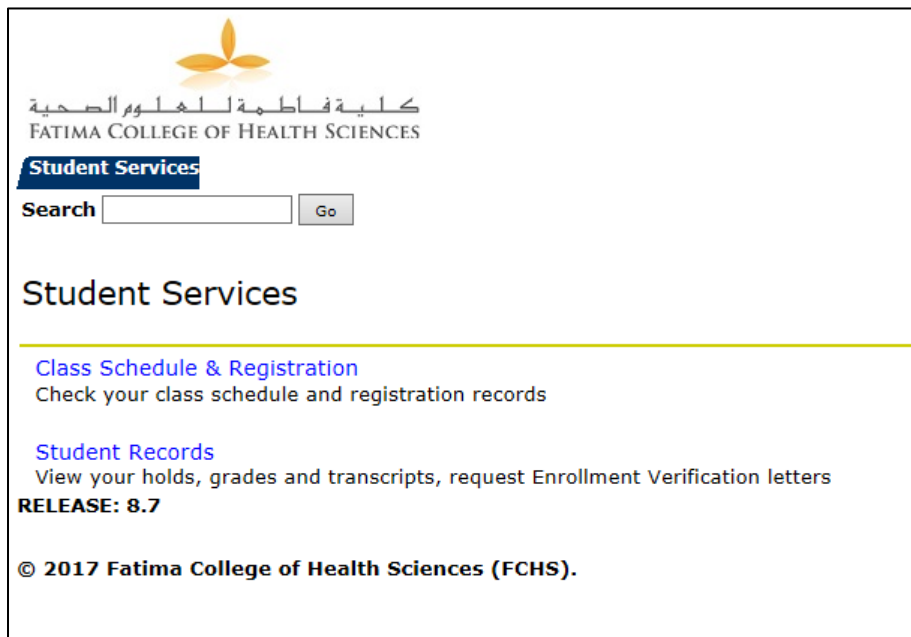
4- Click On **Student Services Menu**



The screenshot shows the website header for Fatima College of Health Sciences. It includes the college's logo and name in Arabic and English. Below the header is a search bar and a navigation menu. The 'Student Services Menu' is highlighted with a red circle, and a red arrow points to it. The main menu also includes 'Class Schedule & Registration' and 'Student Records'. The page footer contains the copyright information for 2017.

5- For Registration ,Add/ Drop courses and viewing your schedule, click on **Class Schedule & Registration**

6- To view your General information, Hold, Final Grades, Non- official Transcript, offering classes schedule and your attendance, click on **Student Records**



The screenshot shows the 'Student Services' page. It features a search bar and a navigation menu. The 'Class Schedule & Registration' and 'Student Records' links are highlighted. The page footer contains the copyright information for 2017.

## ▪ Registration, Add/Drop Classes:

1- Click on Class Schedule & Registration

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FATIMA COLLEGE OF HEALTH SCIENCES

**Student Services**

Search

### Student Services

[Class Schedule & Registration](#) ←  
Check your class schedule and registration records

[Student Records](#)  
View your holds, grades and transcripts, request Enrollment Verification letters  
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2- Click on Add or Drop Classes

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**Student Services**

Search

### Class Schedule & Registration Submenu

[Select Term](#)  
Please select a Term before proceeding to other menu options.

[Add or Drop Classes](#) ←

[Week at a Glance \(Schedule Grid\)](#)

[Concise Student Schedule](#)

[Active Registration](#)

[Registration History](#)

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3- Select the Registration term and click Submit

Fatima College of Health Sciences Student Services interface. The 'Registration Term' section shows a dropdown menu with the following options:

- First Semester 2017 - 2018
- Third Semester 2016 - 2017 (View only)
- Foundation Term 3 - 2016-2017 (View only)
- Second Semester 2016 - 2017 (View only)
- First Semester 2016 - 2017 (View only)
- Summer Semester 2015 - 2016 (View only)
- Second Semester 2015 - 2016 (View only)
- First Quarter in 2016 - 2017 (View only)
- First Semester 2015 - 2016 (View only)
- 1st Term of Cert in Paramedics (View only)
- Sixth Quarter in 2016 - 2017 (View only)
- Fifth Quarter in 2016 - 2017 (View only)
- Fourth Quarter in 2015 - 2016 (View only)
- Third Quarter in 2015 - 2016 (View only)
- Second Quarter in 2015 - 2016 (View only)
- First Quarter in 2015 - 2016 (View only)
- Summer Term 2014-2015 (View only)
- Quarter eight in 2015- 2016 (View only)
- Quarter Seven in 2015 - 2016 (View only)
- Quarter Six in 2015 - 2016 (View only)
- Fifth Quarter in 2014 - 2015 (View only)
- Fourth Quarter in 2014 - 2015 (View only)
- Third Quarter in 2014 - 2015 (View only)
- Second Quarter in 2014 - 2015 (View only)
- First Quarter in 2014 - 2015 (View only)
- English Preparation-Quarter 2 (View only)
- English Preparation-Quarter 1 (View only)
- First Semester 2014 - 2015 (View only)
- 2nd Sem Post Grad 2014 - 2015 (View only)
- Summer Semester 2013 - 2014 (View only)

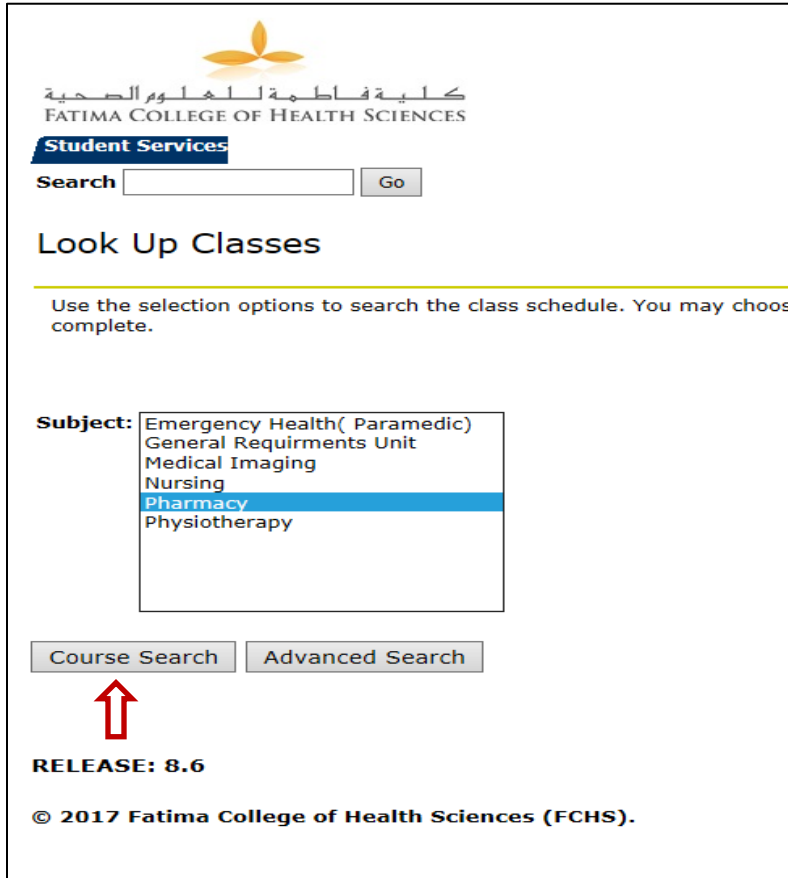
The 'Submit' button is highlighted with a red arrow. The selected term 'First Semester 2017 - 2018' is also highlighted with a red arrow.

4- Click on Class Search to select and adding the classes

Fatima College of Health Sciences Student Services interface. The 'Add or Drop Classes' section includes the following elements:

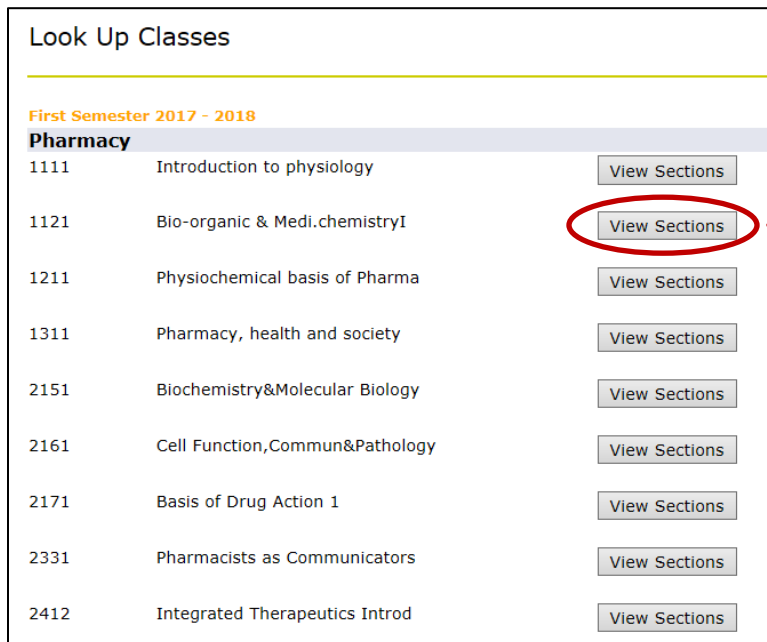
- Search bar with a 'Go' button.
- Navigation links: RETURN TO MENU, SITE MAP, HELP, EXIT.
- Section title: Add or Drop Classes.
- Instruction: To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
- Section title: Add Classes Worksheet.
- CRNs input field with multiple empty boxes.
- Buttons: Submit Changes, Class Search (highlighted with a red arrow), Reset.
- Link: [ View Holds ]
- RELEASE: 8.7
- Copyright: © 2015 Fatima College of Health Sciences (FCHS).

5- Select your Department and click on **Course Search**



The screenshot shows the 'Student Services' page of the Fatima College of Health Sciences. At the top, there is a search bar with a 'Go' button. Below it, the heading 'Look Up Classes' is followed by a yellow horizontal line. A text block instructs users to use selection options to search the class schedule. A dropdown menu for 'Subject' is open, showing options: Emergency Health( Paramedic), General Requirments Unit, Medical Imaging, Nursing, Pharmacy (highlighted in blue), and Physiotherapy. Below the dropdown are two buttons: 'Course Search' and 'Advanced Search'. A red arrow points to the 'Course Search' button. At the bottom, the text 'RELEASE: 8.6' and '© 2017 Fatima College of Health Sciences (FCHS)' is visible.

6- Click on **View Sections** to select the course for registration.



The screenshot shows the 'Look Up Classes' page for the 'First Semester 2017 - 2018' in the 'Pharmacy' department. A table lists various courses with their IDs and descriptions. Each course has a 'View Sections' button to its right. The 'View Sections' button for course 1121 is circled in red, and a red arrow points to it from the right.

| Course ID | Course Description             | Action        |
|-----------|--------------------------------|---------------|
| 1111      | Introduction to physiology     | View Sections |
| 1121      | Bio-organic & Medi.chemistryI  | View Sections |
| 1211      | Physiochemical basis of Pharma | View Sections |
| 1311      | Pharmacy, health and society   | View Sections |
| 2151      | Biochemistry&Molecular Biology | View Sections |
| 2161      | Cell Function,Commun&Pathology | View Sections |
| 2171      | Basis of Drug Action 1         | View Sections |
| 2331      | Pharmacists as Communicators   | View Sections |
| 2412      | Integrated Therapeutics Introd | View Sections |

7- Make sure that you select the right **CRN** in the right **campus** and click on **Register**

**Sections Found**  
**Pharmacy**

| Select                              | CRN  | Subj | Crse | Sec | Cmp | Cred  | Title                          | Days | Time              | Cap | Act | Rem | Instructor   | Date (MM/DD) | Location   |
|-------------------------------------|------|------|------|-----|-----|-------|--------------------------------|------|-------------------|-----|-----|-----|--|--------------|------------|
| C                                   | 1270 | PAC  | 1311 | 01  | FAL | 5.000 | Pharmacy,health and society G1 | U    | 08:00 am-09:45 am | 18  | 18  | 0   | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | FCAA FFB07 |
|                                     |      |      |      |     |     |       |                                | U    | 10:00 am-10:50 am |     |     |     | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:00 pm-12:50 pm |     |     |     | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:55 pm-01:45 pm |     |     |     | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | TBA        |
| <input checked="" type="checkbox"/> | 1331 | PAC  | 1311 | 02  | FAL | 5.000 | Pharmacy,health and society G2 | U    | 10:00 am-10:50 am | 18  | 4   | 14  | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | FCAA FFB07 |
|                                     |      |      |      |     |     |       |                                | U    | 12:00 pm-12:50 pm |     |     |     | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:55 pm-01:45 pm |     |     |     | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 02:00 pm-03:50 pm |     |     |     | Dr. Heba Moustafa Mohamed (P), Monika Sachdeva , Shenaaz Saley | 08/23-12/14  | TBA        |
| C                                   | 1250 | PAC  | 1311 | 1   | FAD | 5.000 | Pharmacy,health and society G1 | U    | 08:00 am-09:40 am | 20  | 20  | 0   | Shery Henen (P)  | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 10:00 am-10:50 am |     |     |     | Shery Henen (P)  | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:00 pm-12:50 pm |     |     |     | Shery Henen (P)  | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:55 pm-01:45 pm |     |     |     | Shery Henen (P)  | 08/23-12/14  | TBA        |
| <input type="checkbox"/>            | 1322 | PAC  | 1311 | 2   | FAD | 5.000 | Pharmacy,health and society G2 | U    | 10:00 am-10:50 am | 20  | 3   | 17  | Shery Henen (P)  | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:00 pm-12:50 pm |     |     |     | Shery Henen (P)  | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 12:55 pm-01:45 pm |     |     |     | Shery Henen (P)  | 08/23-12/14  | TBA        |
|                                     |      |      |      |     |     |       |                                | U    | 02:00 pm-03:50 pm |     |     |     | Shery Henen (P)  | 08/23-12/14  | TBA        |

Register   Add to WorkSheet   New Search

8- You have the option to drop the course during the **add/drop period only**

**Student Services**

Search  Go RETURN TO MENU   SITE MAP   HELP   EXIT

**Add or Drop Classes**

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list

**Current Schedule**

| Status                             | Action          | CRN  | Subj | Crse | Sec | Level                   | Cred  | Grade    | Mode   | Title         |
|------------------------------------|-----------------|------|------|------|-----|-------------------------|-------|----------|--------|---------------|
| **Web Registered** on 04 July 2017 | None            | 1087 | GRU  | 1221 | 01  | Undergraduate-New Level | 3.000 | Standard | Letter | Human Biolo   |
| **Web Registered** on 04 July 2017 | None            | 1089 | GRU  | 1222 | 01  | Undergraduate-New Level | 1.000 | Standard | Letter | Human Biolo   |
| **Web Registered** on 04 July 2017 | None            | 1130 | GRU  | 1261 | 02  | Undergraduate-New Level | 3.000 | Standard | Letter | Islamic Cultu |
| **Web Registered** on 04 July 2017 | <b>DRQP Web</b> | 1176 | GRU  | 1251 | 01  | Undergraduate-New Level | 2.000 | Standard | Letter | Basic Health  |

Total Credit Hours: 9.000  
Billing Hours: 9.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: 13 August 2017 12:21 pm

**Add Classes Worksheet**

**CRNs**

Submit Changes   Class Search   Reset

[ View Holds ]

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9- Finally, **Return to Menu** Or click **Exit** to finish your registration

10- To view your registration schedule, select **Concise Student Schedule** from the Menu.

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.  
 Days of week: U=Sunday; M=Monday; T=Tuesday; W=Wednesday; R=Thursday.

**Name:** **Address:** Al Ain, Alain 03  
United Arab Emirates

**Classification:**  
**Level:** Undergraduate-New Level  
**College:** Fatima College/Health Sciences  
**Major and Department:** Common Year, Undeclared  
 Fatima College/Health Sciences

| CRN  | Course      | Title                    | Campus                | Credits               | Level        | Start Date     | End Date         | Days | Time                | Location                    | Instructor |
|------|-------------|--------------------------|-----------------------|-----------------------|--------------|----------------|------------------|------|---------------------|-----------------------------|------------|
| 1087 | GRU 1221 01 | Human Biology S1         | Fatima College Al Ain | 3.000                 | UN           | 23 August 2017 | 14 December 2017 | TRU  | 8:00 am - 8:50 am   | Fatima College Al Ain GB'07 | TBA        |
| 1089 | GRU 1222 01 | Human Biology -Lab S1    | Fatima College Al Ain | 1.000                 | UN           | 23 August 2017 | 14 December 2017 | U    | 2:00 pm - 2:50 pm   | Fatima College Al Ain       | TBA        |
|      |             |                          |                       |                       |              | 23 August 2017 | 14 December 2017 | U    | 2:55 pm - 3:45 pm   | TBA                         | TBA        |
| 1176 | GRU 1251 01 | Basic Health Skills 2 S1 | Fatima College Al Ain | 2.000                 | UN           | 23 August 2017 | 14 December 2017 | W    | 8:00 am - 9:15 am   | Fatima College Al Ain GB'07 | TBA        |
|      |             |                          |                       |                       |              | 23 August 2017 | 14 December 2017 | W    | 1:30 pm - 2:45 pm   | TBA                         | TBA        |
| 1130 | GRU 1261 02 | Islamic Culture S2       | Fatima College Al Ain | 3.000                 | UN           | 23 August 2017 | 14 December 2017 | TRU  | 11:00 am - 11:50 am | Fatima College Al Ain GC10  | Janem      |
|      |             |                          |                       | <b>Total Credits:</b> | <b>9.000</b> |                |                  |      |                     |                             |            |

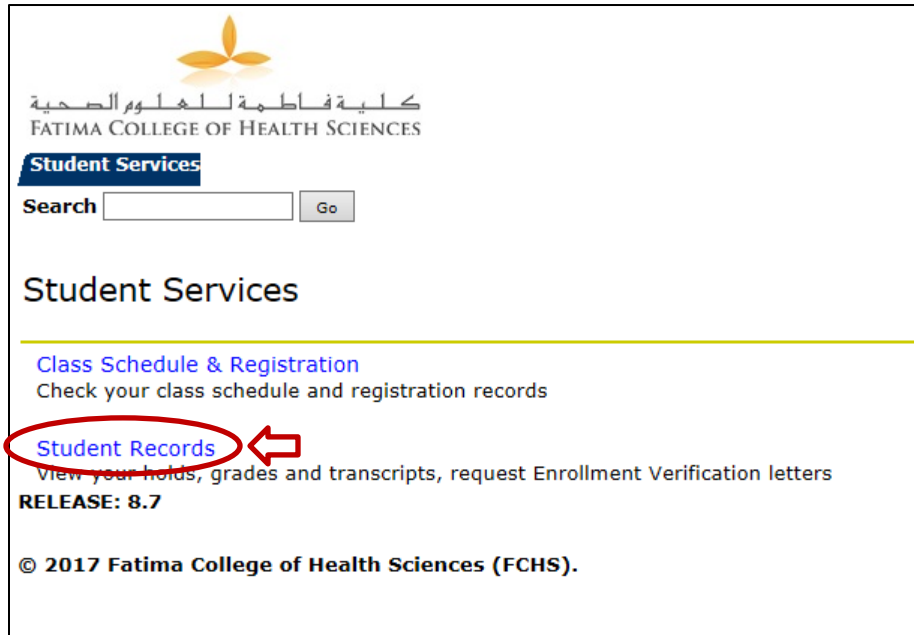
[ Student Detail Schedule ]

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## ▪ Viewing General info. Holds, Transcript and Attendance:

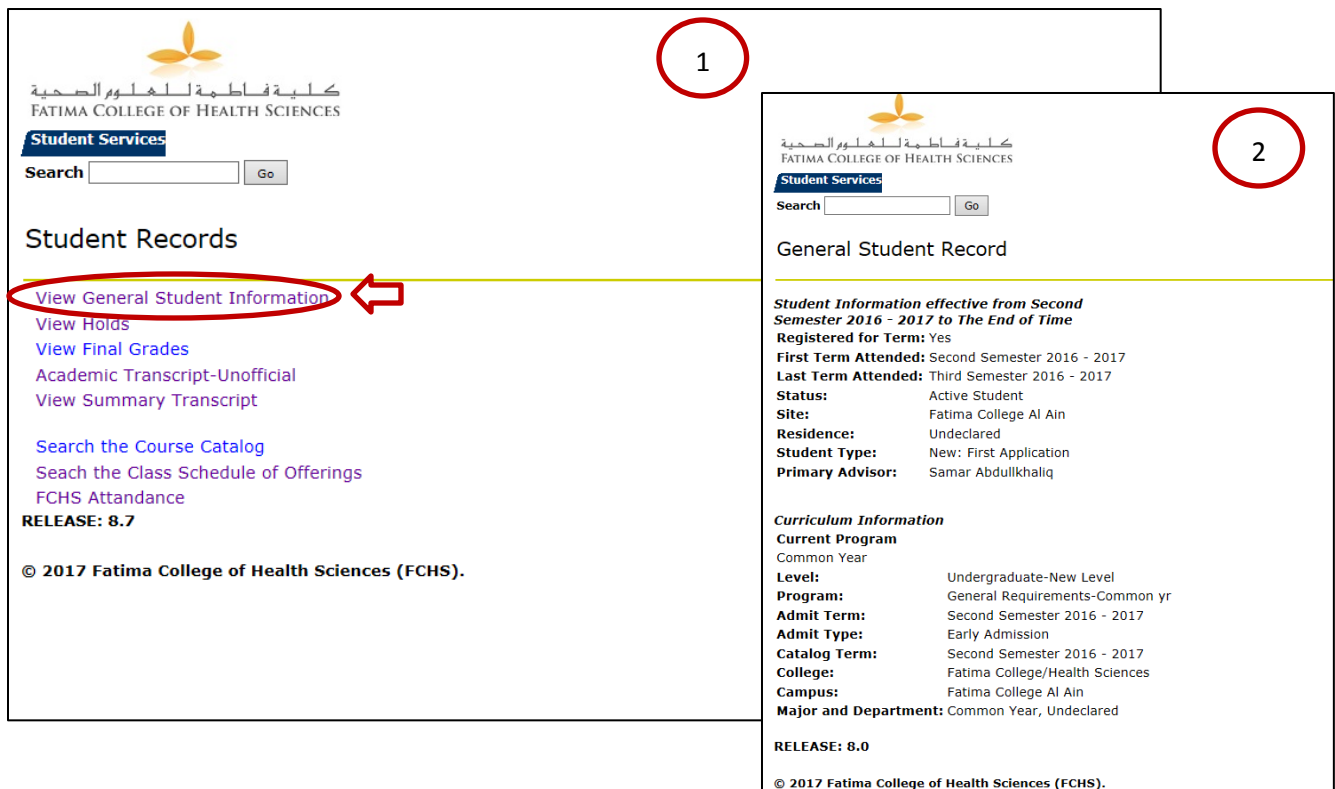
1- Select **Student Records** from the **Student Services** Menu



The screenshot shows the Student Services menu for Fatima College of Health Sciences. The menu items are: Class Schedule & Registration, Student Records (circled in red with an arrow), and RELEASE: 8.7. The footer indicates © 2017 Fatima College of Health Sciences (FCHS).

## ▪ Viewing Your General information:

1- To be sure that your Information is entered correctly in the system click on General information:



The first screenshot (labeled '1') shows the Student Services menu with 'Student Records' circled in red and an arrow pointing to it. The second screenshot (labeled '2') shows the 'General Student Record' page with 'View General Student Information' circled in red and an arrow pointing to it. The 'General Student Record' page displays the following information:

**Student Information effective from Second Semester 2016 - 2017 to The End of Time**  
Registered for Term: Yes  
First Term Attended: Second Semester 2016 - 2017  
Last Term Attended: Third Semester 2016 - 2017  
Status: Active Student  
Site: Fatima College Al Ain  
Residence: Undeclared  
Student Type: New: First Application  
Primary Advisor: Samar Abdulkhalig

**Curriculum Information**  
Current Program  
Common Year  
Level: Undergraduate-New Level  
Program: General Requirements-Common yr  
Admit Term: Second Semester 2016 - 2017  
Admit Type: Early Admission  
Catalog Term: Second Semester 2016 - 2017  
College: Fatima College/Health Sciences  
Campus: Fatima College Al Ain  
Major and Department: Common Year, Undeclared

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### ▪ Viewing Holds on your Registration:


- 1- If you can't register due to hold on your registration, click on view holds to view what kind of hold prevent you from the registration

The screenshot shows the Fatima College of Health Sciences website. The top section, labeled '1', displays the 'Student Services' menu with 'View Holds' circled in red and an arrow pointing to it. The bottom section, labeled '2', displays the 'View Holds' page with the message 'No holds exist on your record.' circled in red and an arrow pointing to it.

### ▪ Viewing Your Final Grades:

- 1- To view your final Grades click on View final Grades, then choose the required term

The screenshot shows the Fatima College of Health Sciences website. The 'View Final Grades' link in the 'Student Records' menu is circled in red with an arrow pointing to it. The page is labeled '1' in a red circle.



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**Student Services**

Search

## Final Grades

---

Select a Term:  ▼

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2

## Final Grades

---

You will not be able to review grades for the current term until the grading process has been completed.  
These are your grades for the term you selected.

**Student Information**

**Current Program**  
Common Year

**Level:** Undergraduate-New Level  
**Program:** General Requirements-Common yr  
**Admit Term:** Second Semester 2016 - 2017  
**Admit Type:** Early Admission  
**Catalog Term:** Second Semester 2016 - 2017  
**College:** Fatima College/Health Sciences  
**Campus:** Fatima College Al Ain  
**Major and Department:** Common Year, Undeclared  
**Academic Standing:** Good Standing

**Undergraduate-New Level Course work**

| CRN  | Subject | Course | Section | Course Title          | Campus                   | Final Grade | Attempted | Earned | GPA   | Hours | Quality Points |
|------|---------|--------|---------|-----------------------|--------------------------|-------------|-----------|--------|-------|-------|----------------|
| 3005 | GRU     | 1151   | 0       | Basic Health Skills 1 | Fatima College Al Ain D  |             | 2.000     | 2.000  | 2.000 | 2.00  | 2.00           |
| 3003 | GRU     | 1261   | 0       | Islamic Culture       | Fatima College Al Ain FA |             | 3.000     | 0.000  | 3.000 | 3.00  | 0.00           |

**Undergraduate-New Level Summary**

|                      | Attempted | Earned | GPA    | Hours | Quality Points | GPA |
|----------------------|-----------|--------|--------|-------|----------------|-----|
| <b>Current Term:</b> | 5.000     | 2.000  | 5.000  | 2.00  | 0.40           |     |
| <b>Cumulative:</b>   | 18.000    | 15.000 | 18.000 | 22.70 | 1.26           |     |
| <b>Transfer:</b>     | 0.000     | 0.000  | 0.000  | 0.00  | 0.00           |     |
| <b>Overall:</b>      | 18.000    | 15.000 | 18.000 | 22.70 | 1.26           |     |

[Select another Term](#)

3

▪ Viewing the Unofficial Transcript:

1- Select Academic Transcript – unofficial from the Menu

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**Student Services**  
 Search  
  
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Records

- [View General Student Information](#)
- [View Holds](#)
- [View Final Grades](#)
- [Academic Transcript-Unofficial](#)** ←
- [View Summary Transcript](#)

[Search the Course Catalog](#)  
[Search the Class Schedule of Offerings](#)  
[FCHS Attendance](#)  
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2- Select All Levels and Unofficial Transcript from the Drop Menus, then Click Submit

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**Student Services**  
 Search

### Academic Transcript Options

Select the transcript level and transcript type.

**Transcript Level:**  ←  
**Transcript Type:**  ←  
 ↑

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Common Year

**Program:** General Requirements-Common yr  
**College:** Fatima College/Health Sciences  
**Campus:** Fatima College Al Ain  
**Major and Department:** Common Year, Undeclared

\*\*\*Transcript type:UNOF Unofficial Transcript is NOT Official \*\*\*

**INSTITUTION CREDIT -Top-**

Term: **Second Semester 2016 - 2017**

**College:** Fatima College/Health Sciences  
**Major:** Common Year  
**Academic Standing:** Good Standing

| Subject | Course | Campus                | Level | Title                          | Grade | Credit Hours | Quality Points | R |
|---------|--------|-----------------------|-------|--------------------------------|-------|--------------|----------------|---|
| GRU     | 1111   | Fatima College Al Ain | UN    | English for Health Prof- 1 S 1 | C     | 2.000        | 4.00           |   |
| GRU     | 1121   | Fatima College Al Ain | UN    | Biology S 2                    | D     | 3.000        | 3.00           |   |
| GRU     | 1122   | Fatima College Al Ain | UN    | Biology -lab S1                | C     | 1.000        | 2.00           |   |
| GRU     | 1123   | Fatima College Al Ain | UN    | Physics for Health Prof- S1    | D     | 3.000        | 3.00           |   |
| GRU     | 1124   | Fatima College Al Ain | UN    | Physics for Helth Prof-Lab S4  | B-    | 1.000        | 2.70           |   |
| GRU     | 1125   | Fatima College Al Ain | UN    | Mathematics S2                 | C     | 3.000        | 6.00           |   |

**Term Totals (Undergraduate- New Level)**

|                      | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA  |
|----------------------|---------------|--------------|--------------|-----------|----------------|------|
| <b>Current Term:</b> | 13.000        | 13.000       | 13.000       | 13.000    | 20.70          | 1.59 |
| <b>Cumulative:</b>   | 13.000        | 13.000       | 13.000       | 13.000    | 20.70          | 1.59 |

Unofficial Transcript

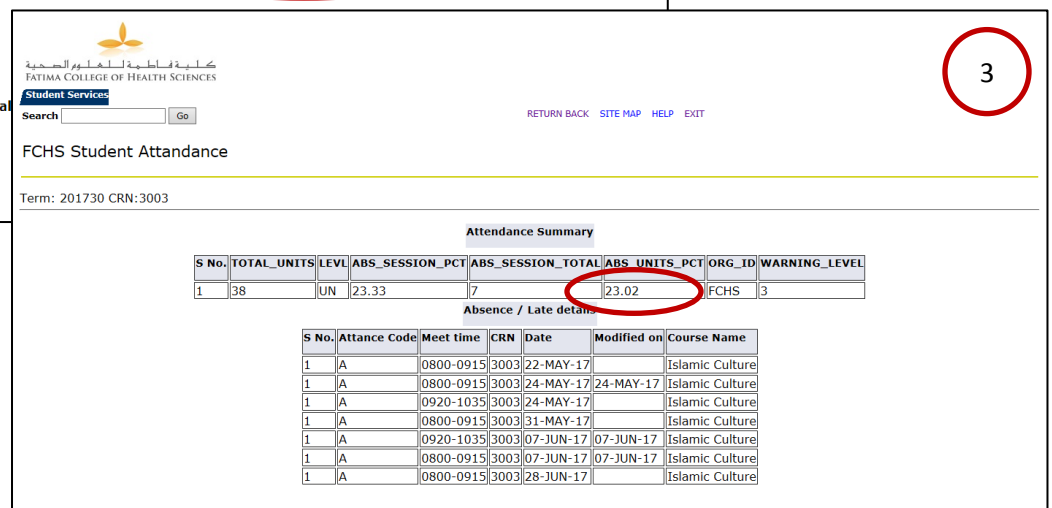
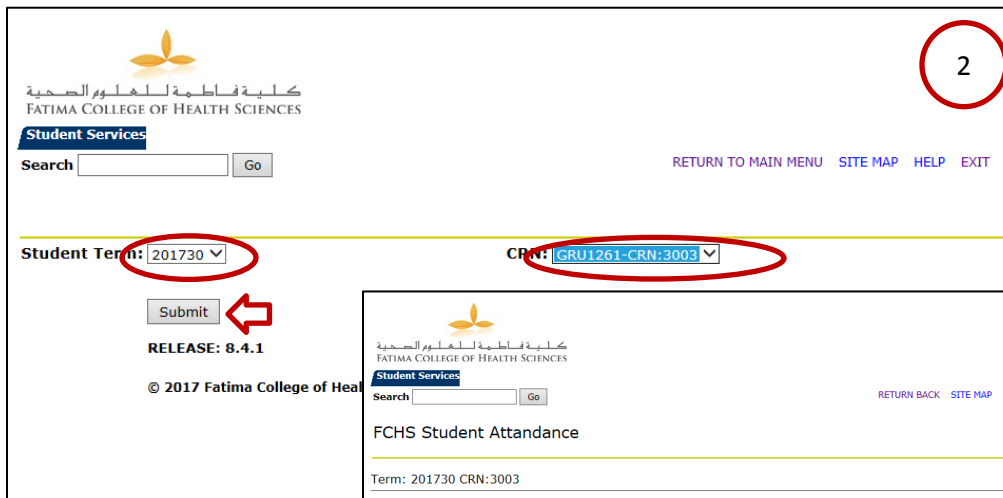
Term: **Third Semester 2016 - 2017**

▪ **Viewing the Attendance Percentage:**

- 1- To Viewing your attendance percentage and absence Dates, select **FCHS Attendance** from the Menu



- 2- Select the **Term** and the **CRN** then click **Submit**



- 3- Remember, checking the attendance is your responsibility, so check your attendance periodically to avoid the absence penalty.

- 4- Finally, don't forget to Exit your account.