Campus Management Solution
for
National University of Sciences and Technology (NUST)

Student User Guide

Version 1.1

Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Saima Bibi	Created/Updated the initial draft	8 Aug 2016
1.0	Saima Bibi	Document Review by Mr. Rafiq Tariq - Acting Director, ICT Dte Mr. Furqan Athar - Manager Databases. ICT Dte	23 August 2016
1.1	Saima Bibi	Updated Document after Review	24 August 2016

Preface

This document aims at defining the detailed student user guide.

Disclaimer: This document doesn't confirm delivery of all the features of CMS for students. This document covers most procedures in student self-service whereas the document contains best possible scenarios for said topics. If a student gets more or less information; other than as mentioned in document below; he is requested to contact CMS Coordinator at their respective institution/school/college.

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Log on to CMS

Overview

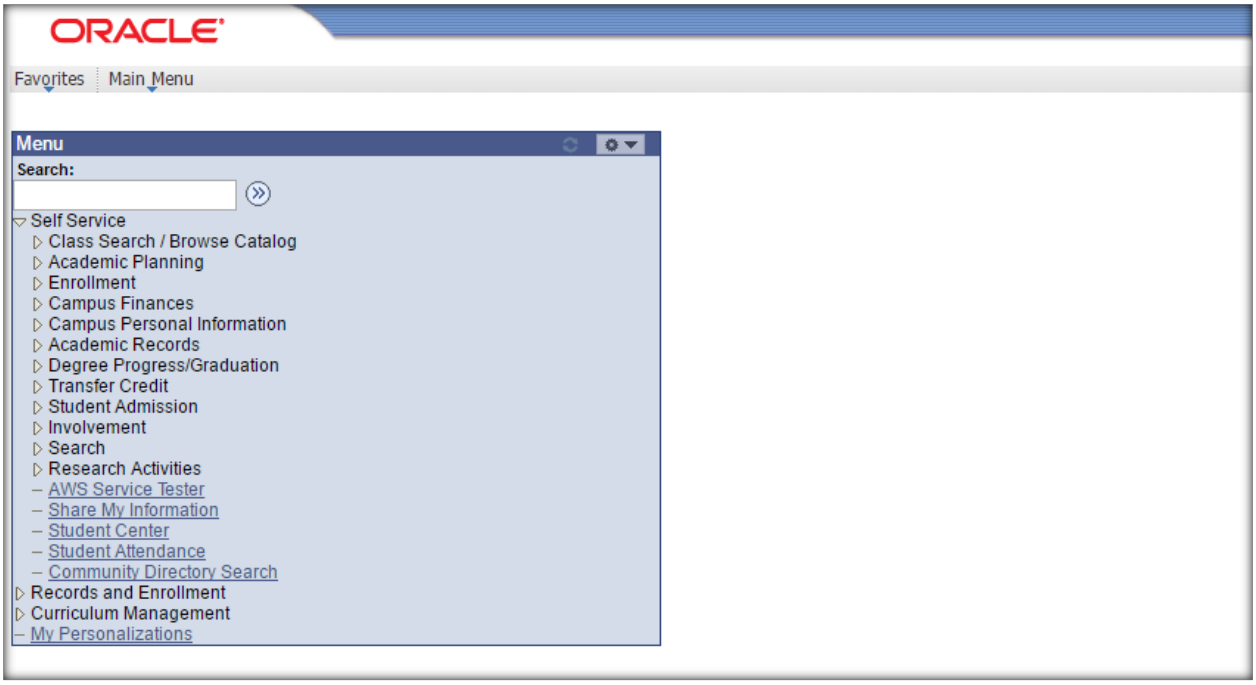
CMS is a secure web application. You must log in to the system with a valid username and password, provided to you by the administrator.

Steps

1. Open the Internet Explorer or any other browser compatible for CMS.
2. Enter URL **http://cms.nust.edu.pk/**
3. Login screen displays when you enter correct URL.

4. Enter valid username and password and you will now log in to the system.

   Following screen will be displayed when you are successfully logged in to the system.



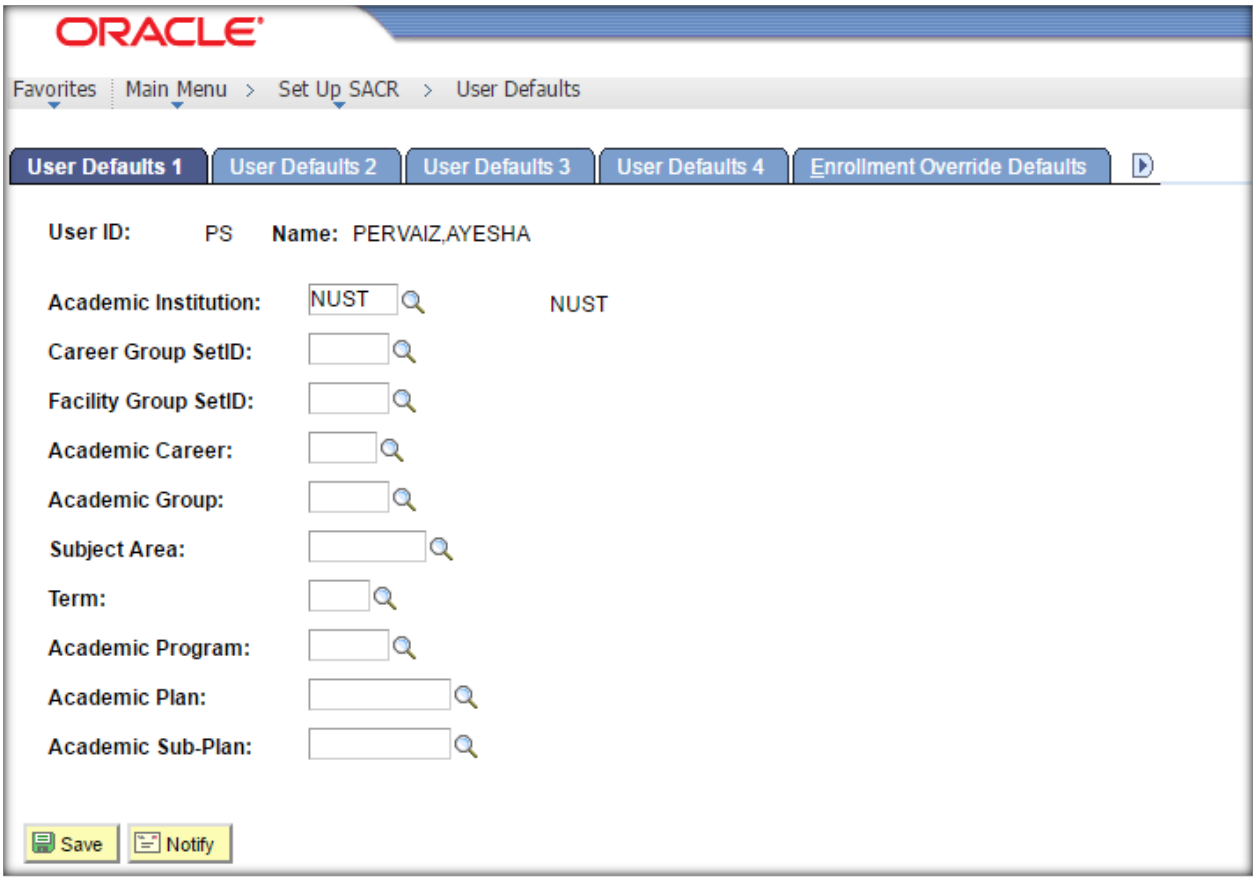
User Defaults Activation

Overview

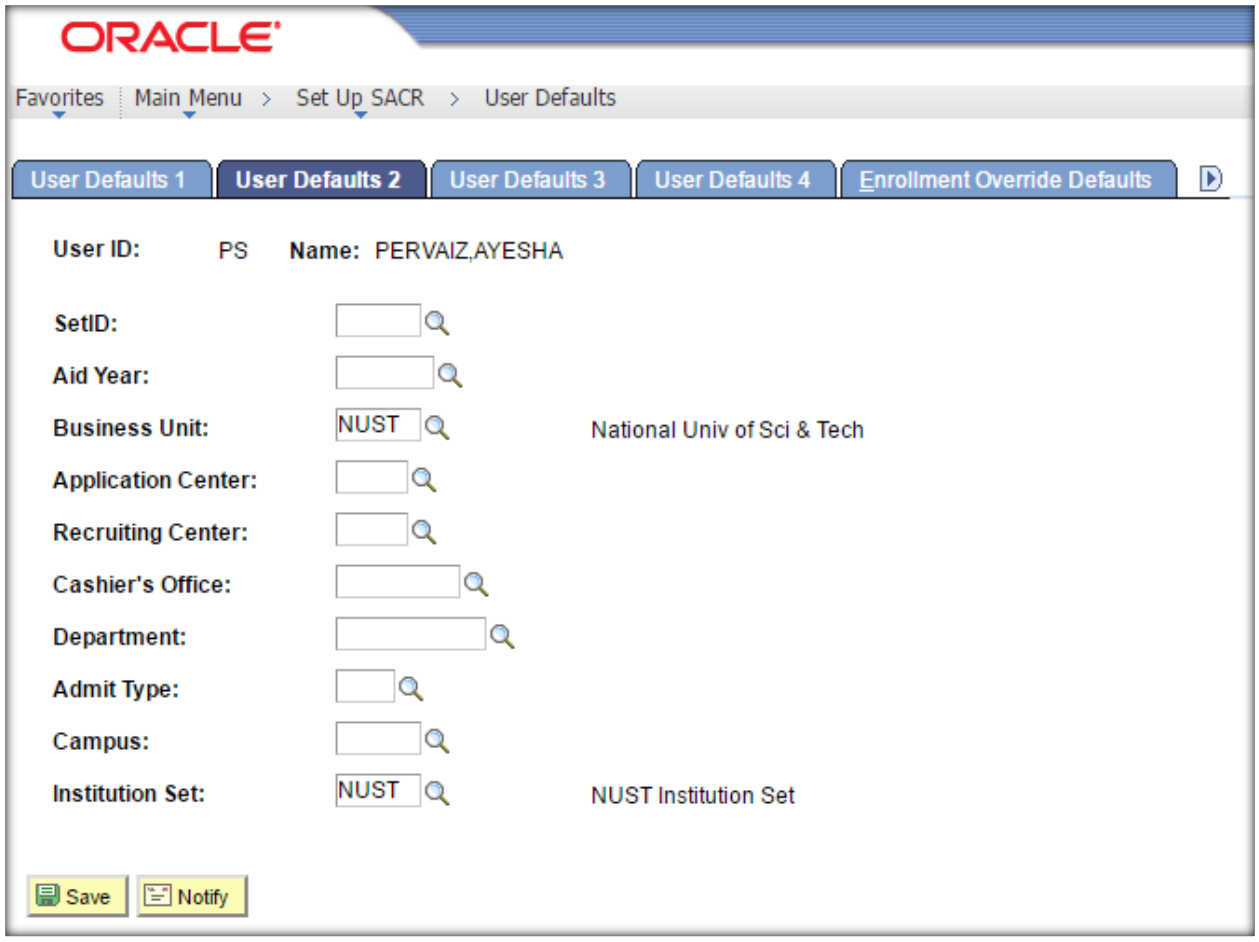
To view you financial dues and hold activate the user defaults once after log into you.

Steps

1. Click the **Setup SACR** from main menu
2. Click **User defaults**
3. Select **User Defaults 2** from the page opened



4. Write NUST in the last field named Institutional Set and click on save button to save your defaults.



Main Menu

Overview

Main Menu is used for navigation to various allowed pages.

Personal Information

Add update personal information

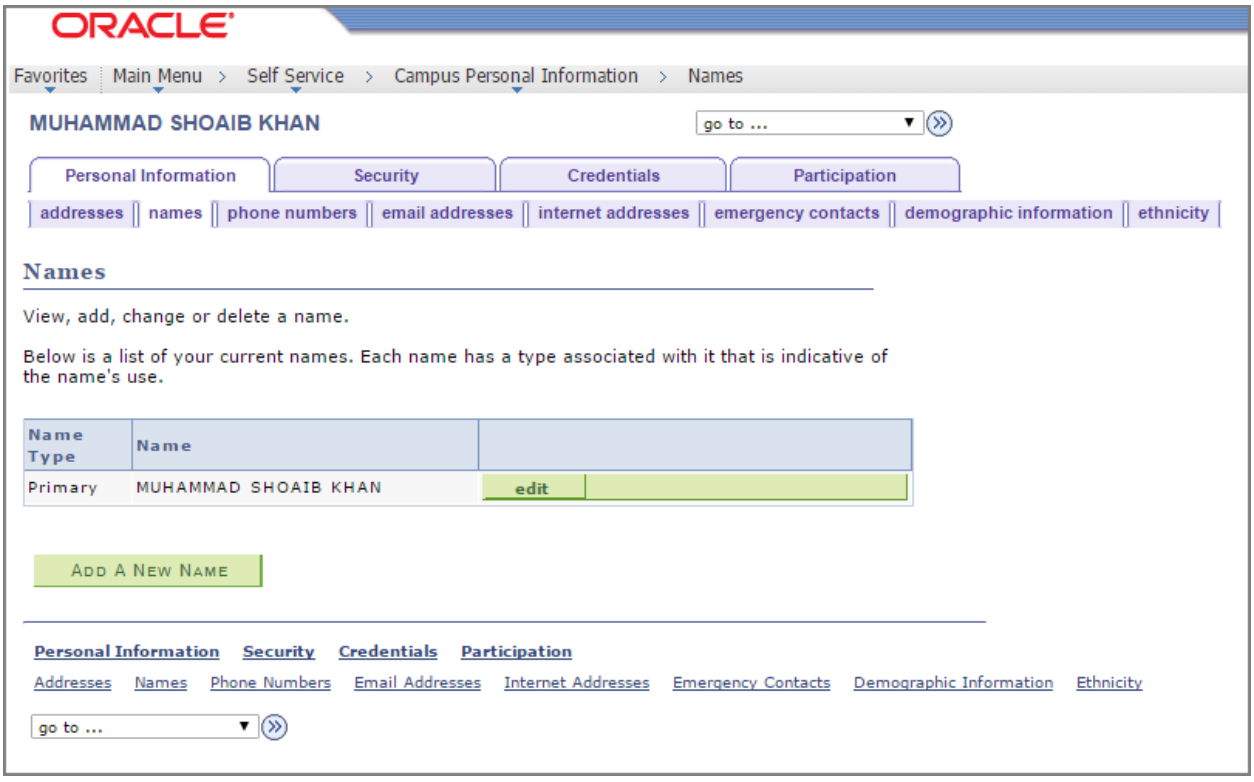
Here you can see, add and modify your name, language, phone numbers, email addresses etc. The personal information functionality of Campus Self Service exposes familiar Campus Community information to Instructor. It provides an easy way for instructor to update personal information about himself/herself at any time.

As Student, you can View, Edit, Delete and add new values for name, addresses, phone number, email addresses, internet addresses and emergency contact number fields. Demographic data like ID, Gender, Date of birth, Material Status, National ID card number, Citizenship, Licenses etc. are read only to the student for security reasons. He/she have to contact the administrator for Editing/ Deletion or updating in demographic information.

Changing Name

Steps

1. Click the **Self Service** link in main menu
2. Click the **Campus Personal Information** Link
3. Click the **Names** Link



4. Click on **Edit** Button of above screen
5. Change the Name
6. Click on **Save** Button, Changes will be saved

7. Click OK to return to main menu.

Student Center

Overview

Student Center is an interface where student can view his class schedule, exam schedule, his/her advisement roaster, Class roster, Grade roster and Grade Book. This interface can be used to search class, students, and faculty and course catalog.

Student center shows student enrollments, financial information, personal information and admission updates. Student can view his enrollment dates, milestones and any holds on him. Student center is main area for student information management.

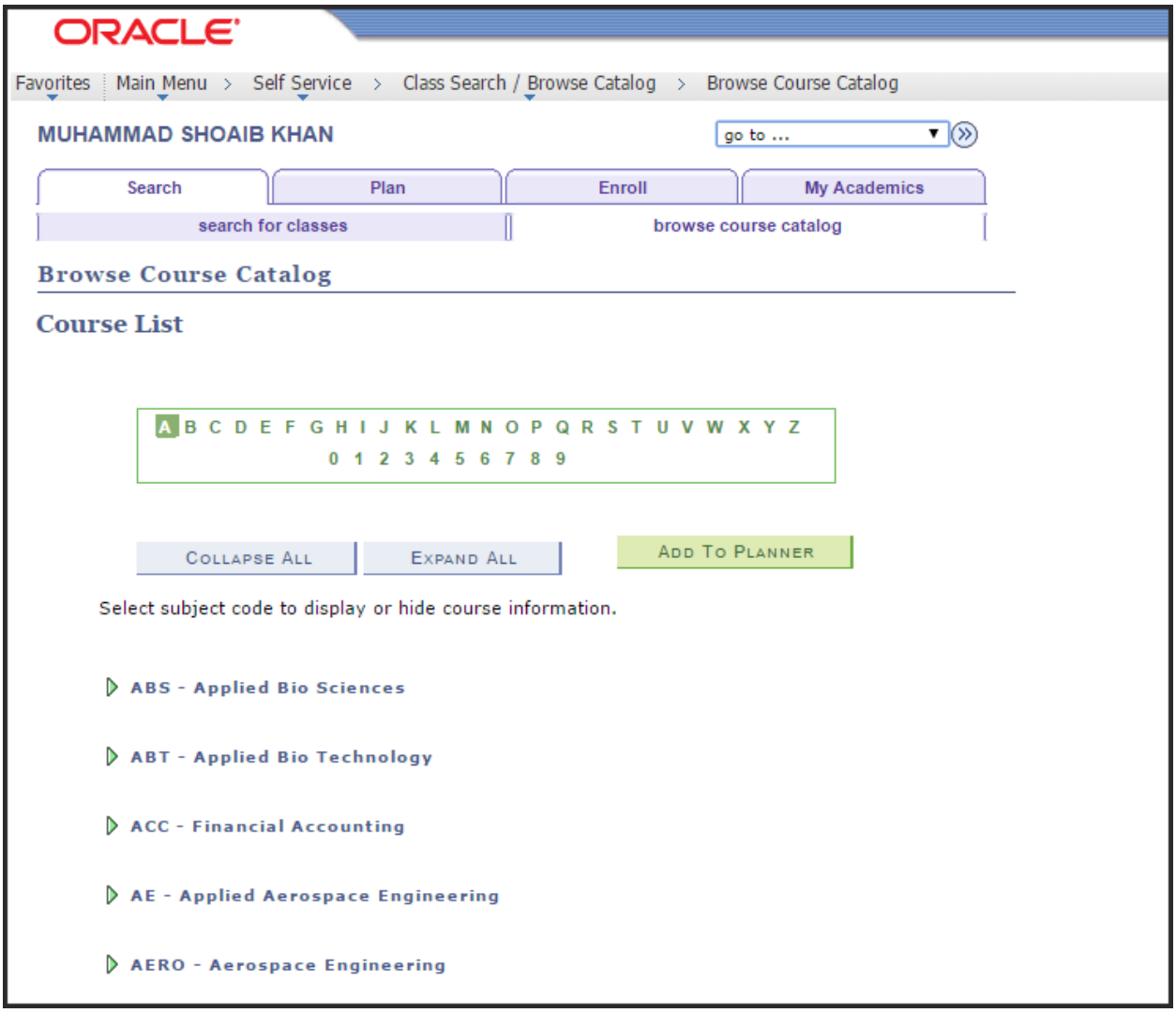
Browsing Course Catalog

Overview

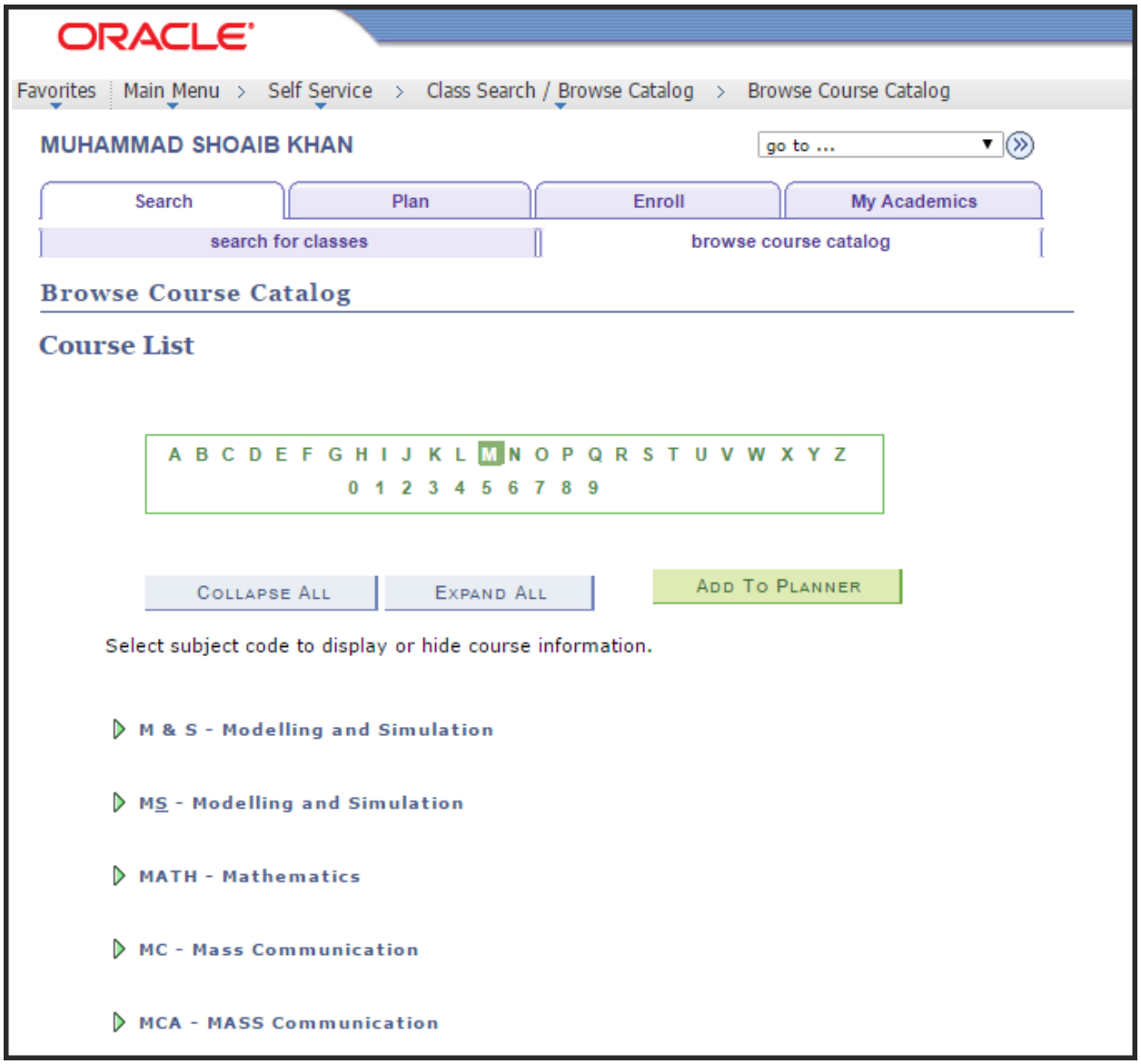
It helps to list of all courses offered in university.

Steps

1. Click the **Self Service** link
2. Click on **Class Search / Browse Catalog**
3. Click on browse catalog, following screen will open showing the course catalog for the department starting with alphabet A. i.e. Applied Bio Sciences.



4. Select any alphabet from the portion highlighted in the figure above to see the course list of that department e.g. selecting M from the list shown course list of Mechanical Engineering department.



Viewing Scheduled Classes of University

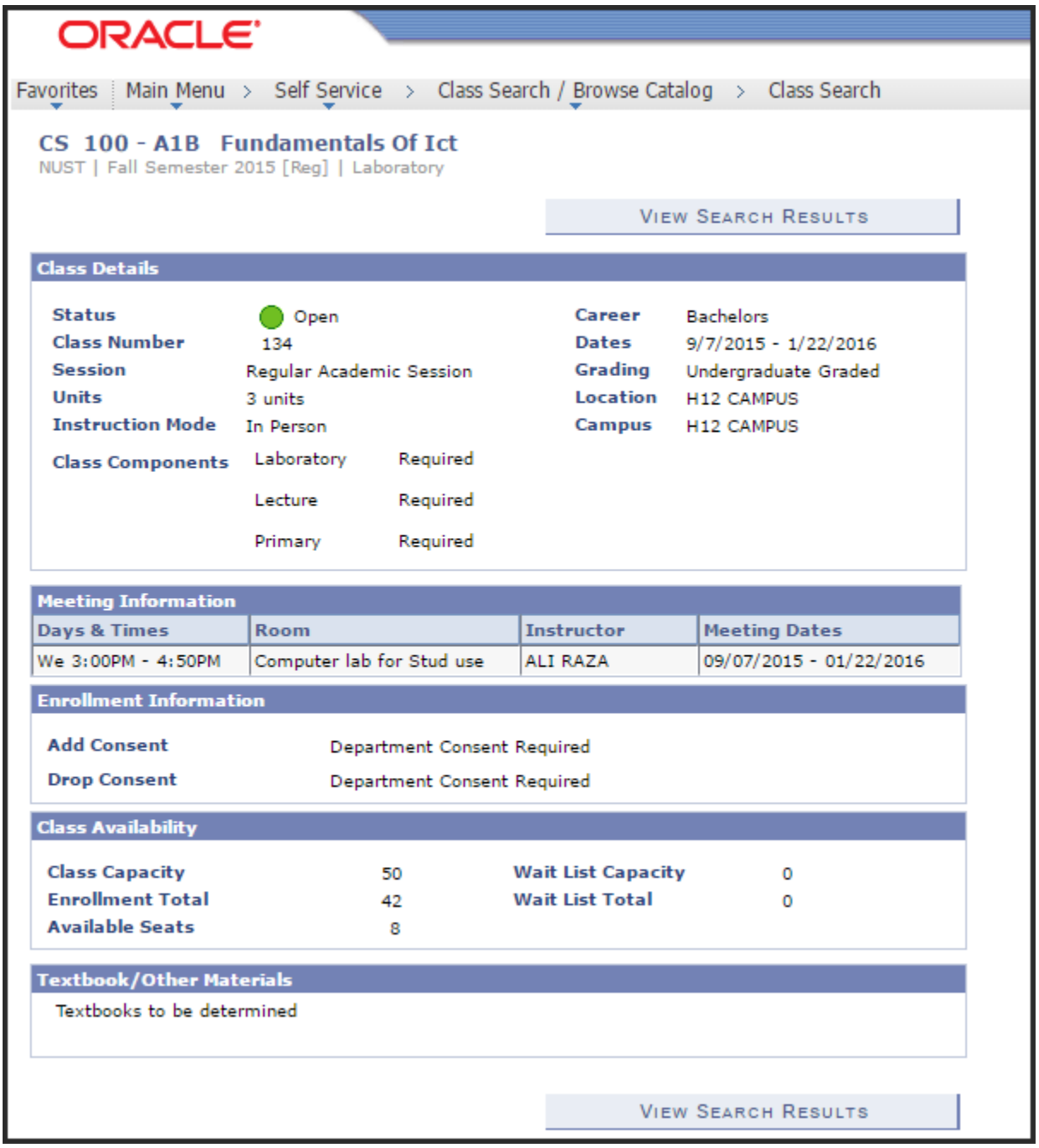
Overview

It provides tool to search any class scheduled in University.

Steps

1. Click the **Self Service** link
2. Click on **Class Search / Browse Catalog**
3. Click on **Class Search**, following screen will open.

4. Select the department for which you want to search the class from the drop down list highlighted in the figure above. For example if we select Agriculture from the list, it will show classes scheduled for that discipline.



Viewing Class Schedule

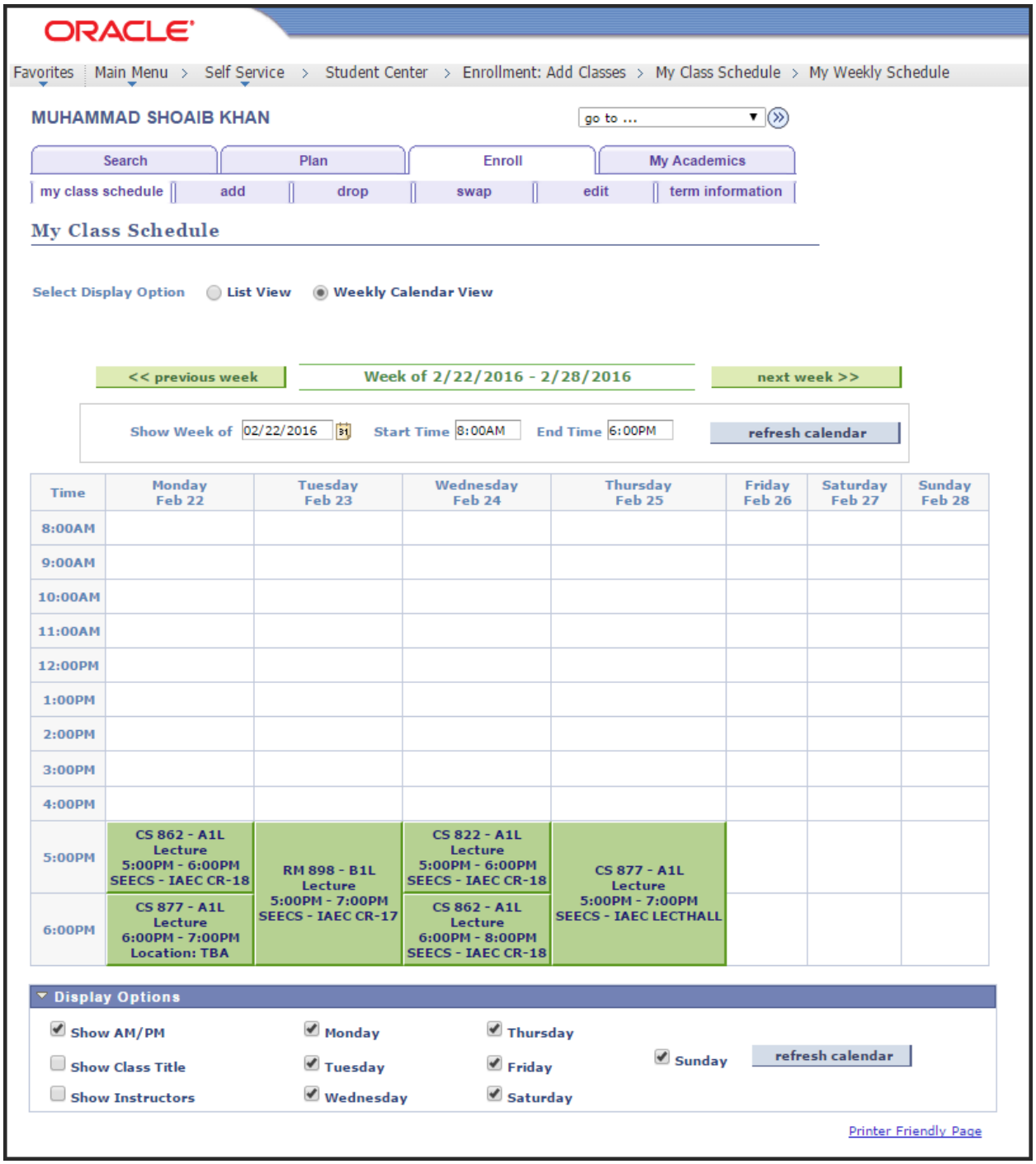
Overview

You can view schedule of your classes for current semester in weekly, daily or monthly format.

Steps

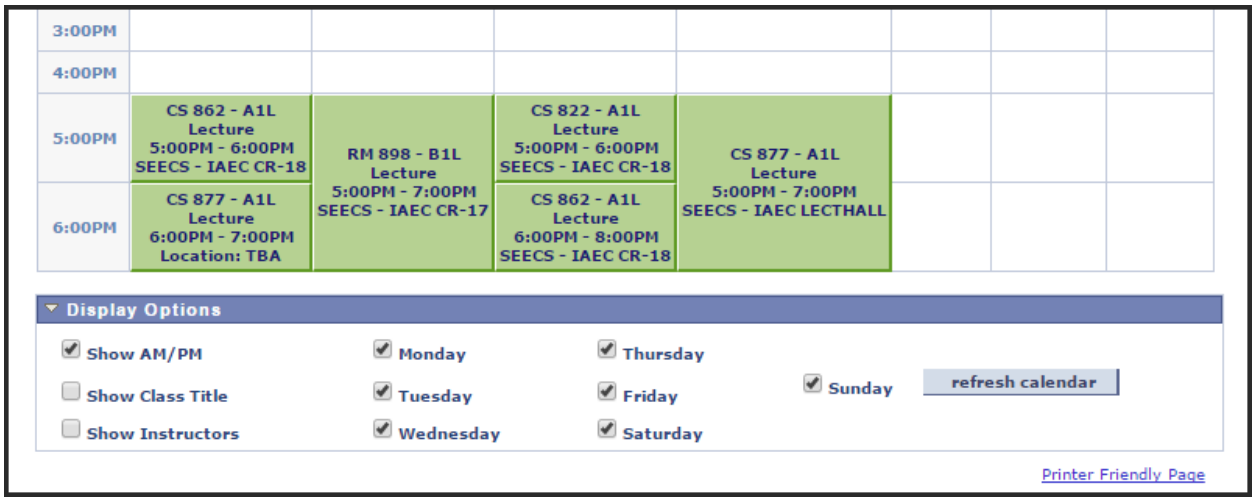
1. Click the **Self Service** link
2. Click on **Student Center**

3. Click on the **Enrollment** link
4. Click the **My Weekly Schedule** link, you will see following screen showing your weekly schedule date wise.

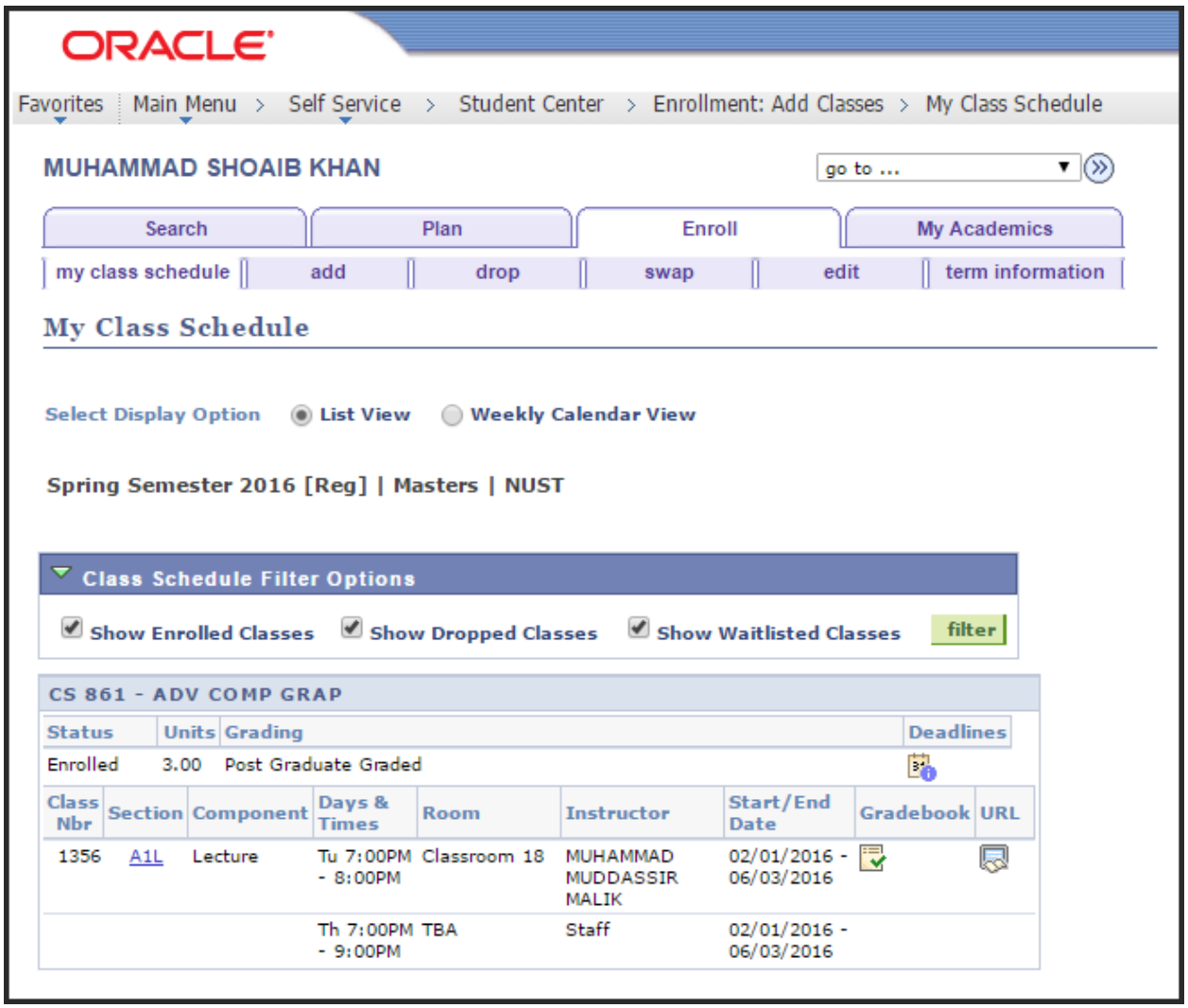


5. You can see you class schedule for any week of any month. Just select date from the highlighted box and the teaching schedule will be altered accordingly.

6. Select any of the option from the bottom of the page to include it in your teaching schedule. Like selection of class title and instructor check box has shown the course name and the name of faculty repeatedly in the class schedule (shown in the figure below).



7. You can select the List view option to view you class details without calendar dates.(As shown in the figure below)



Self Service Enrollment

Student can enroll his courses if allowed by institution/school /college via self-service enrollment. Student can enroll in elective and allowed courses from institution/school/college using his self-service.

Note: Student can enroll in courses/classes that are offered and schedule by his respective institution/college/school.

Self-service enrollment can be useful in following ways.

- Self-service enrollment for lecture course
- Self-service enrollment for lecture and lab courses
- Self-Service Dropping courses

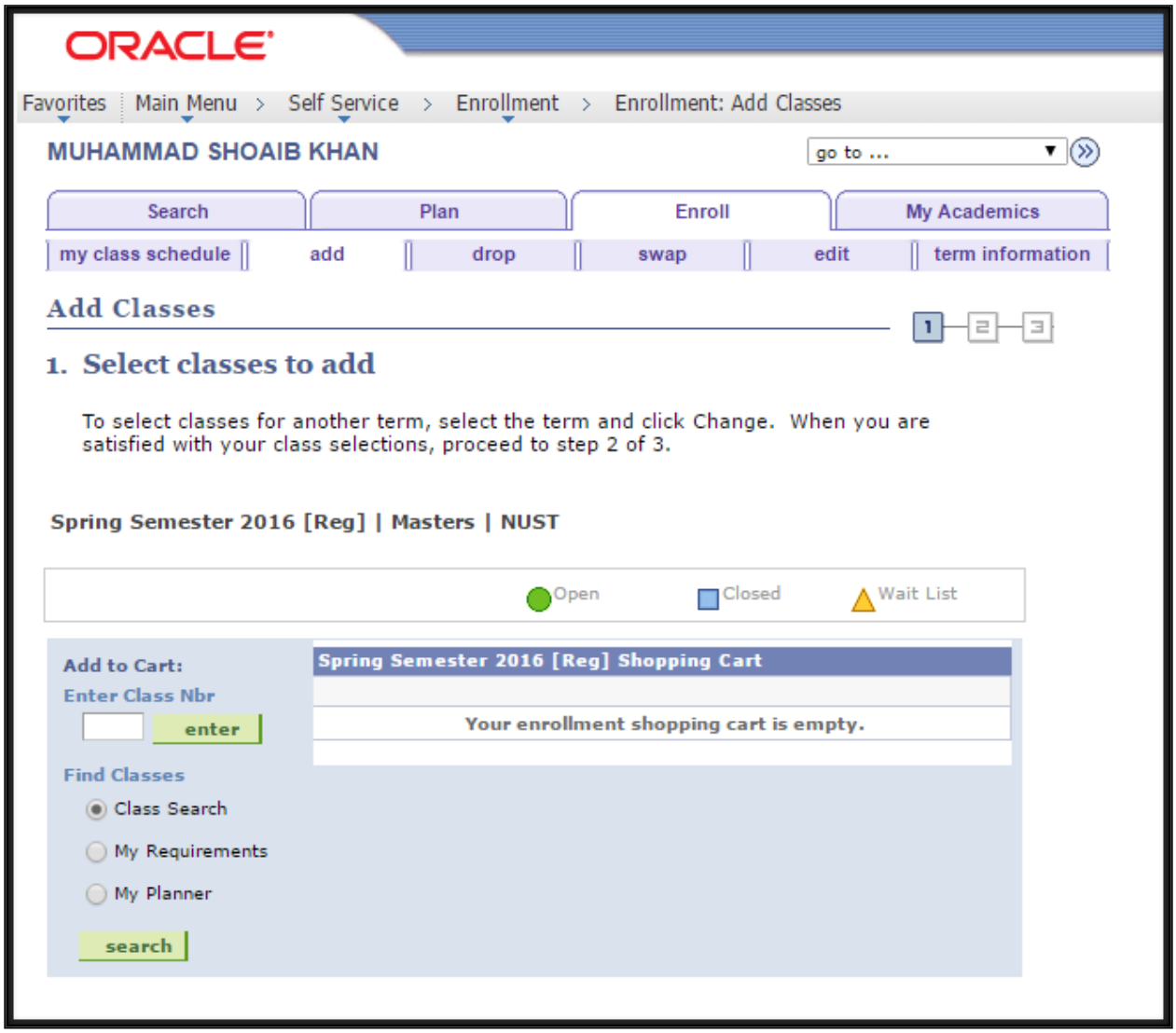
Following are the procedure for self-service enrollment for lecture and lecture/lab courses

Self-service enrollment for lecture course

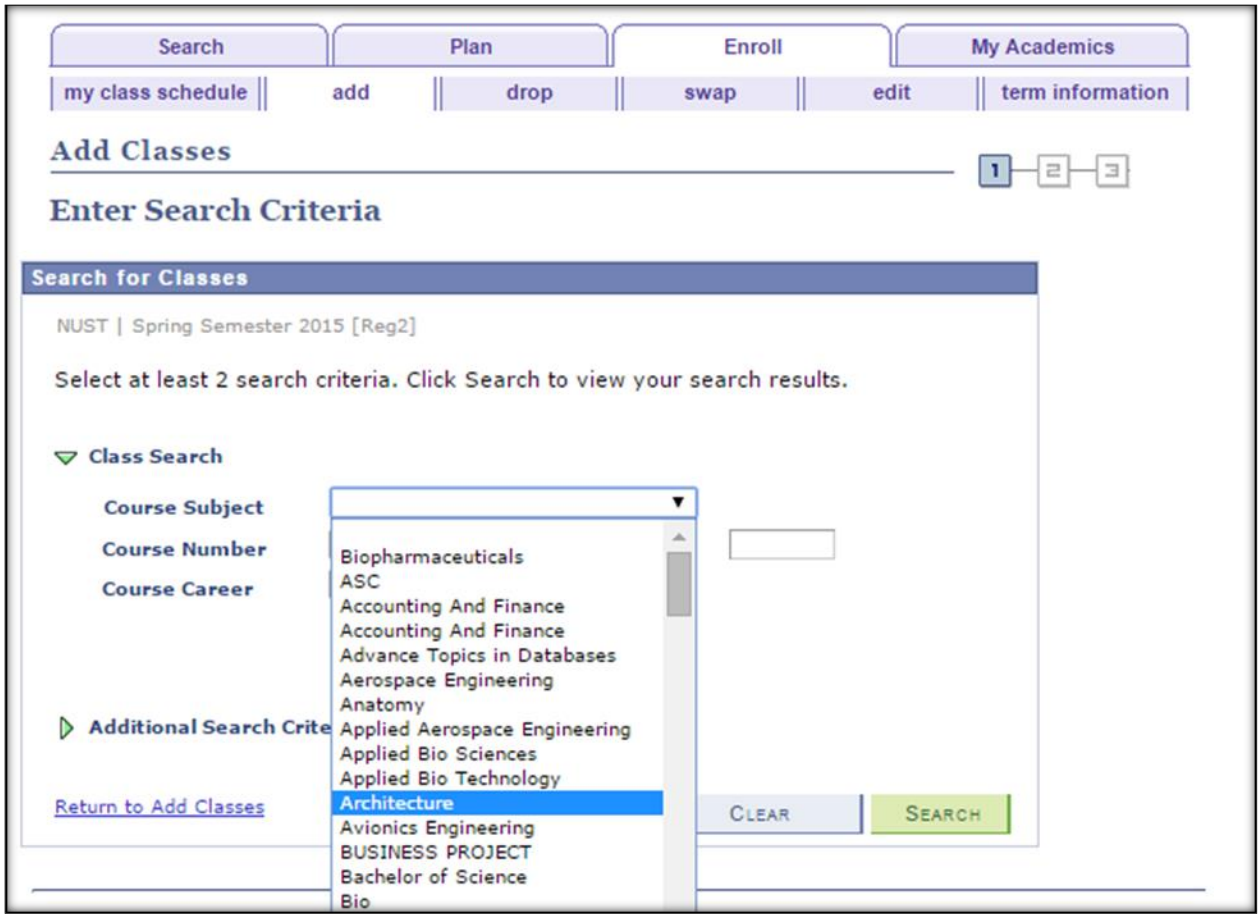
Student can enroll himself using his self-service enrollment feature for lecture courses. Following are the steps.

Steps:

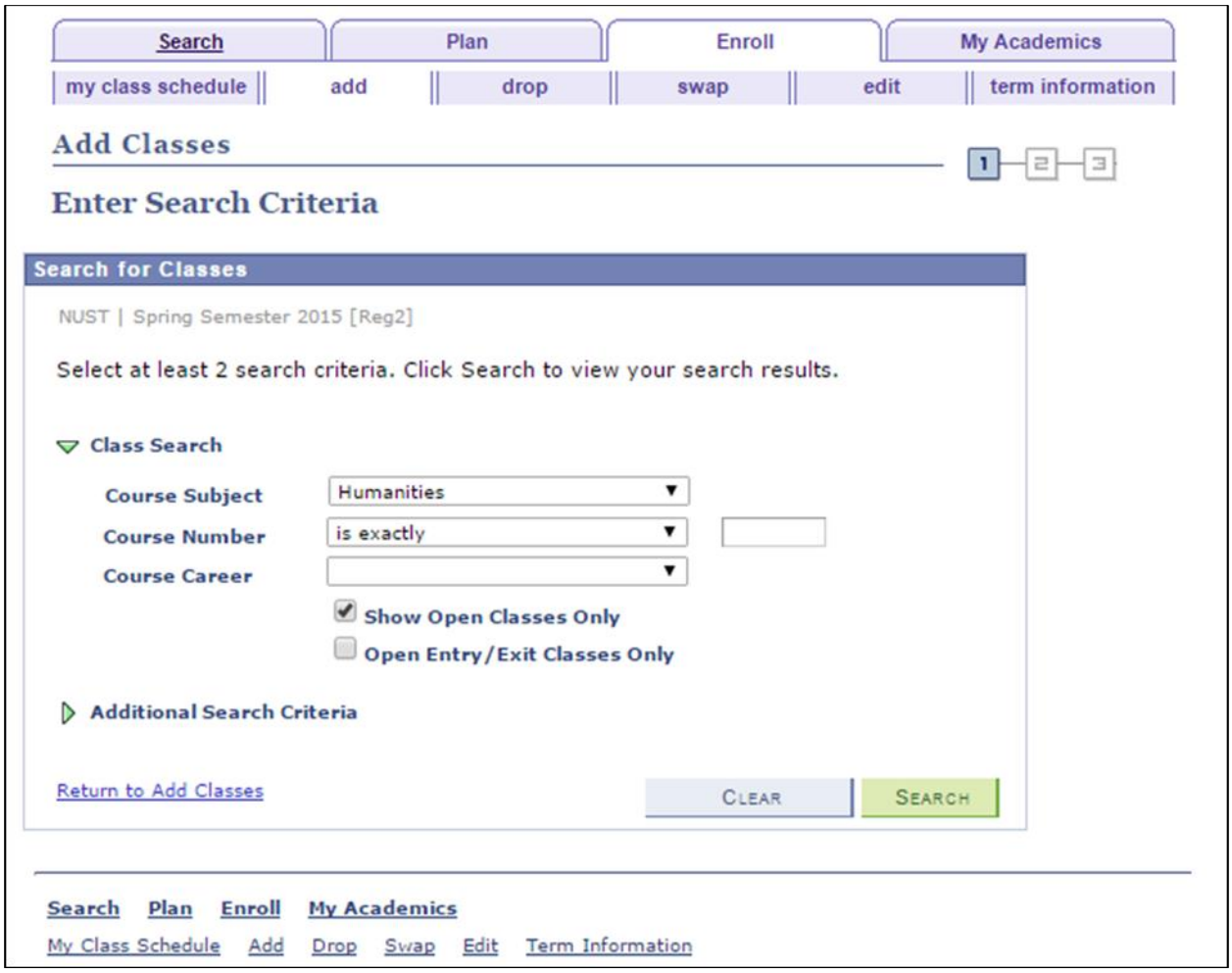
1) Click on **Self-Service** link
2) Click on **Enrollment** link and then on **'Enrollment-Add Classes'**
3) Select the term for which you want to enroll into a course
4) Click the **Continue** button



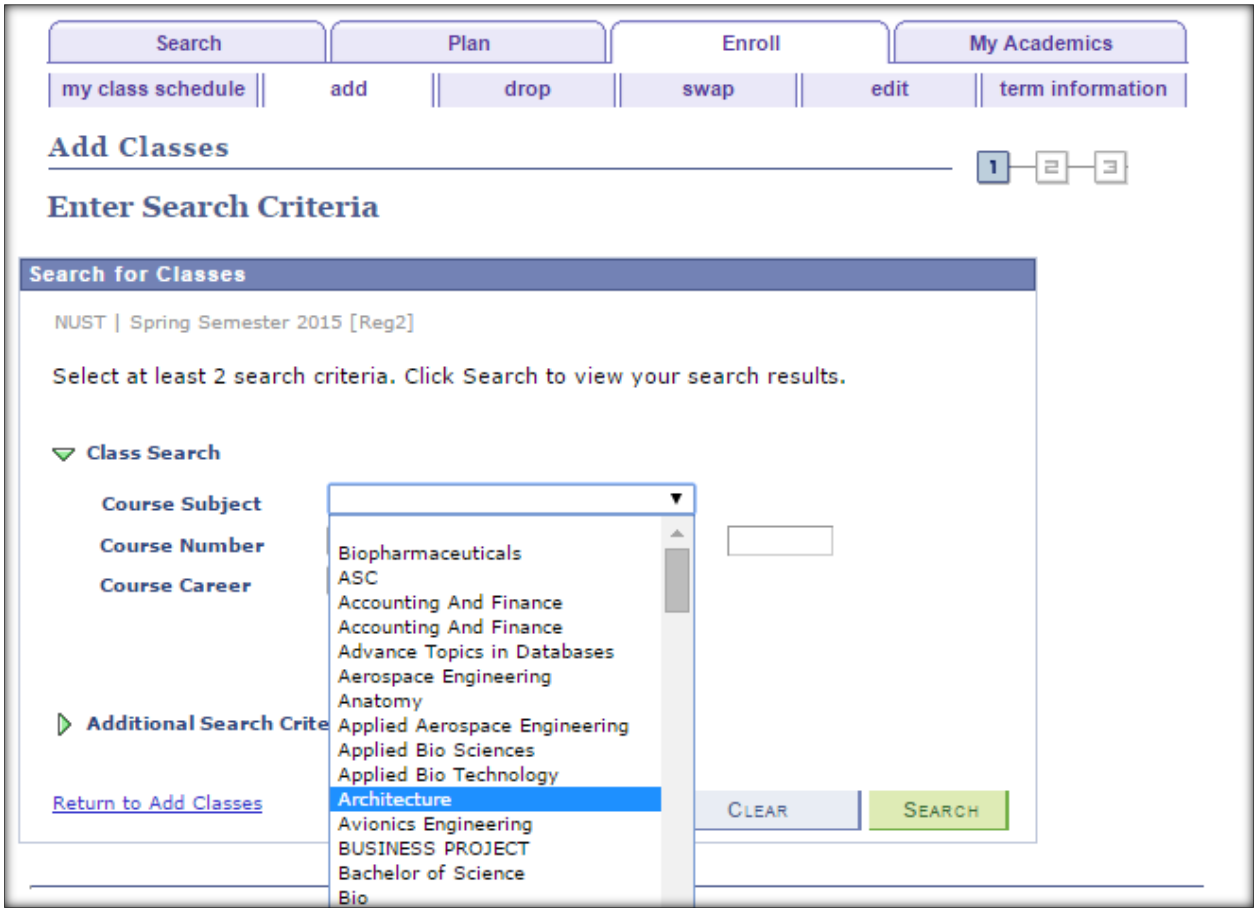
5) Click the **Search** button



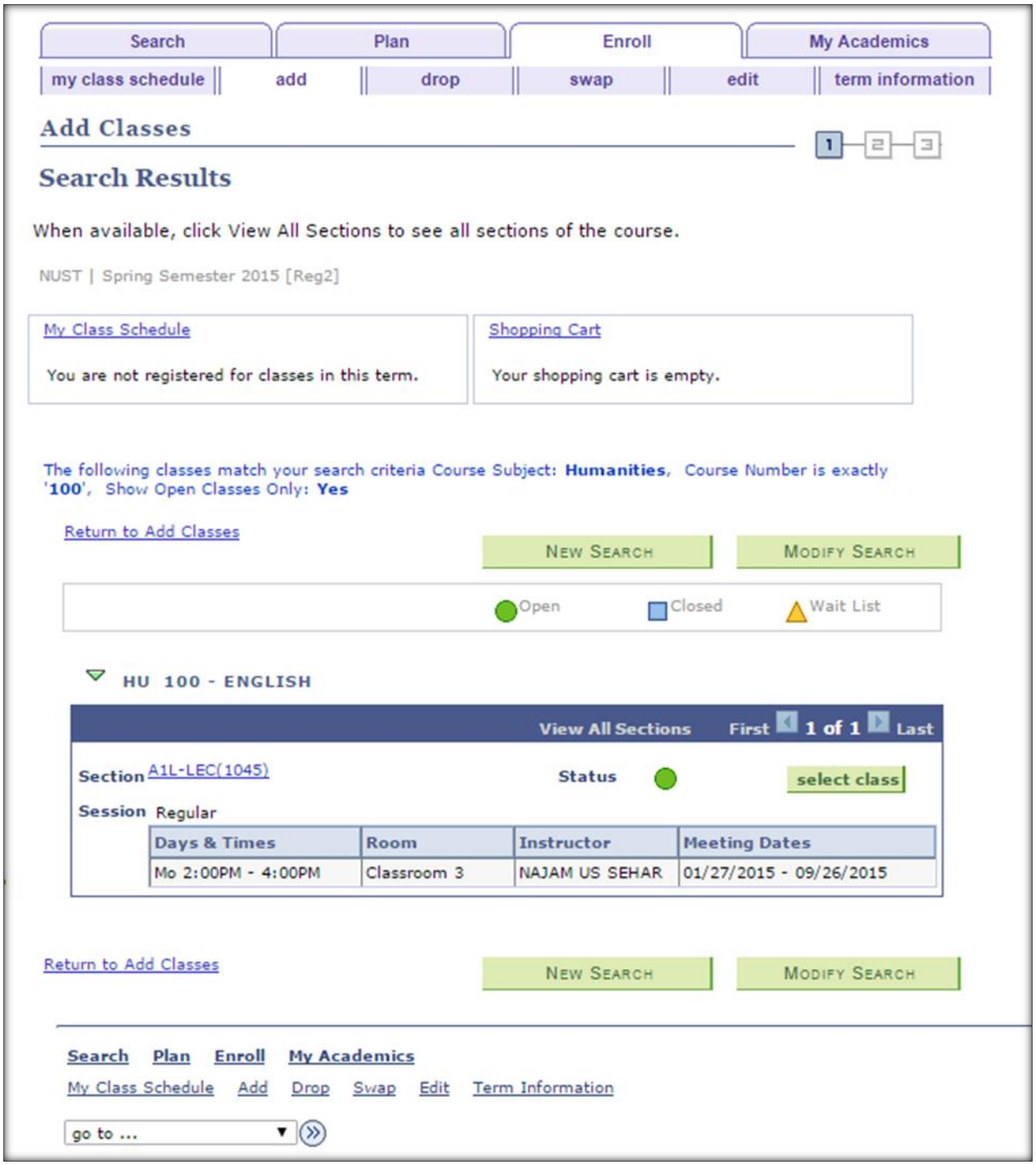
6) Click the **Course Subject** list


Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
Add Classes
1 2 3
Enter Search Criteria
Search for Classes
NUST | Spring Semester 2015 [Reg2]
Select at least 2 search criteria. Click Search to view your search results.
Class Search
Course Subject
Humanities
Course Number
is exactly
Course Career
Show Open Classes Only
Open Entry/Exit Classes Only
Additional Search Criteria
Return to Add Classes
CLEAR
SEARCH
Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

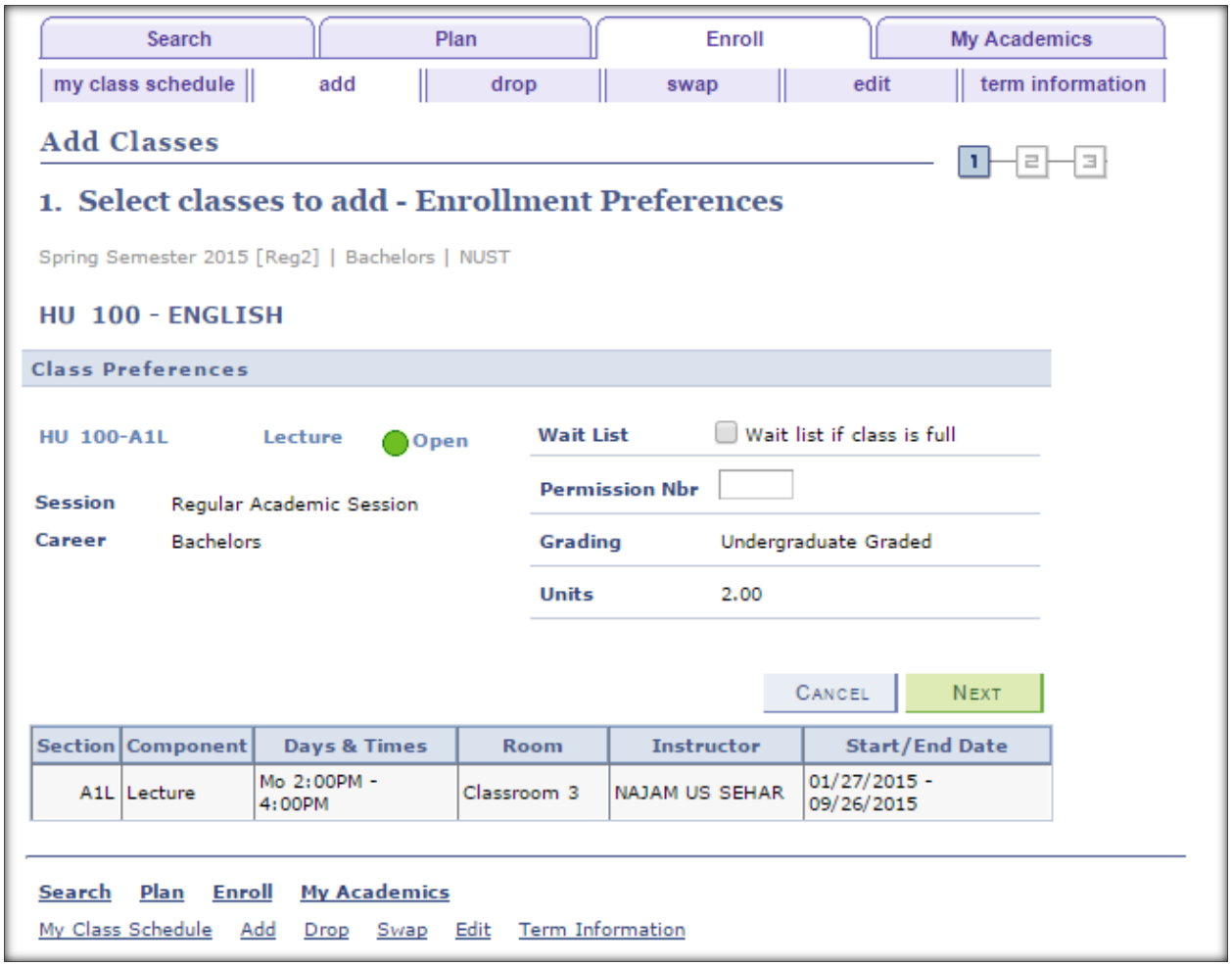
7) Select the course subject of the class in which you want to enroll.



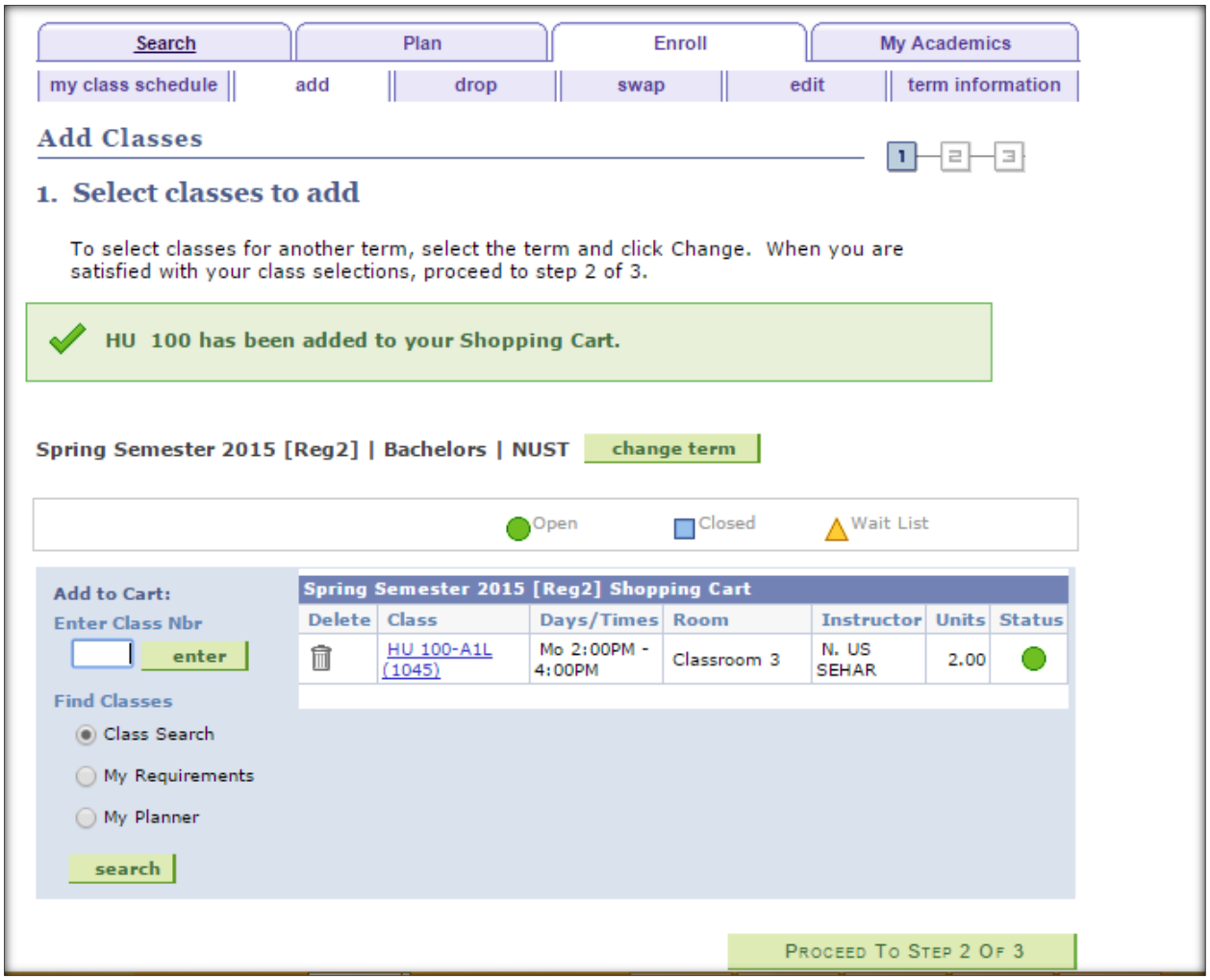
8) If you know the course number/catalog number then enter it here else, click on the search button.
9) Click in the **Course Number** field.
10) Click the **Search** button



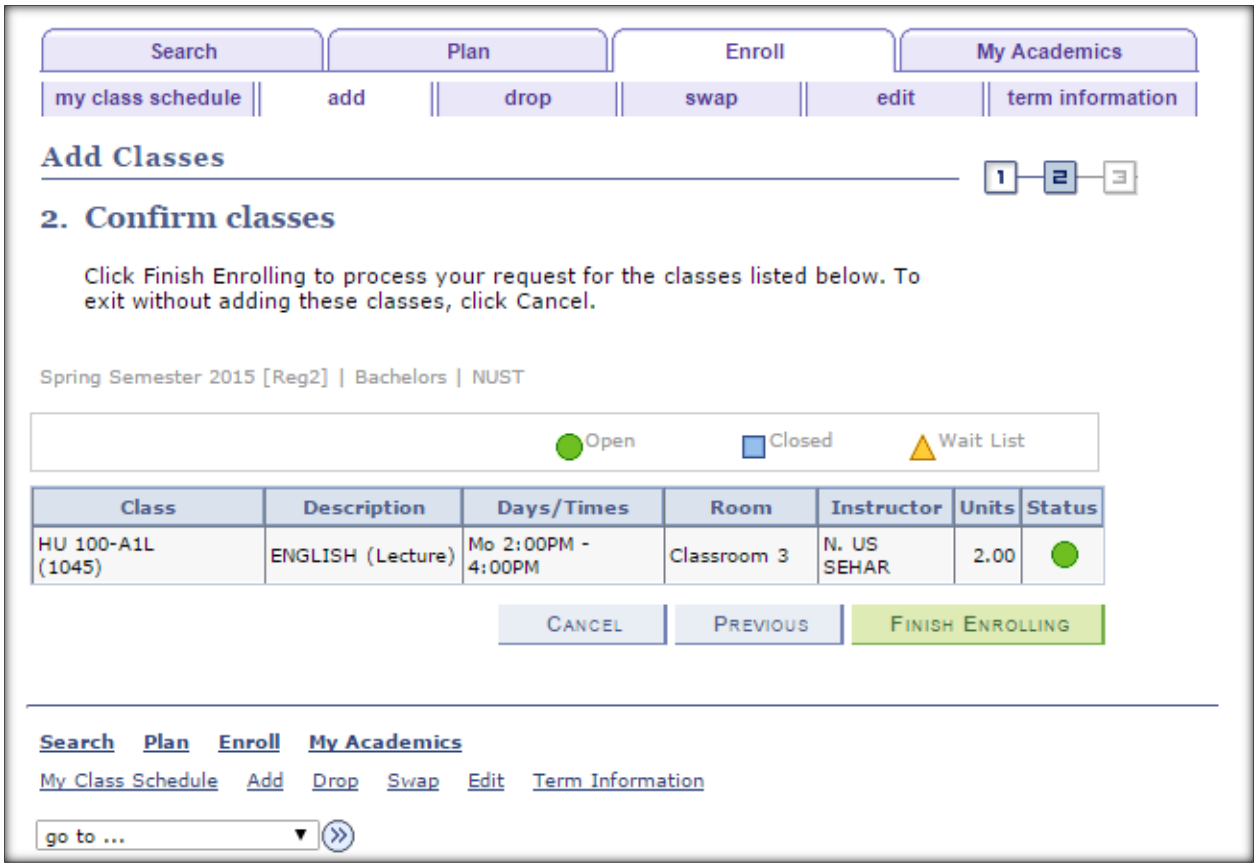
11) To select a course, click the **Select Class** button



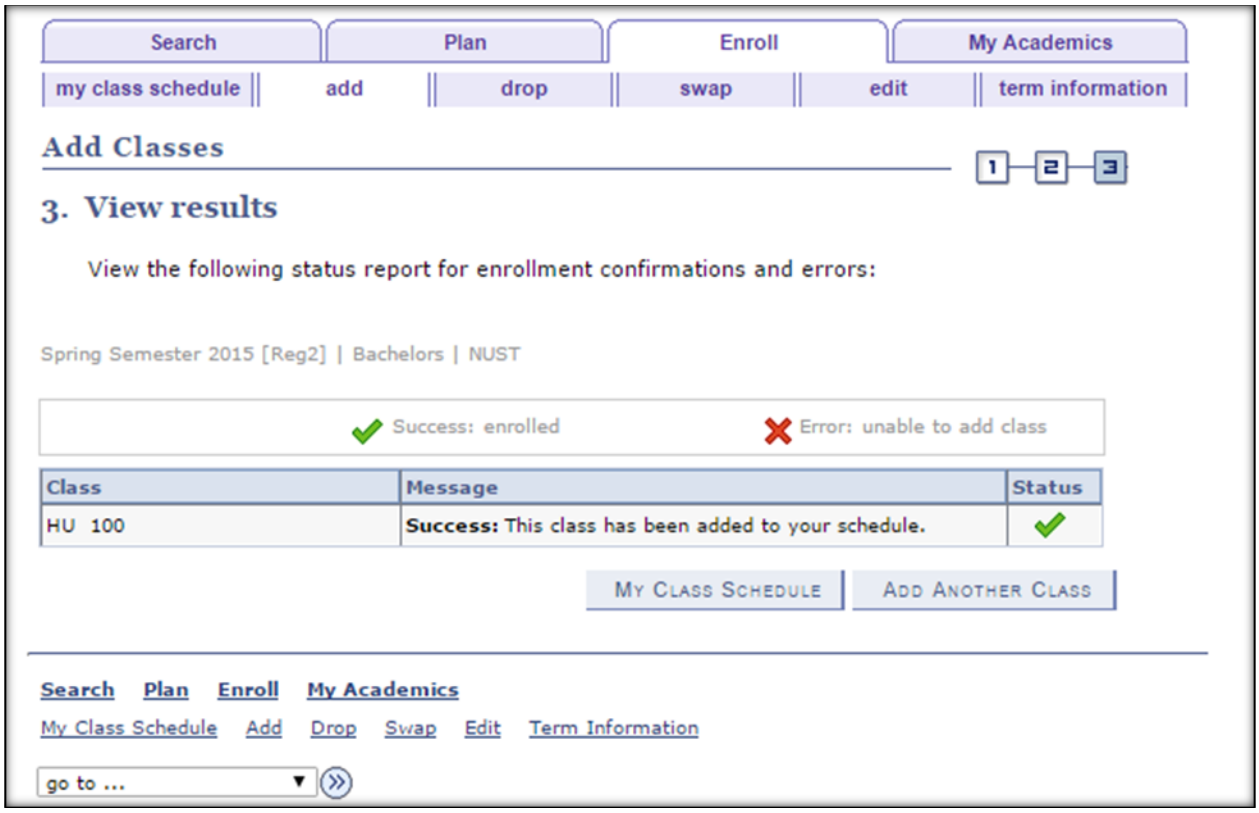
12) Check details of the course that you selected and to continue click the '**Next'** button.



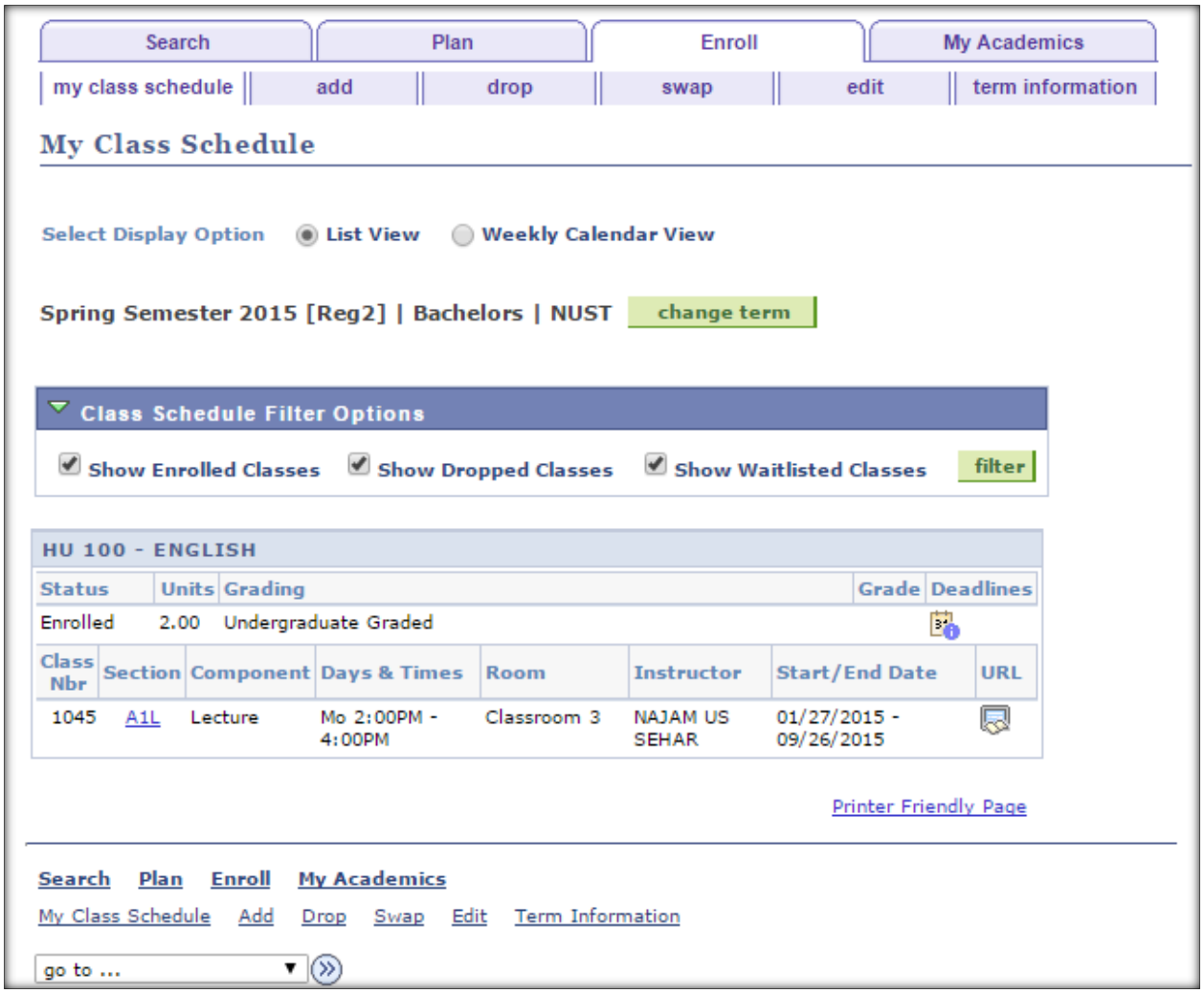
13) The course that you selected has been added to your cart. Click the **Proceed to step 2 of 3** button.



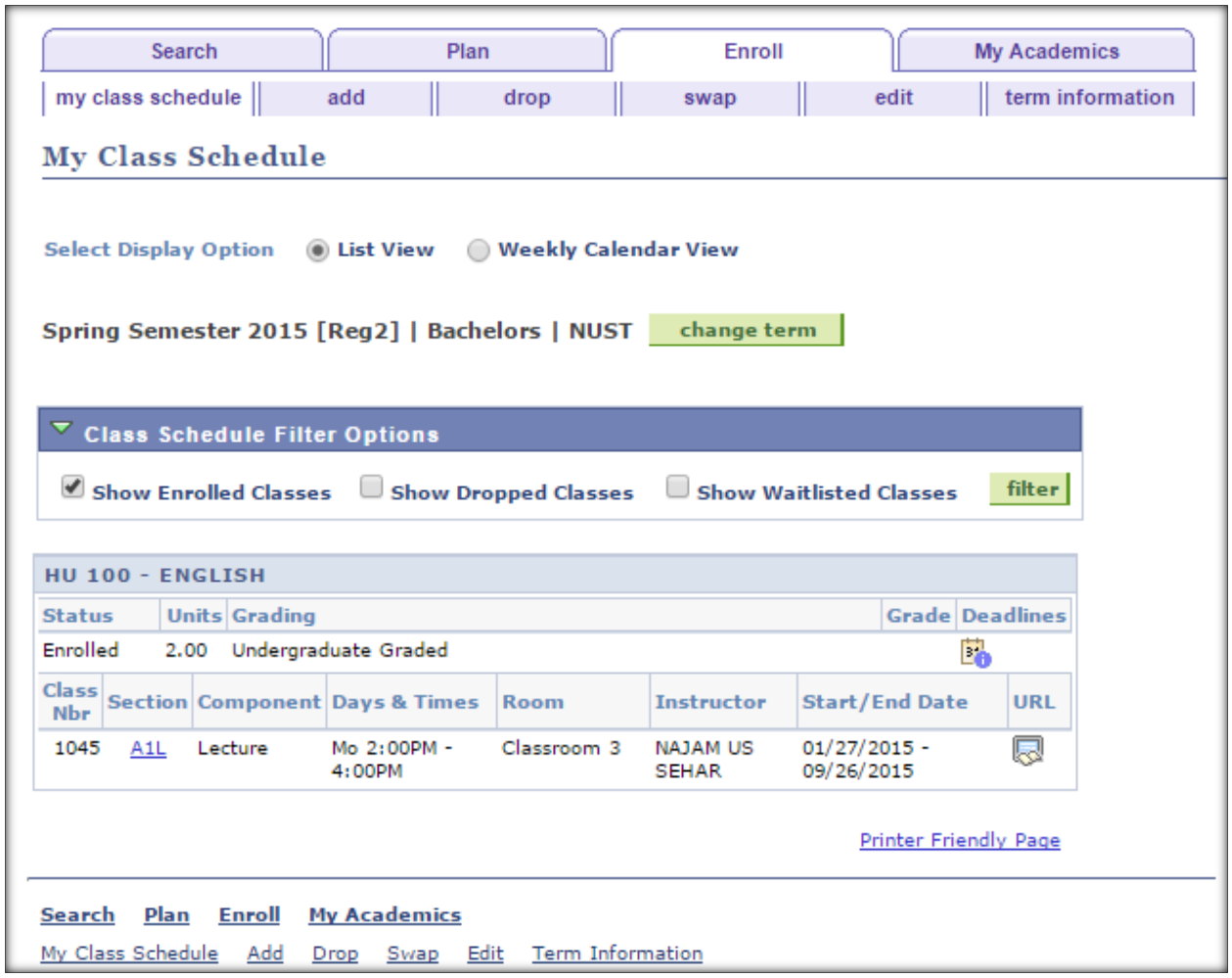
14) Status of your class is shown here.
15) Click the **Finish Enrolling** button.



16) If status of the class is Success that means you are successfully enrolled in the class
17) If the status of the class is Error that means you are unable to enroll in this class. Please see the message against the class for details.
18) To enroll in another course, click '**Add another class'** button
19) To see the schedule of your classes, click the **My Class Schedule** button.



20) Your class schedule is shown here. If enrollment is successful, you could see the selected course.
21) To see only the enrolled courses, uncheck Show Dropped Class and Show Waitlisted Classes option.
22) Click the Show Dropped Classes option
23) To uncheck Show Waitlisted Classes, Click the Show Waitlisted Classes option.



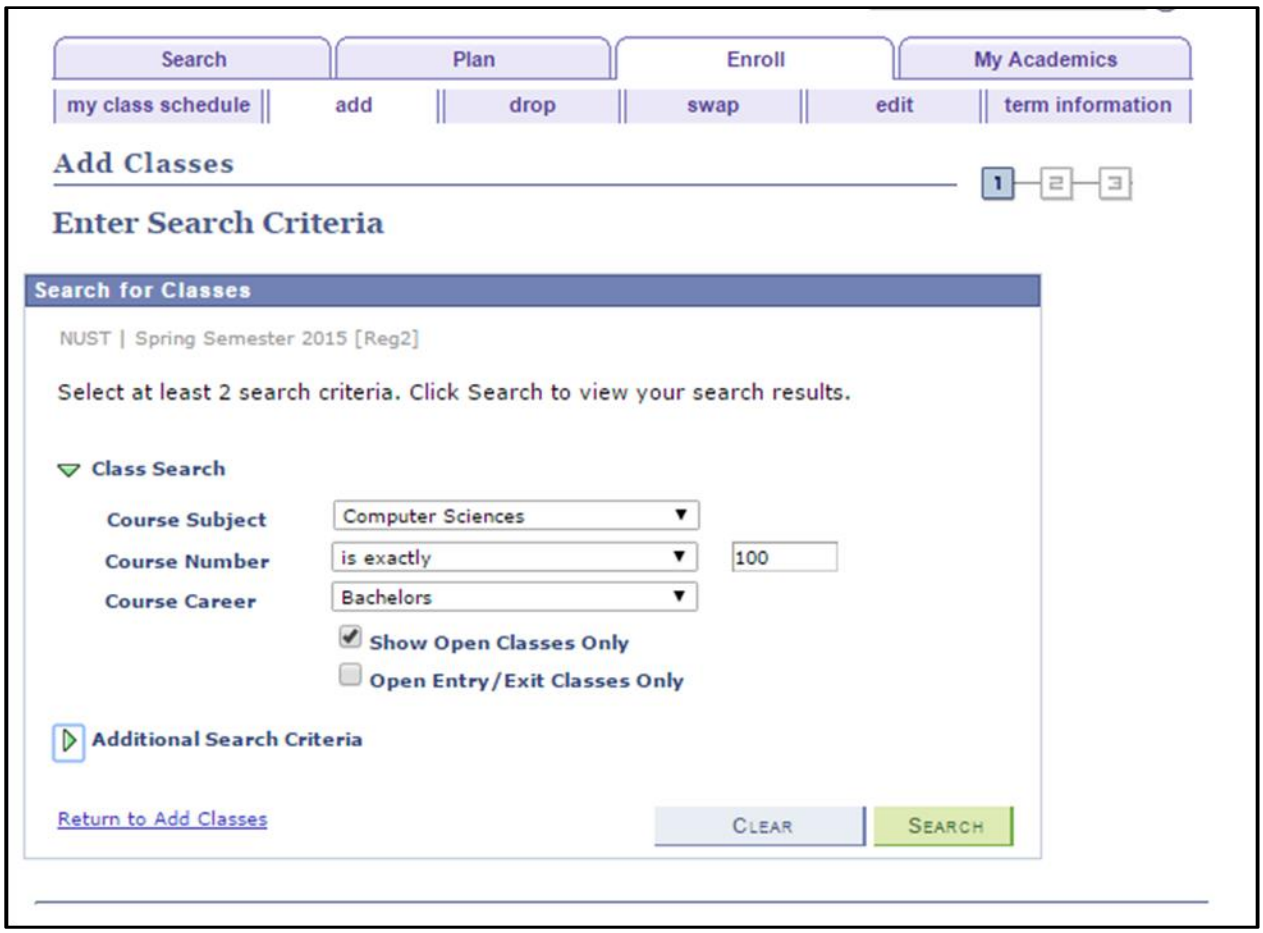
24) Click the filter button
25) Now you could only see the classes in which you are enrolled. Filter can also be applied in a similar way to show the dropped classes.

Self-service enrollment for lecture and lab courses

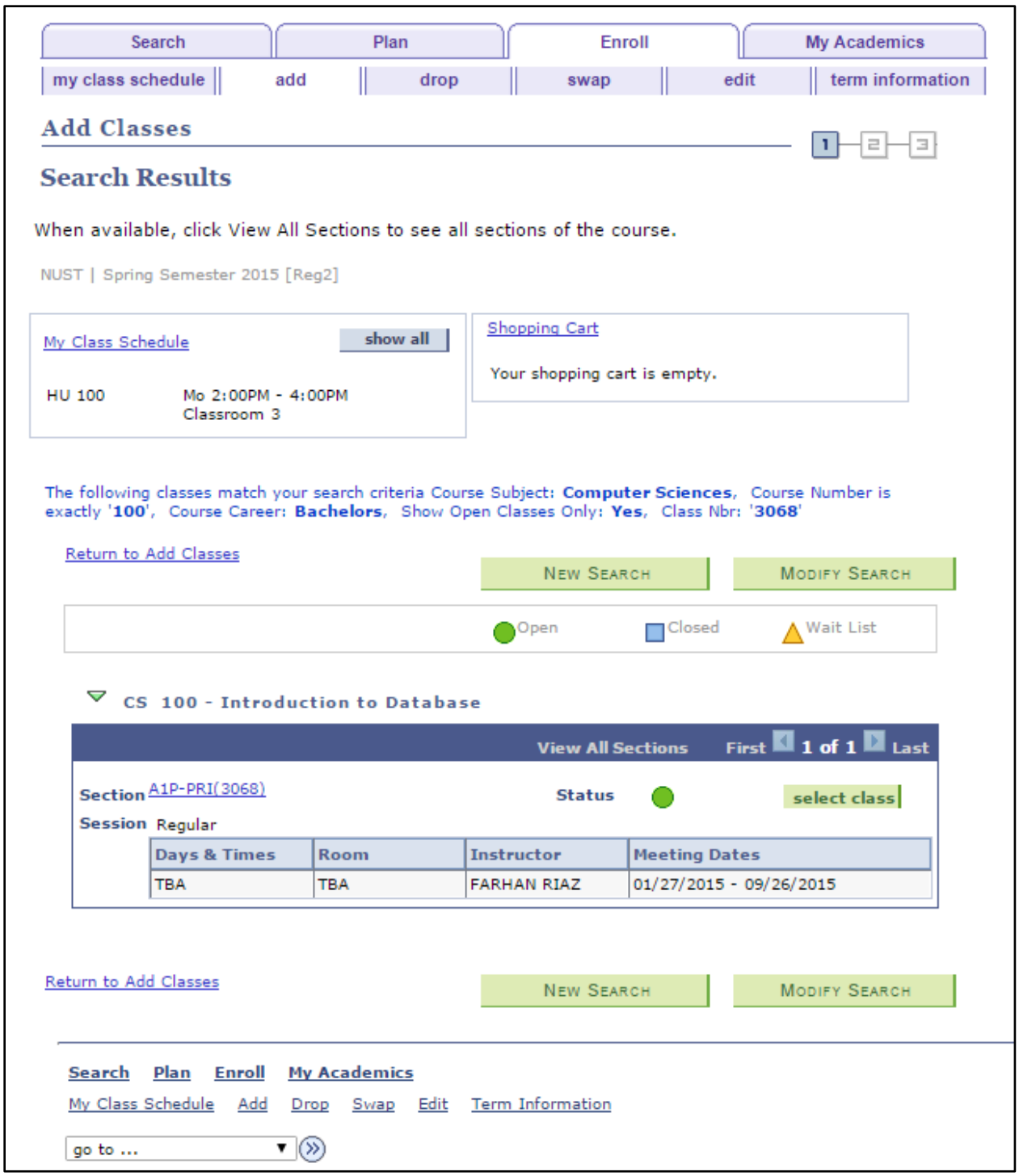
Student can enroll himself using his self-service enrollment feature for lecture and lab component courses. Following are the steps.

Steps

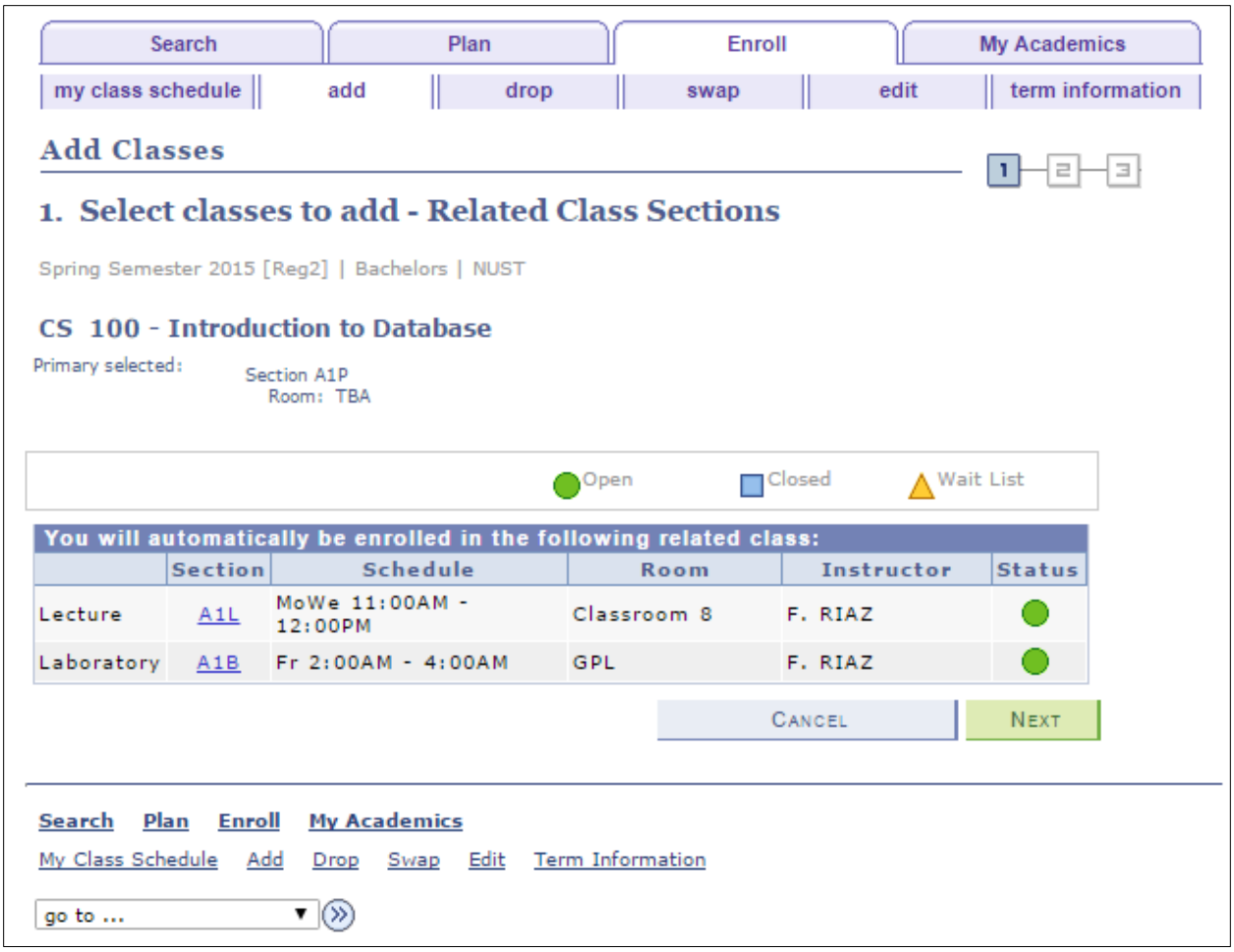
1) Click the **Self-Service** link
2) Click on **Enrollment** link
3) Click on **Enrollment: Add Class** link
4) Click the **Class Search** option
5) Click the **Search** button to enroll into your required course.



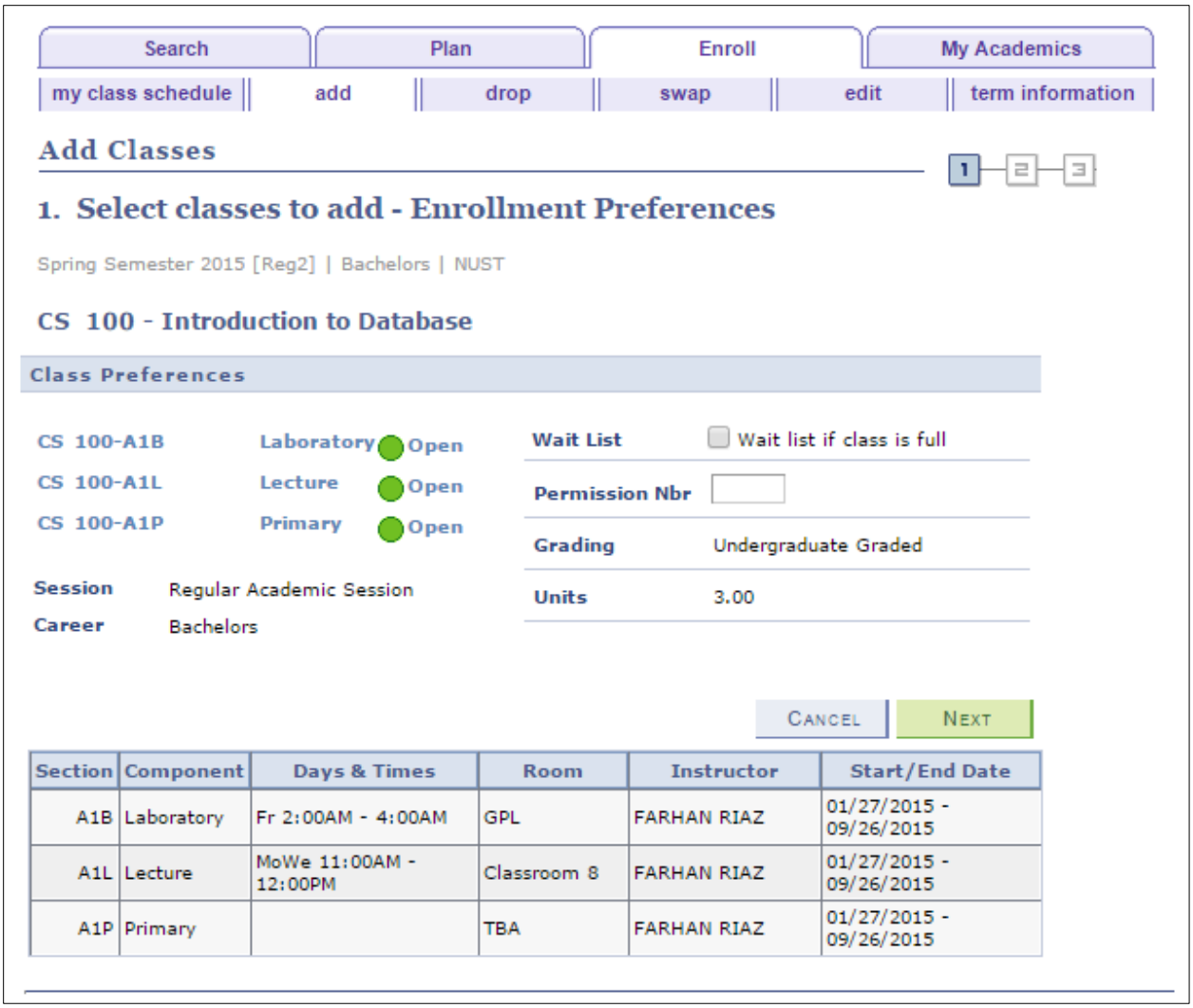
6) Select the **Course Subject** of the class in which you want to enroll. Click an entry in the list.



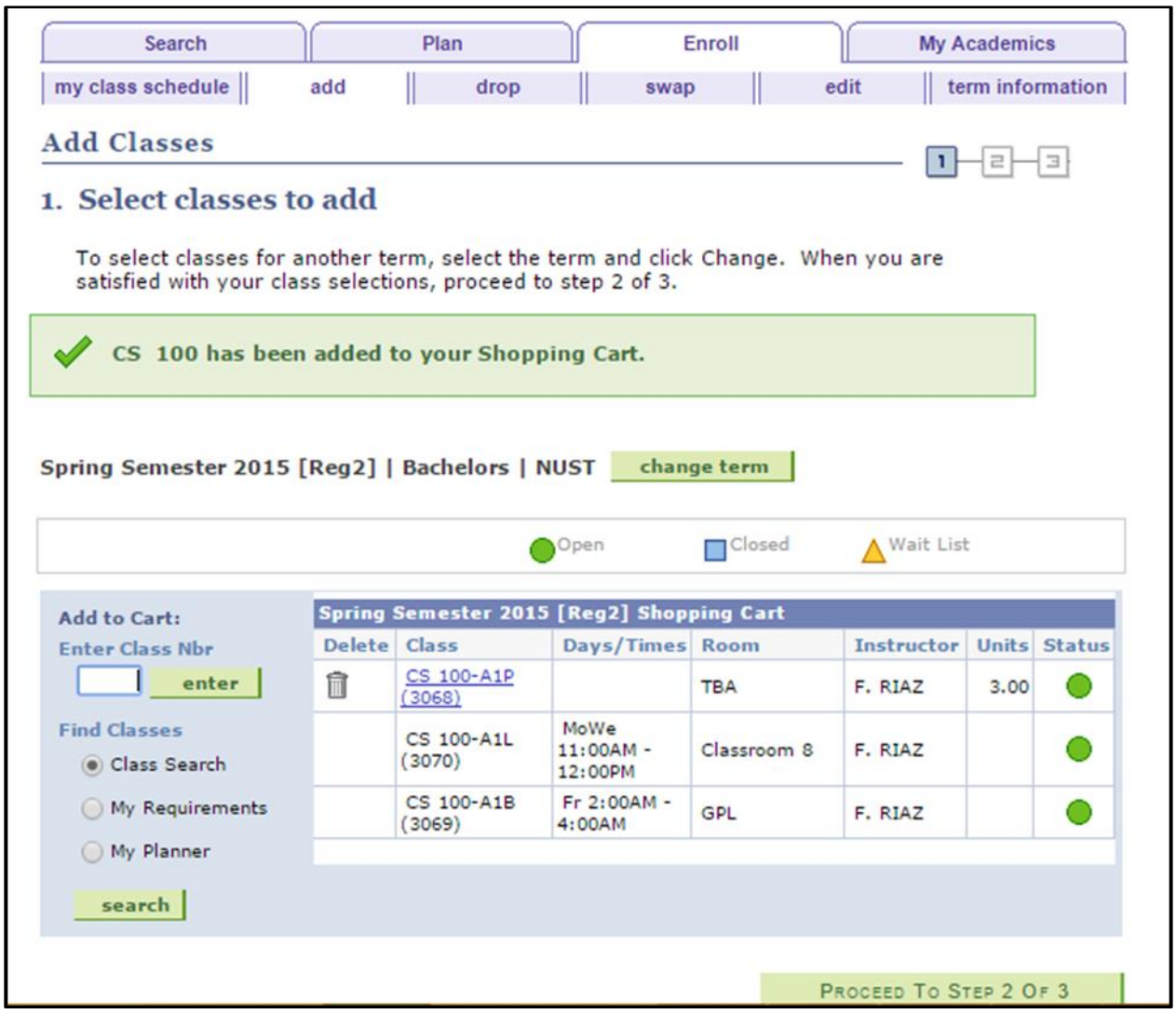
7) Select the class in which you want to enroll. The lab associated with class will be automatically added. Click the **Select Class** link.



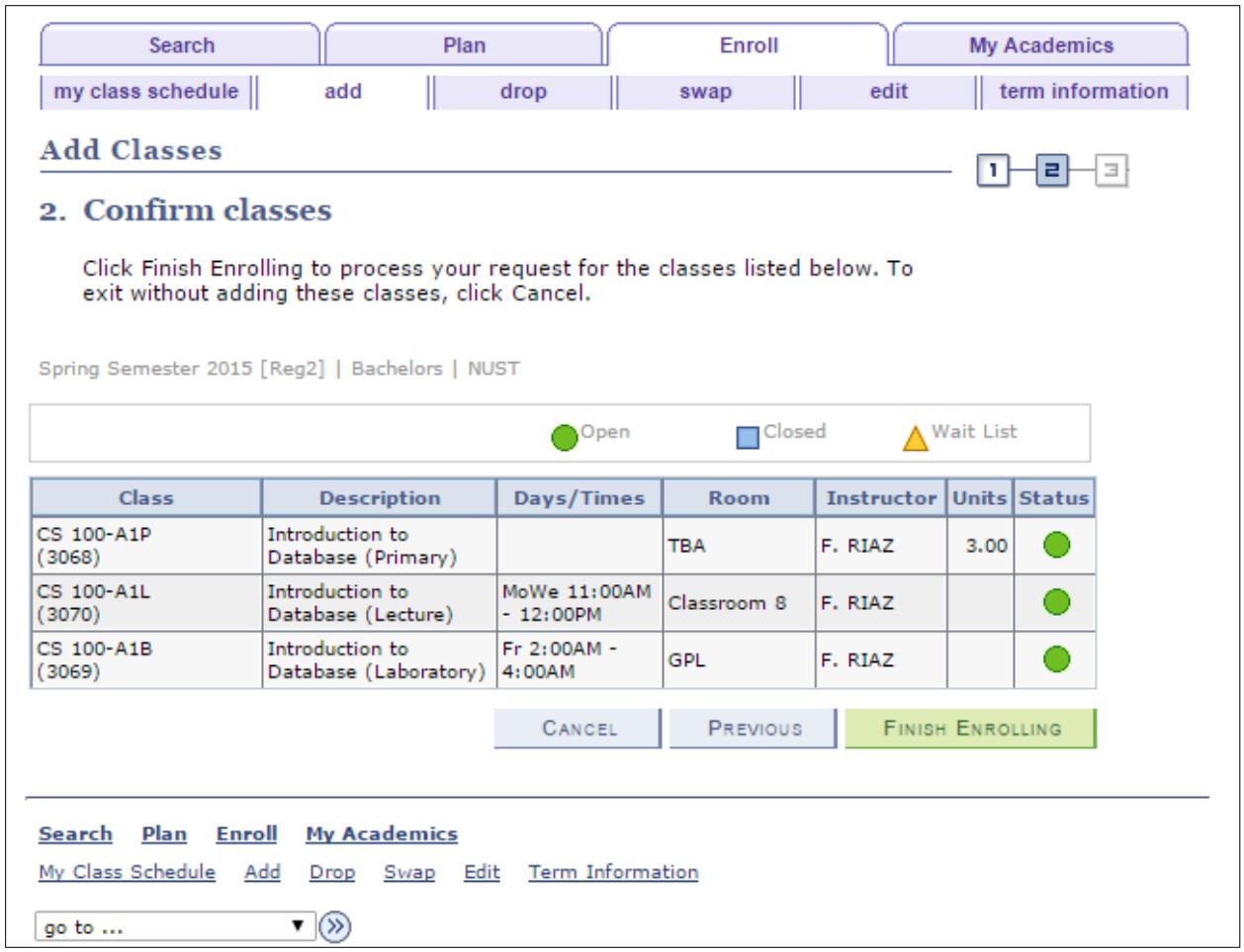
8) Click the **Next** Link

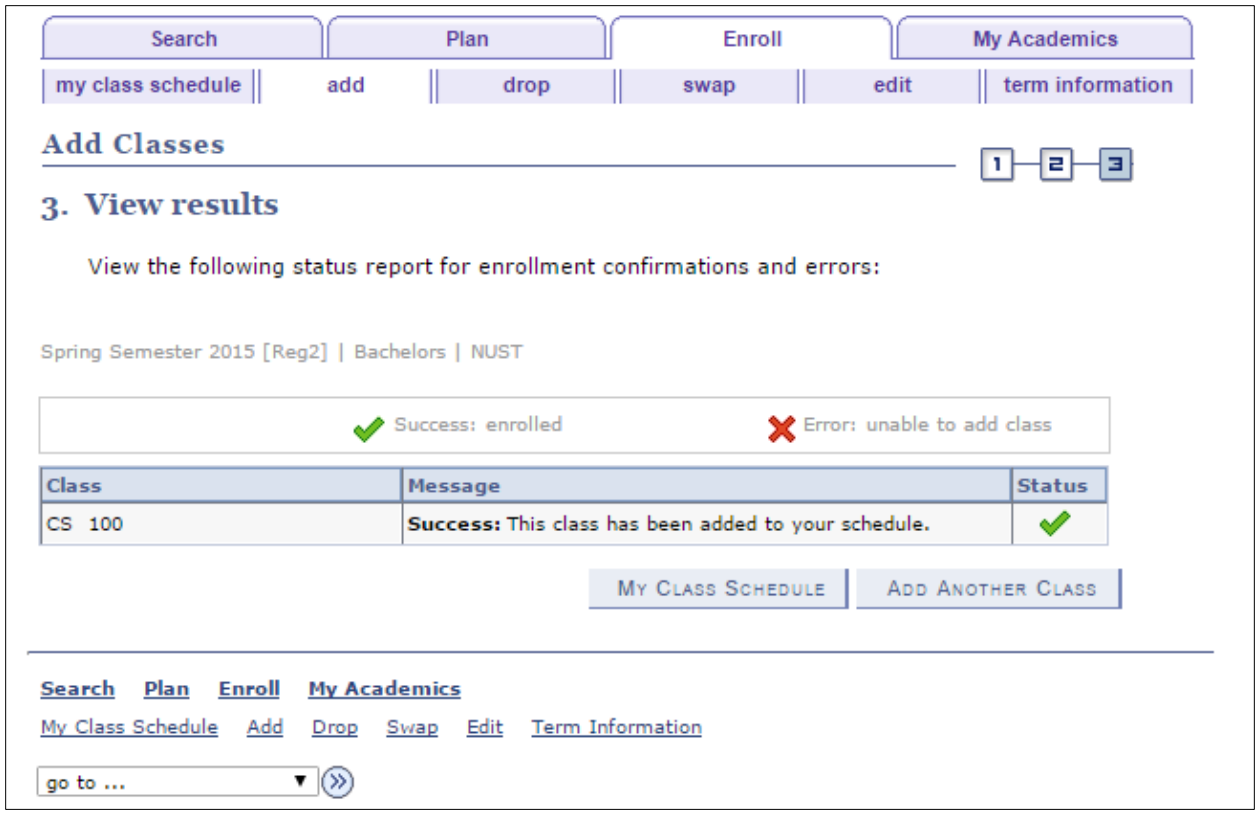


Section	Component	Days & Times	Room	Instructor	Start/End Date
A1B	Laboratory	Fr 2:00AM - 4:00AM	GPL	FARHAN RIAZ	01/27/2015 - 09/26/2015
A1L	Lecture	MoWe 11:00AM - 12:00PM	Classroom 8	FARHAN RIAZ	01/27/2015 - 09/26/2015
A1P	Primary		TBA	FARHAN RIAZ	01/27/2015 - 09/26/2015



9) You can see that both lecture and lab have been added in your shopping cart
10) Click the **Next** link
11) Click the **Proceed to Step 2 of 3** links.
12) Added classes in shopping card will be registered.


Search
Plan
Enroll
My Academics
my class schedule
add
drop
swap
edit
term information
Add Classes
1
2
3
2. Confirm classes
Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.
Spring Semester 2015 [Reg2] | Bachelors | NUST
Open
Closed
Wait List
Class
Description
Days/Times
Room
Instructor
Units
Status
CS 100-A1P (3068)
Introduction to Database (Primary)
TBA
F. RIAZ
3.00
CS 100-A1L (3070)
Introduction to Database (Lecture)
MoWe 11:00AM - 12:00PM
Classroom 8
F. RIAZ
CS 100-A1B (3069)
Introduction to Database (Laboratory)
Fr 2:00AM - 4:00AM
GPL
F. RIAZ
CANCEL
PREVIOUS
FINISH ENROLLING
Search
Plan
Enroll
My Academics
My Class Schedule
Add
Drop
Swap
Edit
Term Information
go to ...



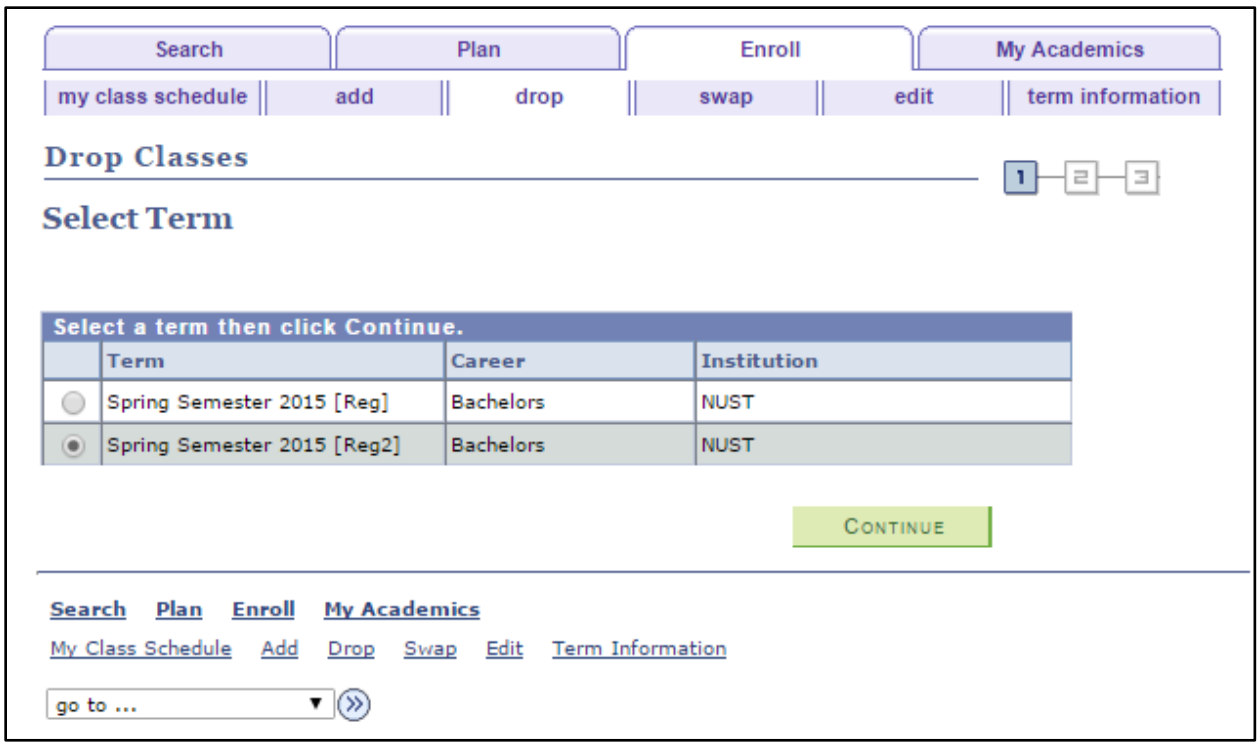
13) Status of your class and lab are shown here. Click the **Finish Enrolling** link
14) If status of the class is Success that means you are successfully enrolled in the class
15) If the status of the class is Error that means you are unable to enroll in this class. Please see the message against the class for details.
16) To enroll in another course, click 'Add another class' button
17) To see the schedule of your classes, click the My Class Schedule button.

Self-Service Dropping Course

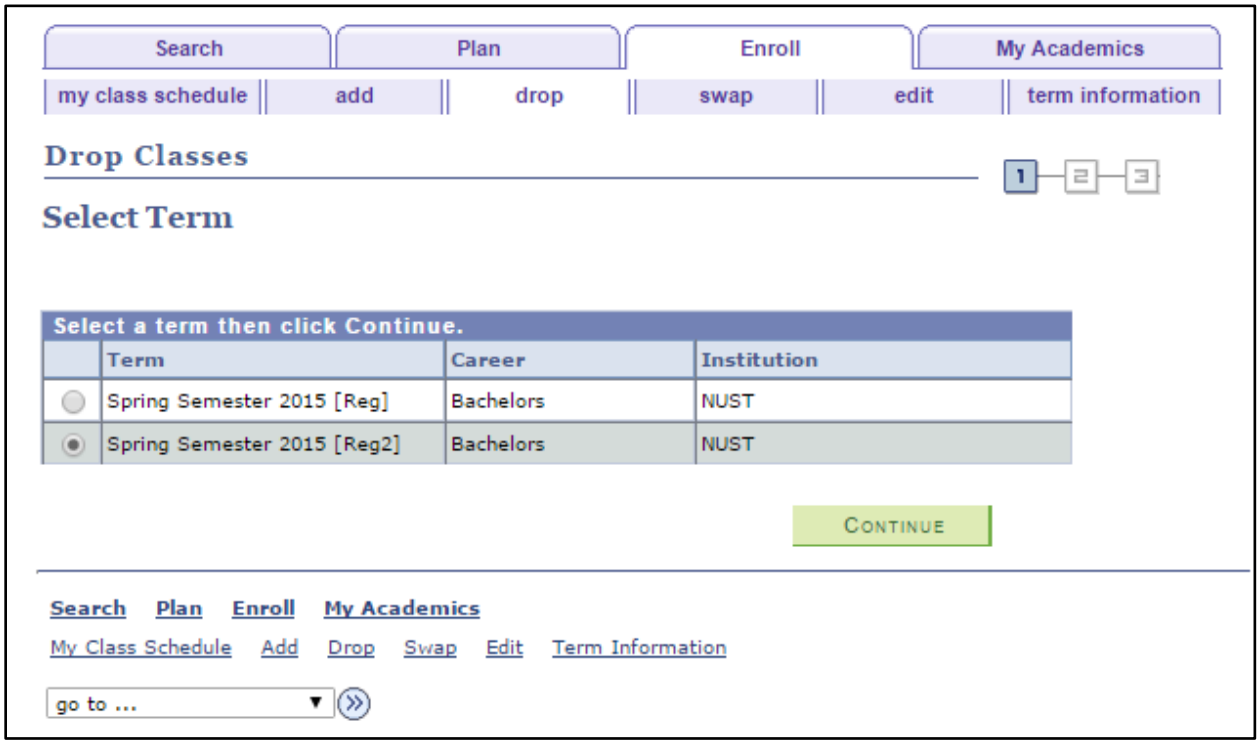
Student can drop a course from his self-service using following steps.

Steps

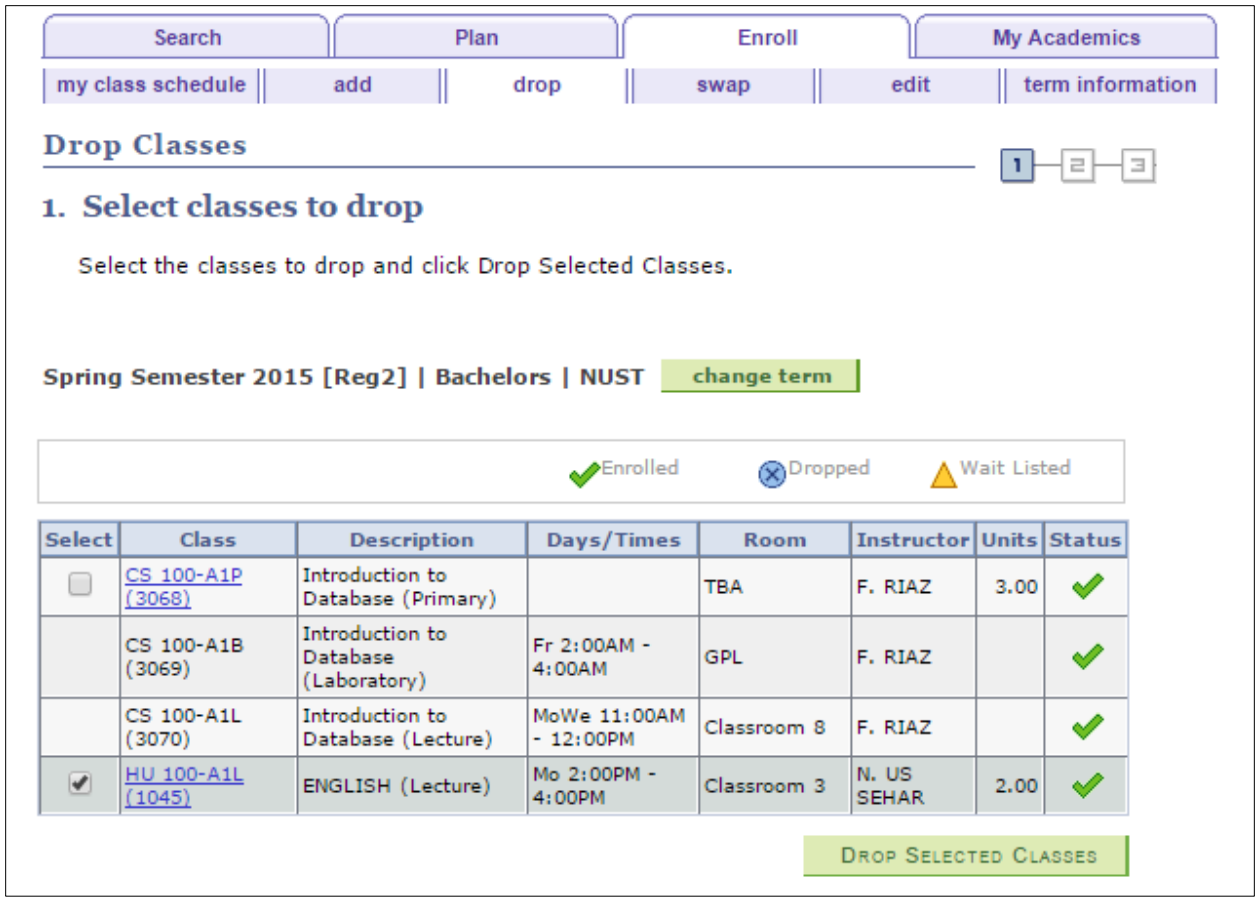
1. Click on **Self-Service** link
2. Click on **Enrollment** link
3. Click the **Enrollment: Drop Classes** link



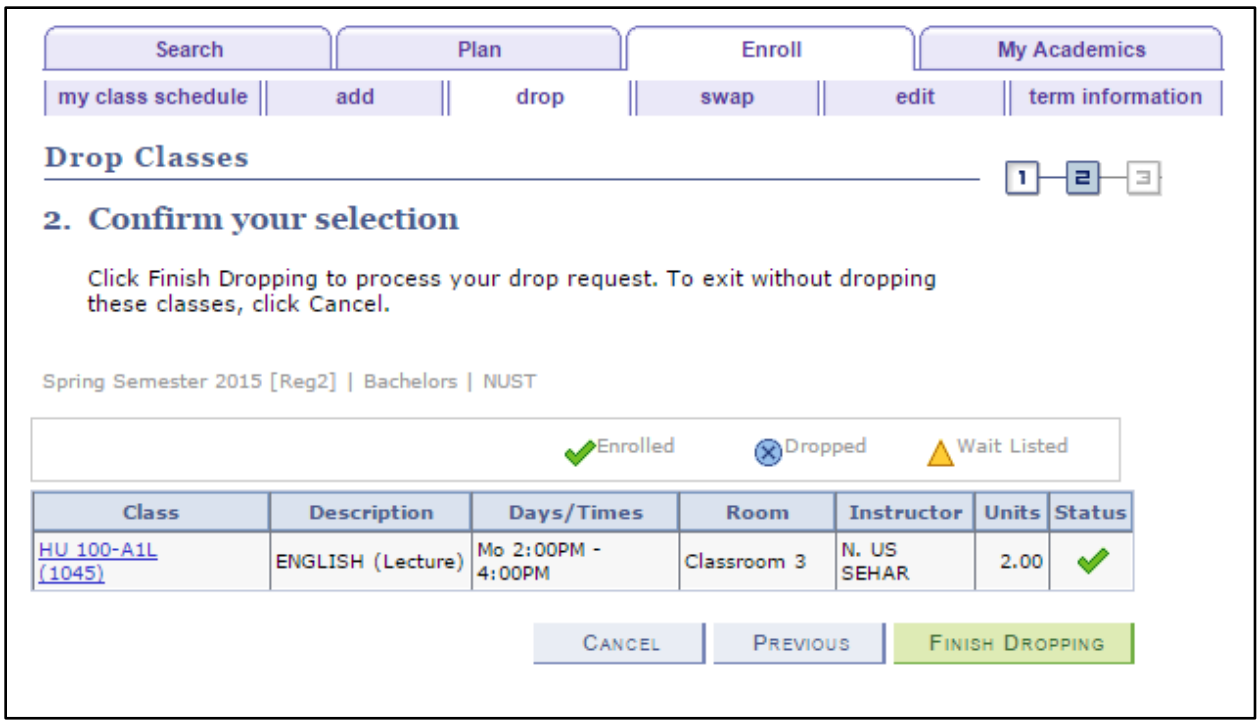
4. Select your current term here for which you want to drop a class.



5. Click the **Radio button** option
6. Click the **Continue** button



7. Click the **Select** option. This will select the course to be dropped.
8. Click the **Drop Selected Classes** button



9. Click the **Finish Dropping** button
10. If status against the class is **Success,** that means you have successfully dropped the class**.**
11. If status against the class is **Error**, that means you are unable to drop the class.
12. You can also view the status of the course by clicking on **My Class Schedule** button.

Viewing Assignments

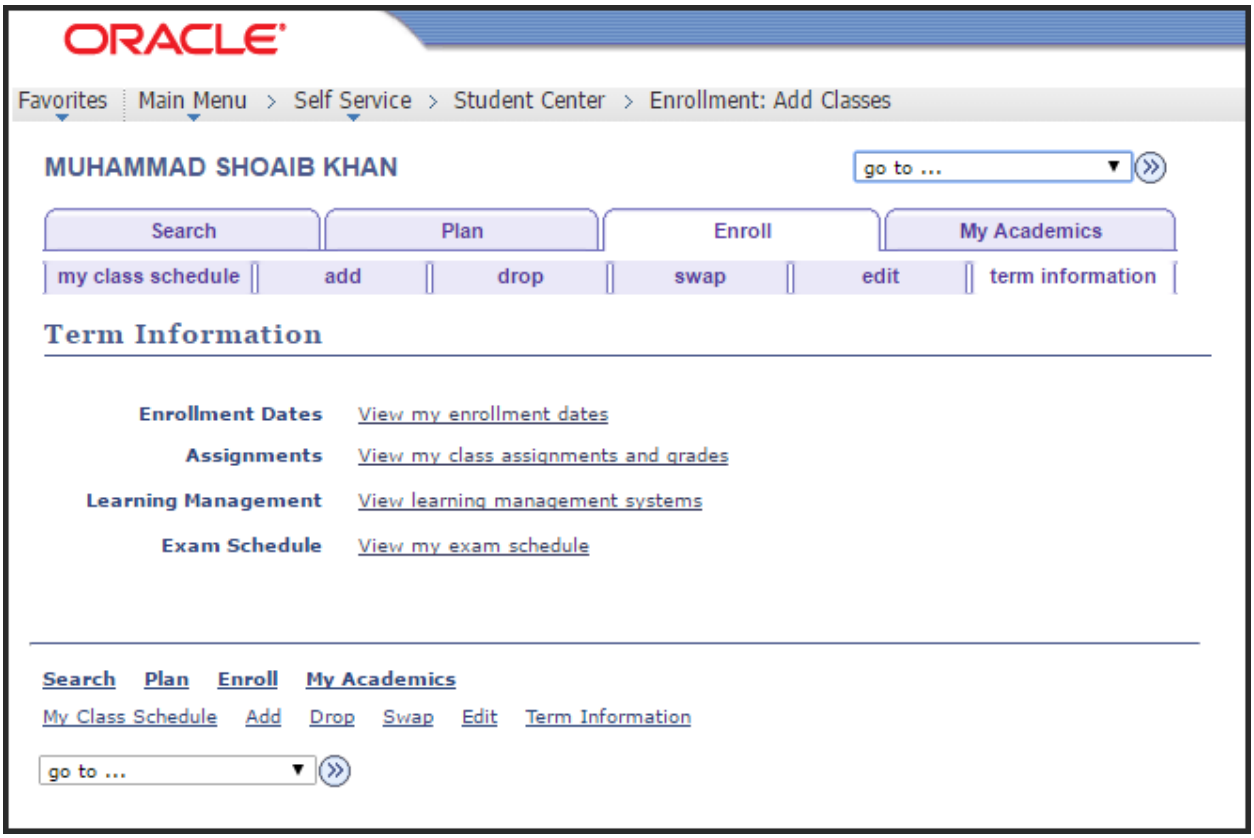
Overview

Student can view assignments, marks and equivalent grade for a class of current term.

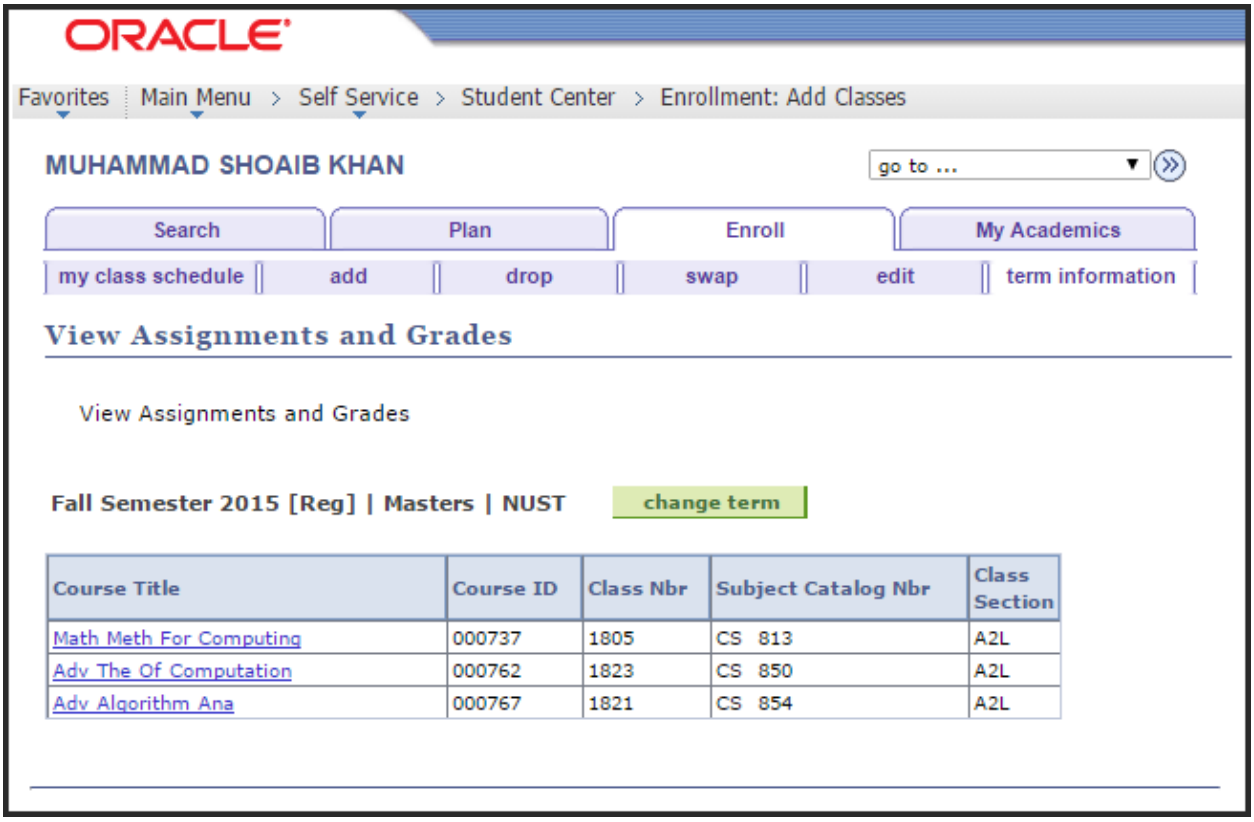
Note: Student will only view those assignment categories, which are defined and added against a course/class.

Steps

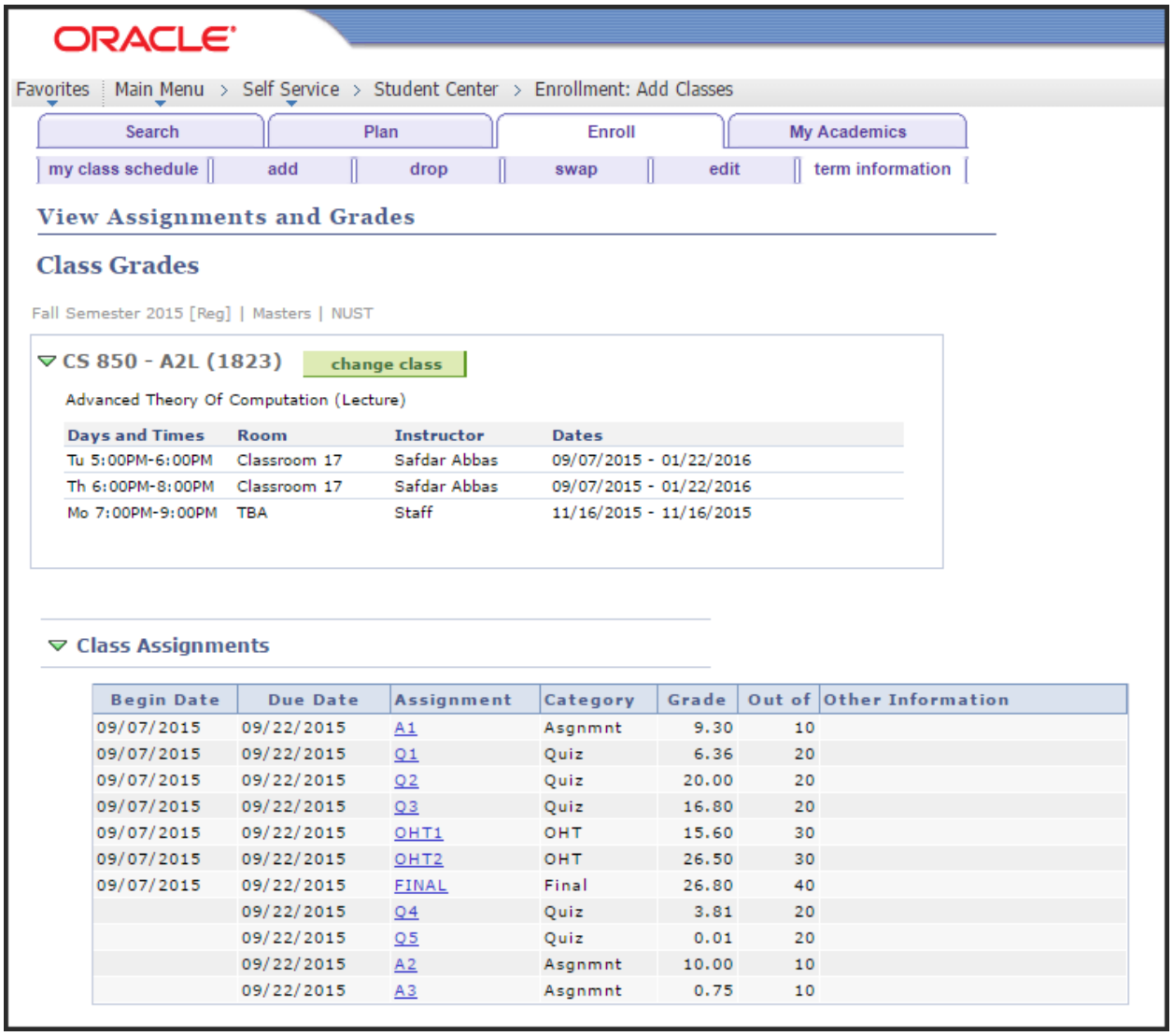
1. Click the **Self Service** link
2. Click on **Student Center**
3. Click on the **Enrollment** link and **Term Information** tab
4. Select **View my class assignments and grades**



5. Select term to view information



6. Select **Course** for term
7. Student can view class information and class assignments for selected course.



Viewing Your Grades

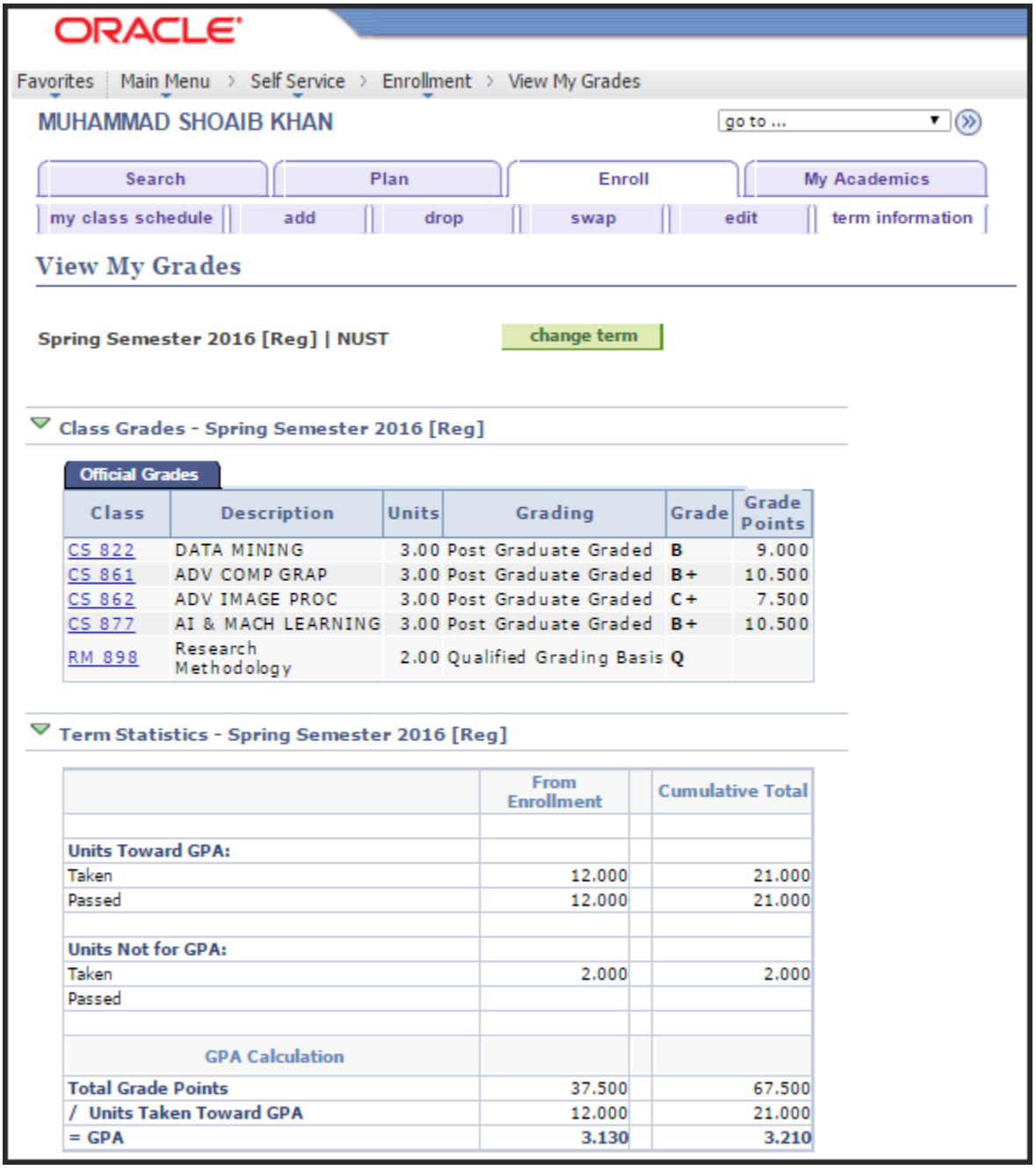
Overview

Student can view grades of courses of any/current term.

Steps

1. Click the **Self Service** link
2. Click on **Enrollments**
3. Click on **View My Grades**
4. Select the term to view grades

5. All courses of student in term are shown and you can select any course to view student's grades in a course.



6. Student can view his grades and GPA calculation for selected term.

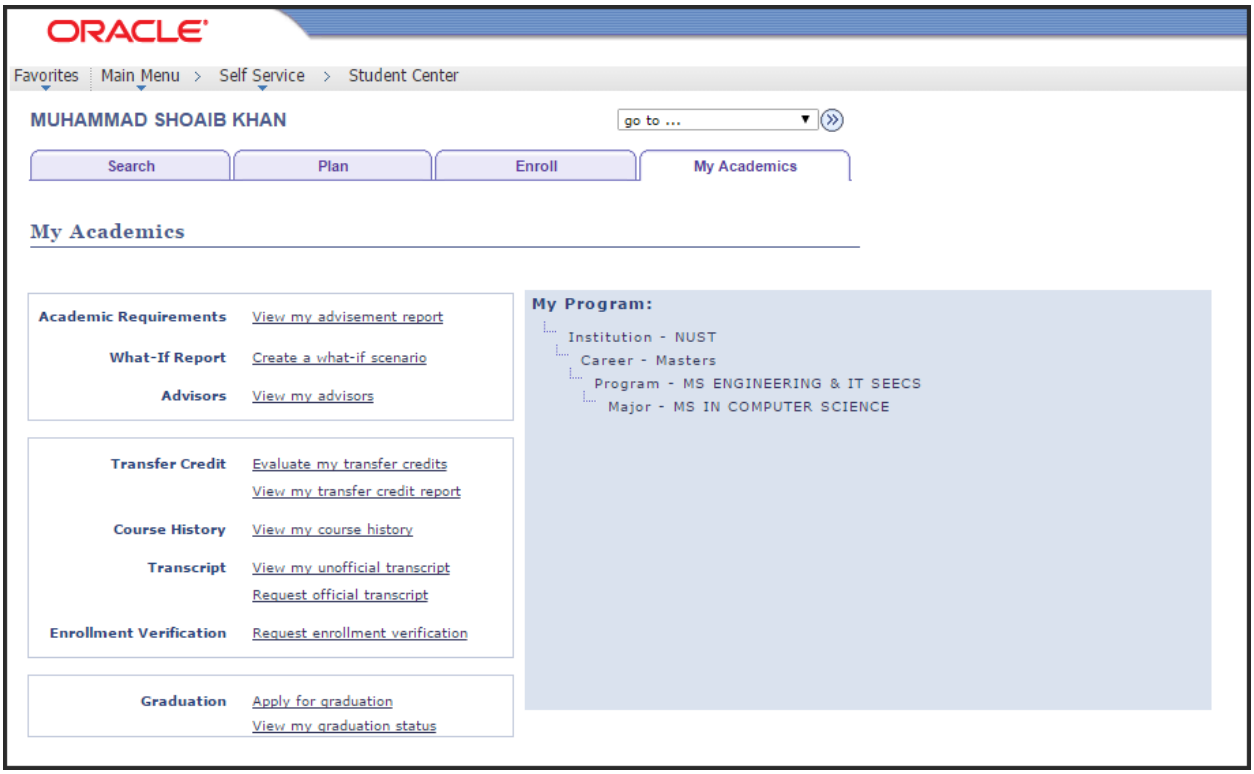
Viewing Your Unofficial Transcript

Overview

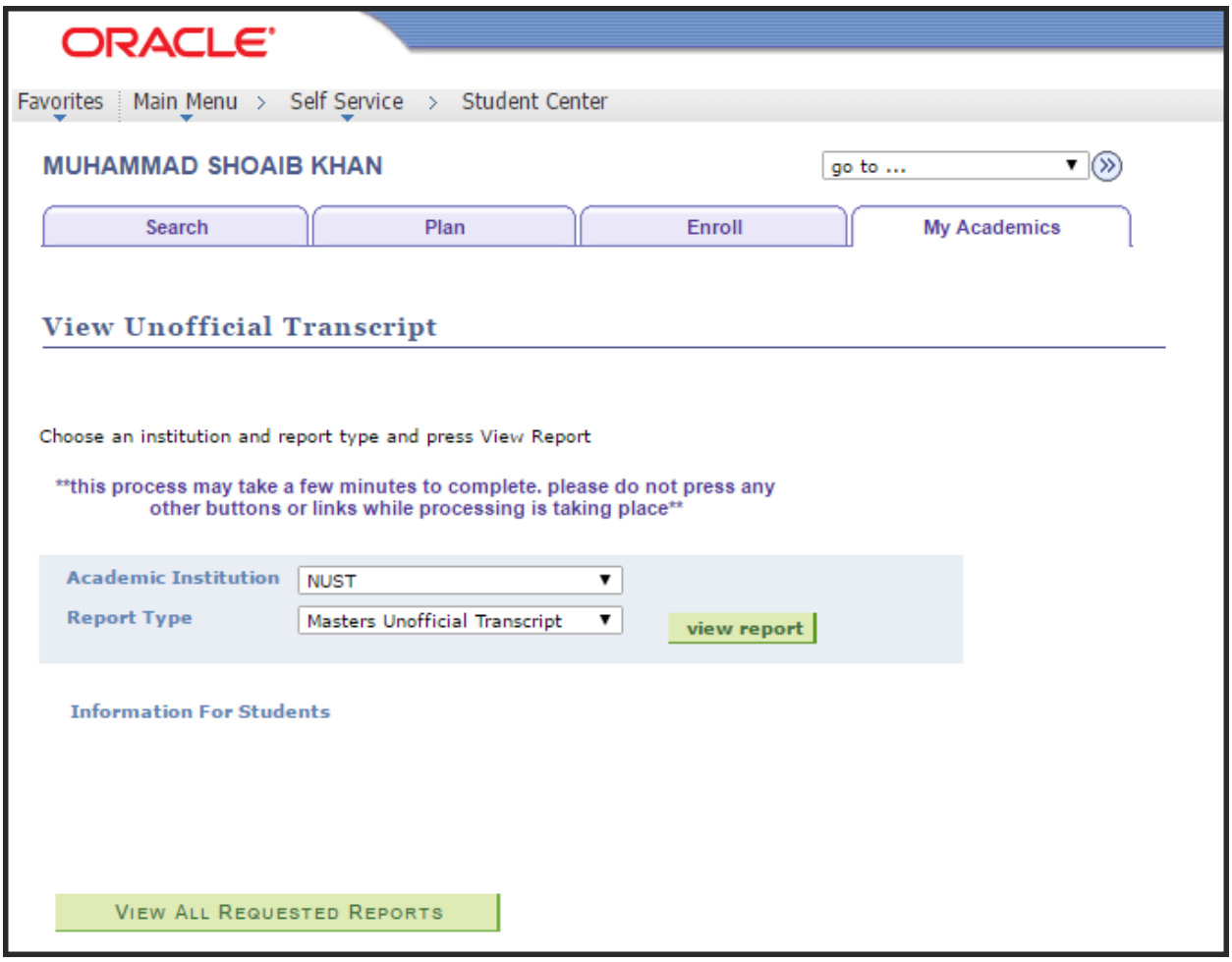
Students can view summary of his/her grades for all the previous semesters.

Steps

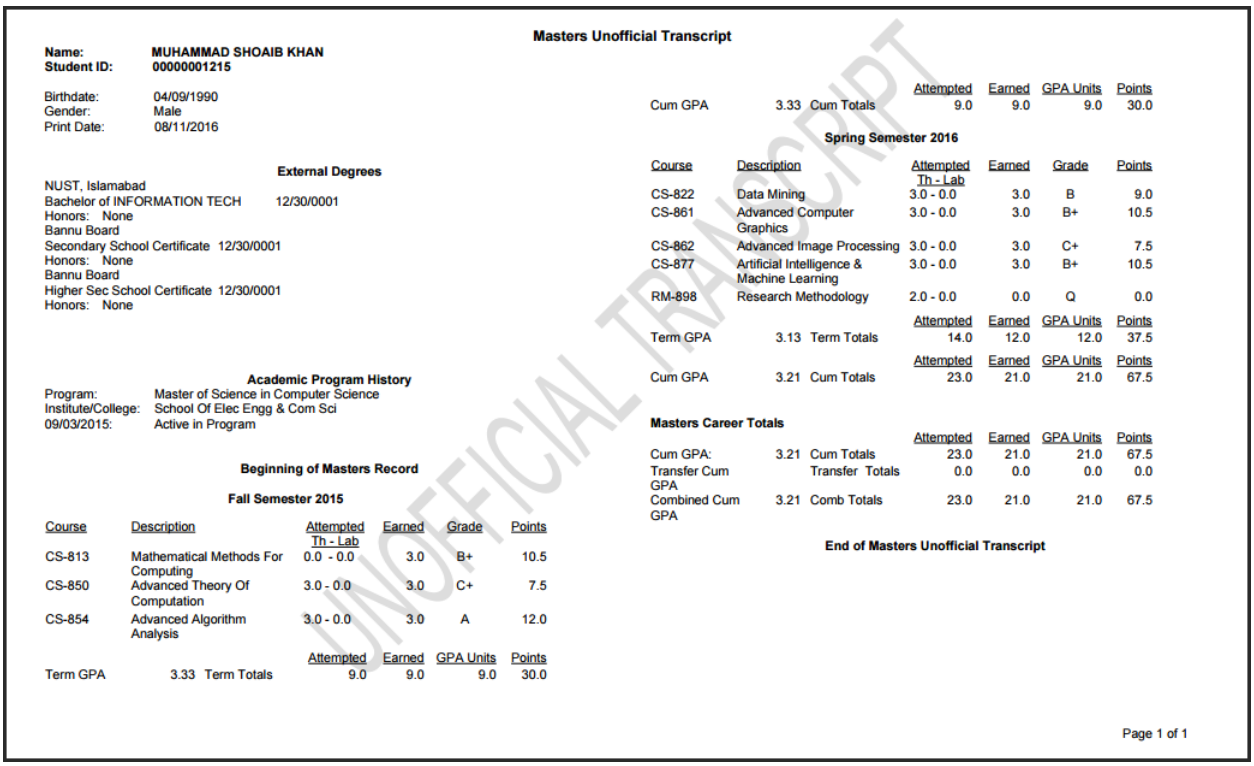
1. Click the **Self Service** link
2. Click on **Student center**
3. Click on the drop down list of other academic or select my academics from side menu and select unofficial transcript from it.



4. Click on **View My Unofficial Transcript** and select your academic institution and report type for transcript report.



5. Student can view his unofficial transcript with a watermark on it.



Masters Unofficial Transcript

Name: MUHAMMAD SHOAIB KHAN
Student ID: 00000001215

Birthdate: 04/09/1990
Gender: Male
Print Date: 08/11/2016

External Degrees

NUST, Islamabad
Bachelor of INFORMATION TECH 12/30/0001
Honors: None
Bannu Board
Secondary School Certificate 12/30/0001
Honors: None
Bannu Board
Higher Sec School Certificate 12/30/0001
Honors: None

Academic Program History

Program: Master of Science in Computer Science
Institute/College: School Of Elec Engg & Com Sci
09/03/2015: Active in Program

Beginning of Masters Record

Fall Semester 2015

Course	Description	Attempted Th - Lab	Earned	Grade	Points
CS-813	Mathematical Methods For Computing	0.0 - 0.0	3.0	B+	10.5
CS-850	Advanced Theory Of Computation	3.0 - 0.0	3.0	C+	7.5
CS-854	Advanced Algorithm Analysis	3.0 - 0.0	3.0	A	12.0

			Attempted	Earned	GPA Units	Points
Term GPA	3.33	Term Totals	9.0	9.0	9.0	30.0
Cum GPA	3.33	Cum Totals	9.0	9.0	9.0	30.0

Spring Semester 2016

Course	Description	Attempted Th - Lab	Earned	Grade	Points
CS-822	Data Mining	3.0 - 0.0	3.0	B	9.0
CS-861	Advanced Computer Graphics	3.0 - 0.0	3.0	B+	10.5
CS-862	Advanced Image Processing	3.0 - 0.0	3.0	C+	7.5
CS-877	Artificial Intelligence & Machine Learning	3.0 - 0.0	3.0	B+	10.5
RM-898	Research Methodology	2.0 - 0.0	0.0	Q	0.0

			Attempted	Earned	GPA Units	Points
Term GPA	3.13	Term Totals	14.0	12.0	12.0	37.5
Cum GPA	3.21	Cum Totals	23.0	21.0	21.0	67.5

Masters Career Totals

			Attempted	Earned	GPA Units	Points
Cum GPA:	3.21	Cum Totals	23.0	21.0	21.0	67.5
Transfer Cum GPA		Transfer Totals	0.0	0.0	0.0	0.0
Combined Cum GPA	3.21	Comb Totals	23.0	21.0	21.0	67.5

End of Masters Unofficial Transcript

UNOFFICIAL TRANSCRIPT

Page 1 of 1

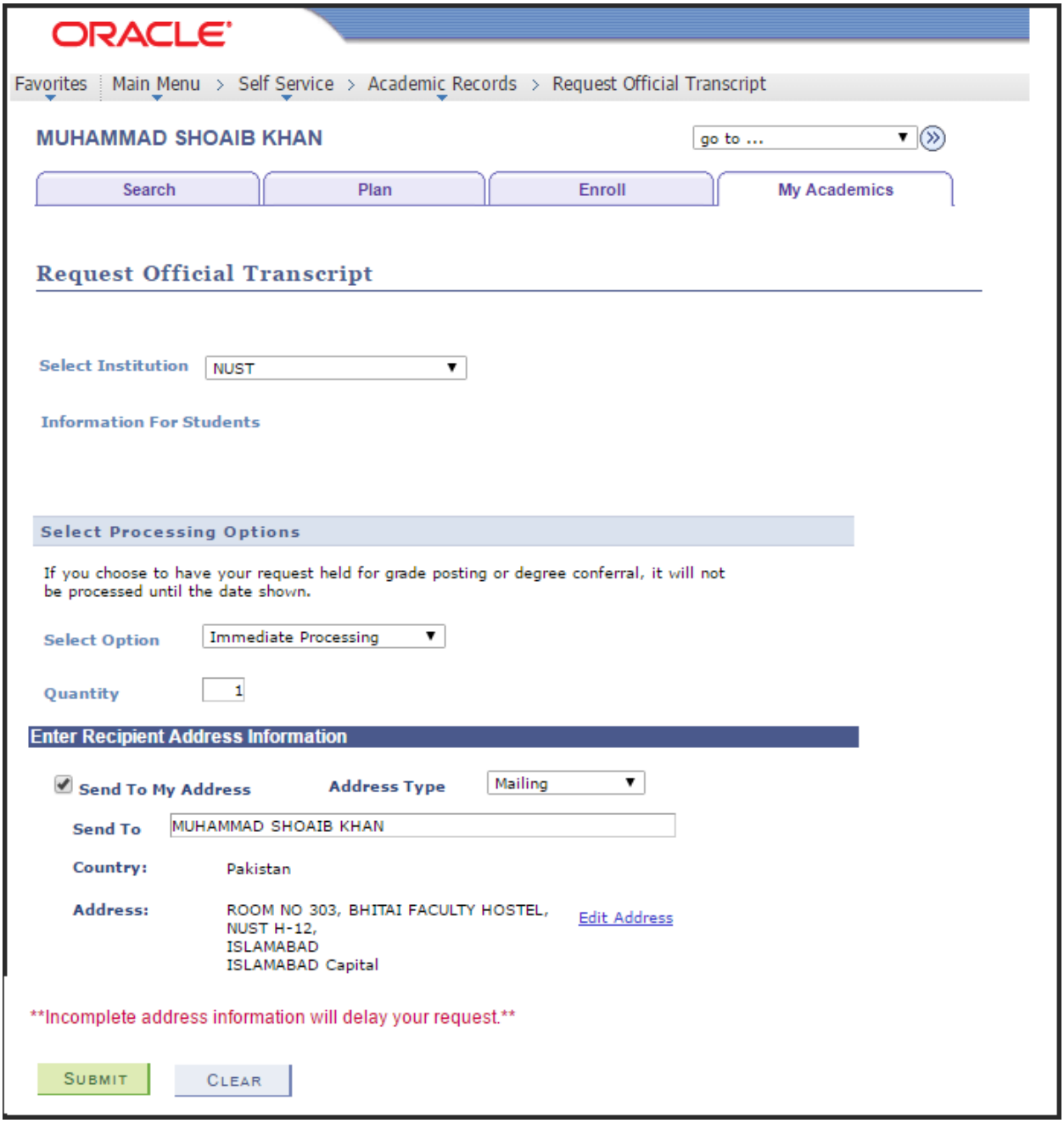
Requesting Official Transcript

Overview

Student can request official transcript from NUST using self-service account.

Steps

1. Click on **Self Service** link
2. Click on **Academic Record** link
3. Select **Request Official Transcript**
4. Select processing options and recipient mailing address information and submit request for official transcript.



5. Student can request official transcript by clicking submit button.

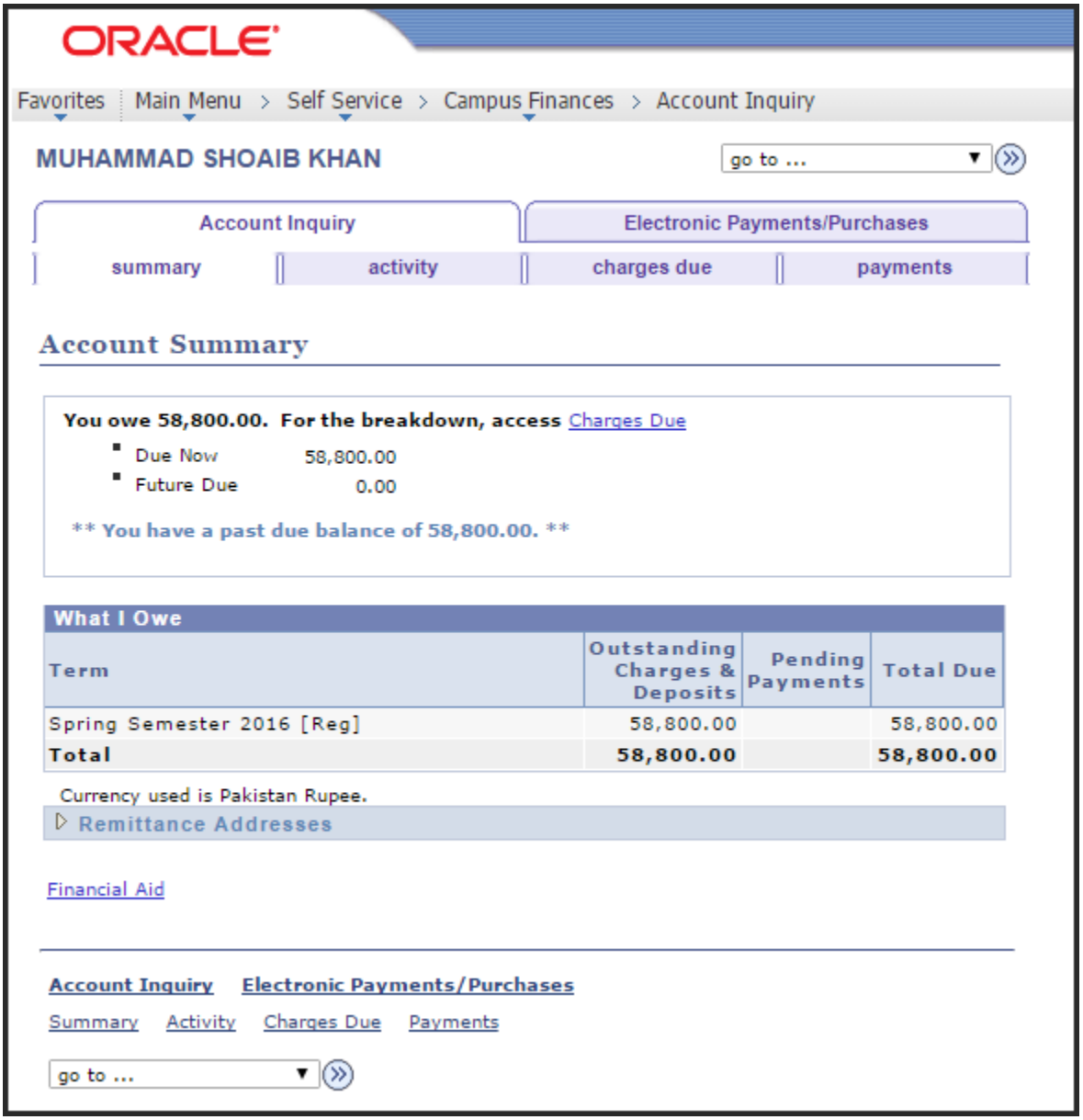
Viewing Fee Voucher

Overview

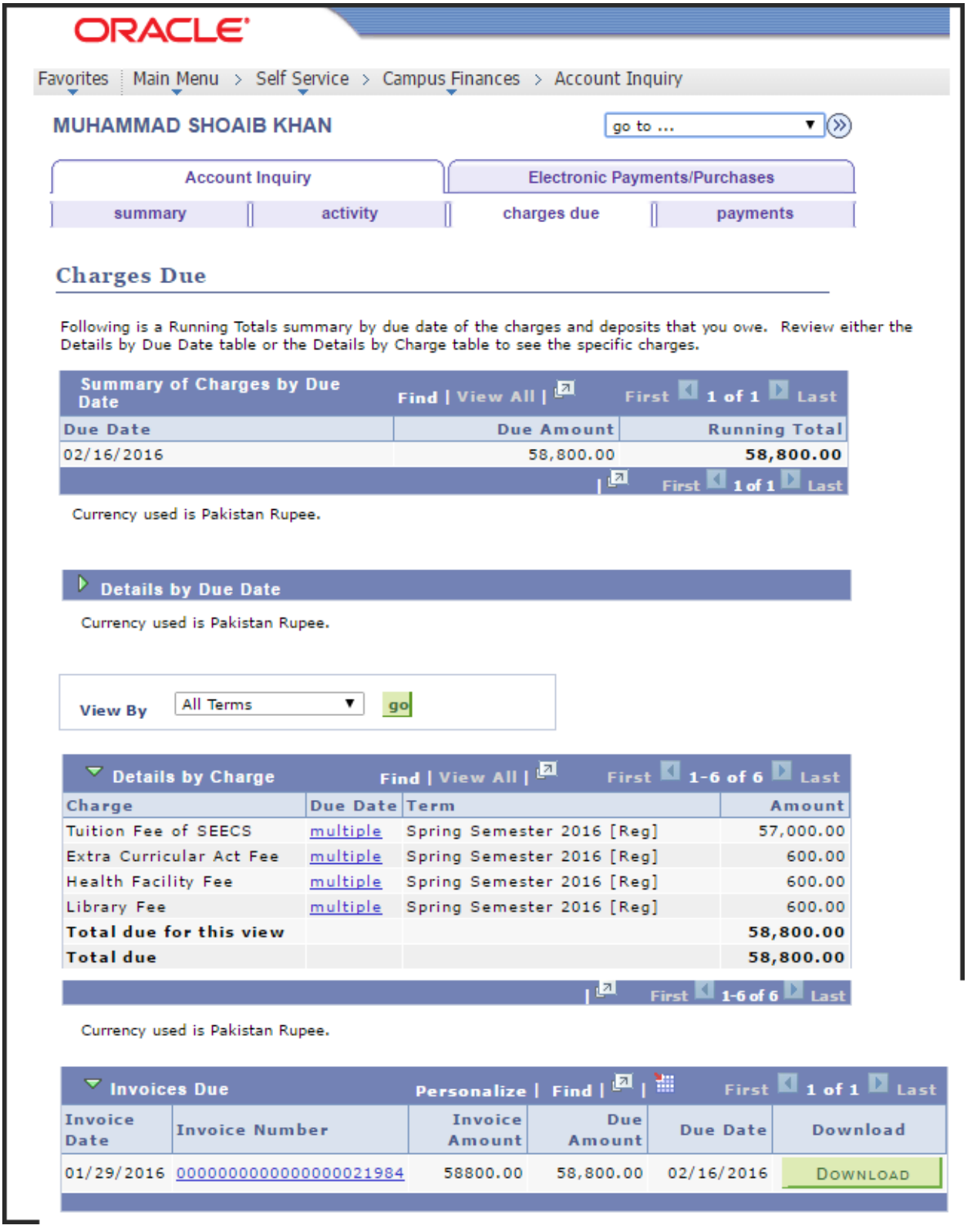
Student can view fee voucher from his self-service account. You can see your charges due, scholarships and free ships.

Steps

1. Click on **Self-Service** link
2. Click on **Campus Finances** and select **Account Inquiry**



3. To view charges details click **Charges Due** tab
4. You can view and download your fee voucher using '**Download'** link.


ORACLE
Favorites Main Menu > Self Service > Campus Finances > Account Inquiry
MUHAMMAD SHOAIB KHAN
go to ...
Account Inquiry
Electronic Payments/Purchases
summary
activity
charges due
payments
Charges Due
Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.
Summary of Charges by Due Date
Find | View All |
First 1 of 1 Last
Due Date
Due Amount
Running Total
02/16/2016
58,800.00
58,800.00
First 1 of 1 Last
Currency used is Pakistan Rupee.
Details by Due Date
Currency used is Pakistan Rupee.
View By
All Terms
go
Details by Charge
Find | View All |
First 1-6 of 6 Last
Charge
Due Date
Term
Amount
Tuition Fee of SEECS
multiple
Spring Semester 2016 [Reg]
57,000.00
Extra Curricular Act Fee
multiple
Spring Semester 2016 [Reg]
600.00
Health Facility Fee
multiple
Spring Semester 2016 [Reg]
600.00
Library Fee
multiple
Spring Semester 2016 [Reg]
600.00
Total due for this view
58,800.00
Total due
58,800.00
First 1-6 of 6 Last
Currency used is Pakistan Rupee.
Invoices Due
Personalize | Find |
First 1 of 1 Last
Invoice Date
Invoice Number
Invoice Amount
Due Amount
Due Date
Download
01/29/2016
00000000000000000021984
58800.00
58,800.00
02/16/2016
Download

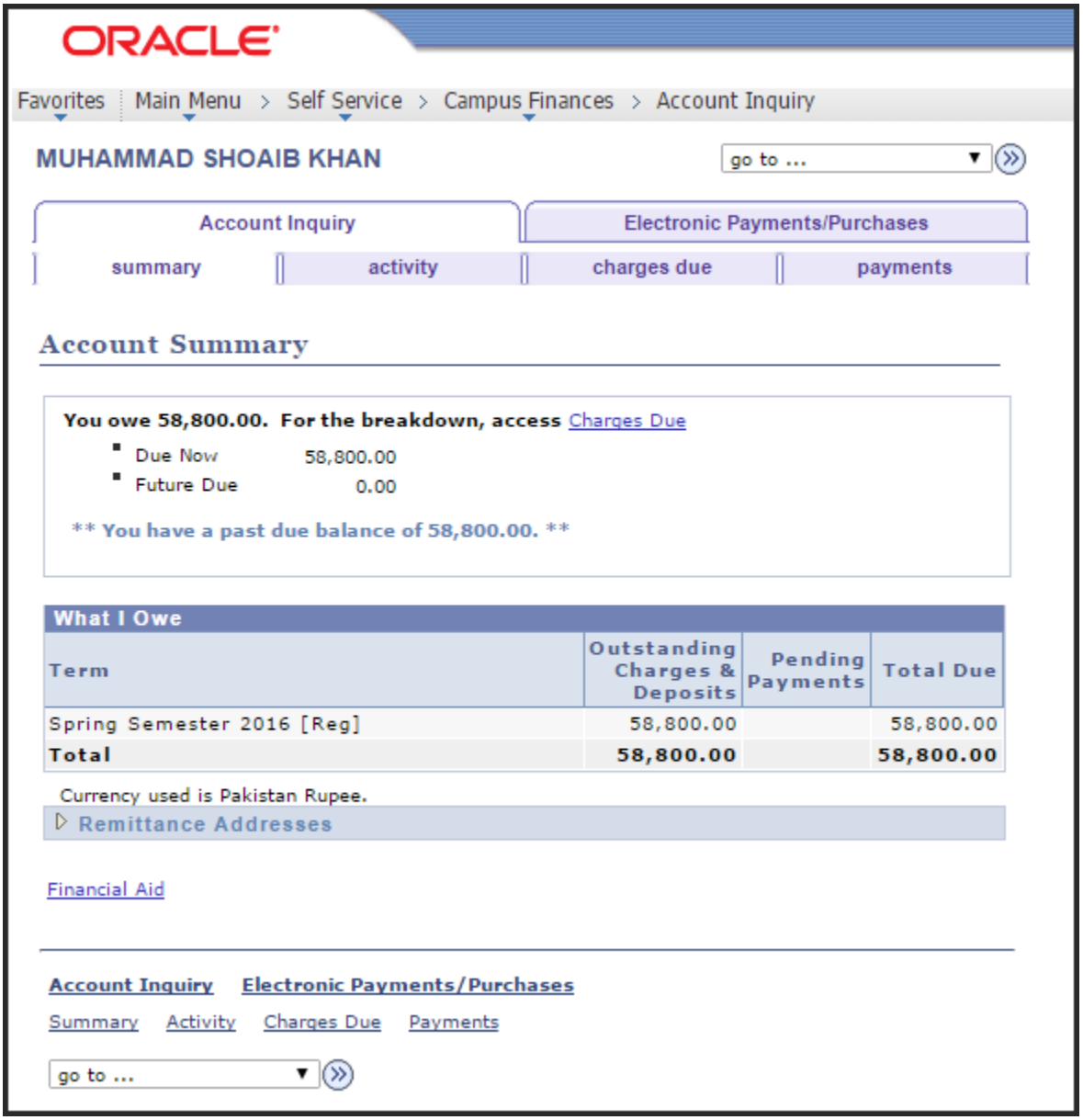
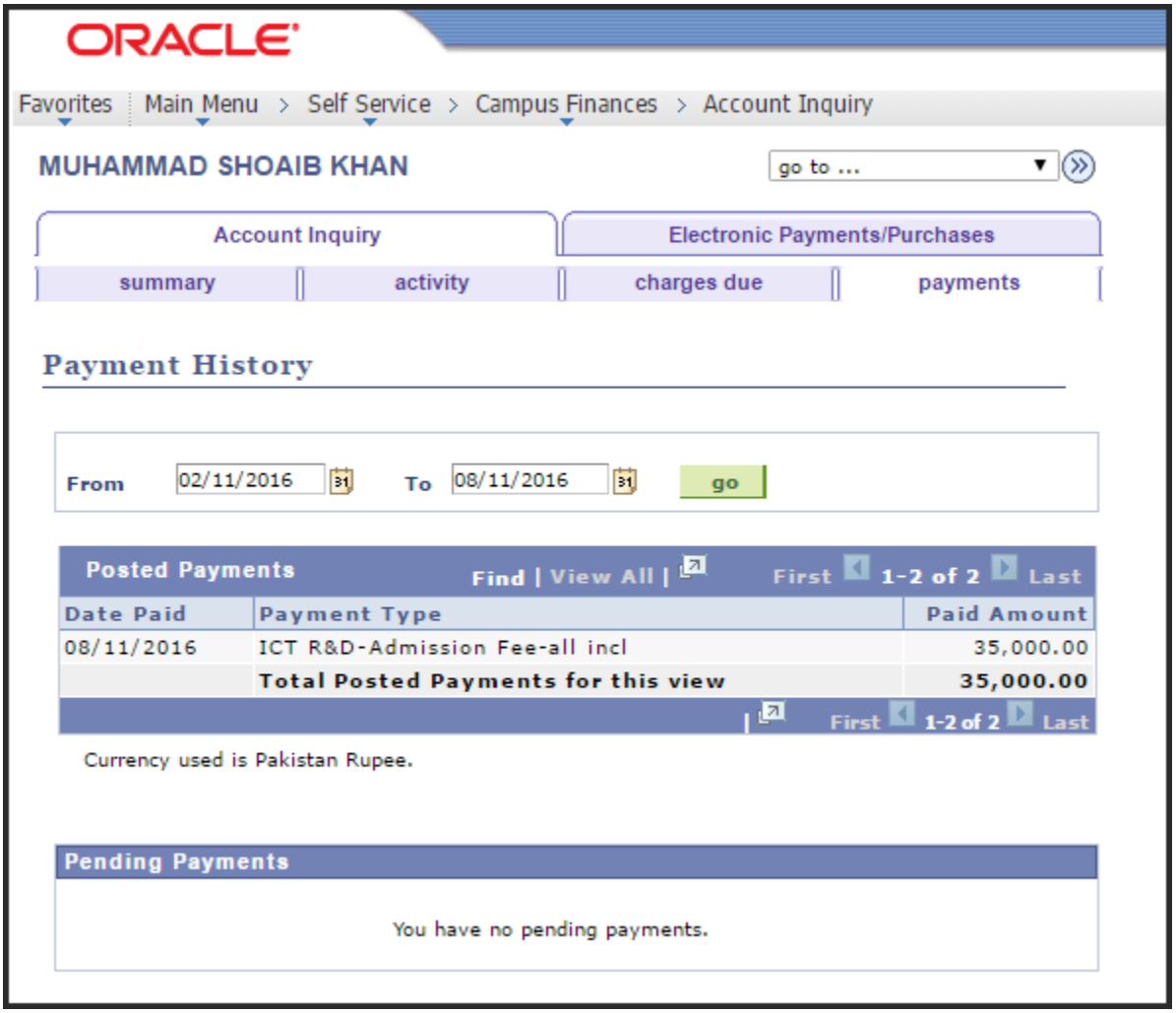
Viewing Scholarship Information

Overview

Student can view scholarship information from his self-service account. You can view payments and details for student.

Steps

1. Click on **Self-Service** link
2. Click on **Campus Finances** and select **Account Inquiry**



3. Select **Payments** to view your scholarships details.