



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

دائرة القبول والتسجيل

خدمات التسجيل

العام الأكاديمي 2023/2024م



تسجيل الطلاب

- يقوم قسم التسجيل بإستلام وتدقيق طلبات الطلاب المقدمة للإلتحاق بالكلية وتميرها.
- يقوم القسم بالتواصل مع الطلاب لإكمال إجراءات التسجيل.
- يقوم القسم بتسجيل الطلاب في مركز القبول الموحد للطلبة المبتعثين على نفقة وزارة التعليم العالي والبحث العلمي والإبتكار بعد قبولهم للمقاعد.



بيانات الطلاب

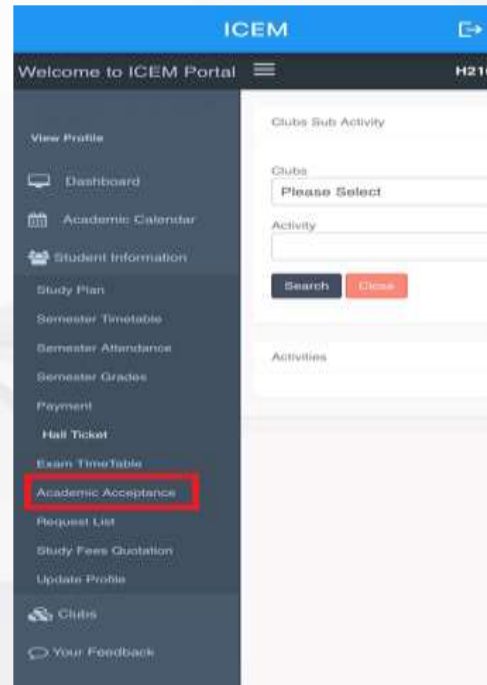
- يقوم القسم بمشاركة البيانات الخاصة بالطلاب مع الجهات ذات العلاقة كوزارة التعليم العالي والبحث العلمي والإبتكار والجامعة الشريكة (جامعة سنترال لانكشاير).
- يقوم القسم بتحديث البيانات الخاصة بالطلاب بشكل دوري والمرتبطة مع الجهات ذات الصلة.



تسجيل المواد

- يقوم القسم بمتابعة عملية تسجيل الطلاب للمواد خلال كل فصل دراسي وتأكيدهم للمواد المسجلة.
- يجب على كل طالب تأكيد المواد المسجلة من خلال بوابة الطالب الإلكترونية عبر الرابط:

<https://portal.icem.edu.om>





الكلية الدولية للهندسة والإدارة
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Student Portal Application (ICEM Student)

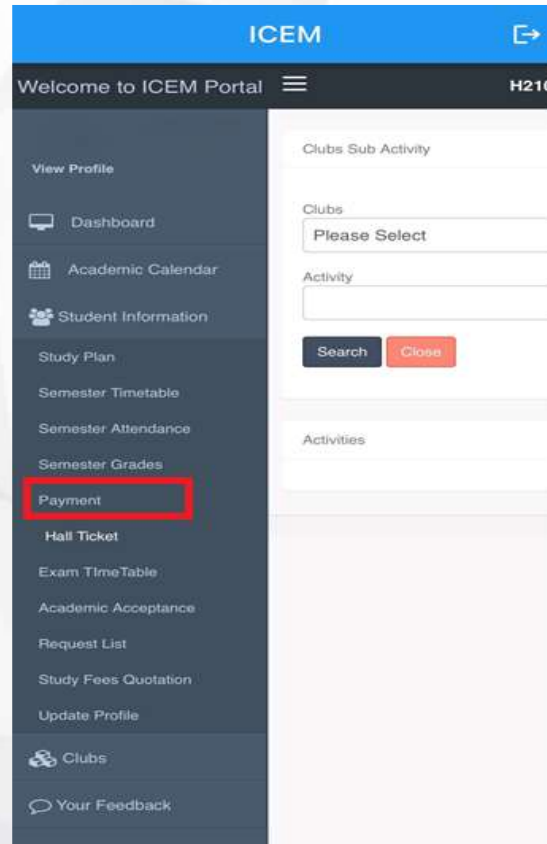
التطبيق الخاص ببوابة الطالب





دفع المستحقات المالية

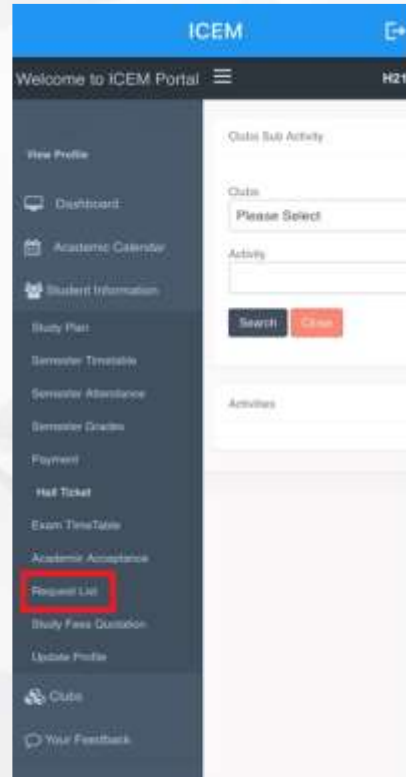
➤ يمكن للطلاب دفع المستحقات المالية الدراسية عن طريق بوابة الطالب كما هو موضح أدناه:





تقديم طلبات التأجيل/الإنسحاب/التخرج

➤ يجب على الطالب في حالة رغب بالإنسحاب او التأجيل أو لإكمال إجراءات التخرج ان يقوم بتقديم طلب إخلاء طرف عن طريق بوابة الطالب كما هو موضح أدناه:



تحديث الصورة الشخصية

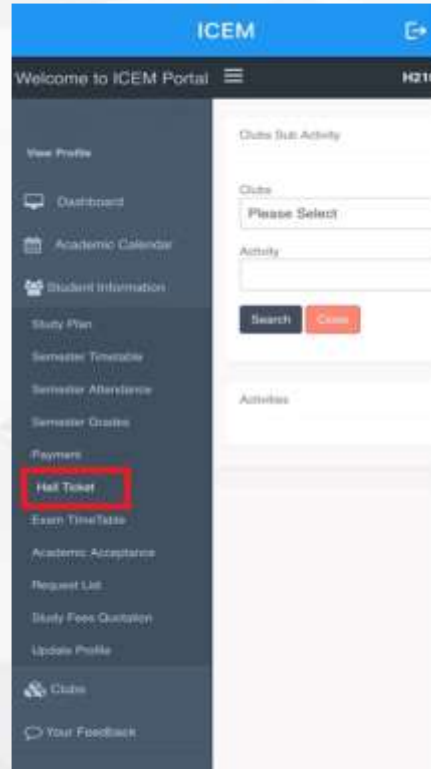
- يمكن للطالب تحديث صورته الشخصية عن طريق بوابة الطالب حتى يتمكن قسم تقنية المعلومات من طباعة البطاقة الطلابية.
- يجب أن تكون الصورة غير مفلترة وبخلفية مقبولة وتكون ملامح الطالب واضحة.





طباعة بطاقة دخول الإختبار

- يمكن للطلاب طباعة بطاقة دخول الإختبار عن طريق بوابة الطالب.
- يجب على الطالب ان يكون قد دفع جميع المستحقات المالية حتى يتمكن من طباعة بطاقة دخول الإختبار.





التسجيل بالجامعة الشريكة UCLan

➤ يجب على طلاب التخصص الإلتزام بتاكد التسجيل في الجامعة الشريكة UCLan بشكل سنوي كما هو موضح أدناه:

- Please use your Blackboard username such as (RAAI-hamad). The mobile numbers should start with Oman international Code +968 *****.

Steps For Online Enrolment:

- **Step 1: Click on the link below to enroll**

https://my.uclan.ac.uk/ssb/twbkwbis.P_WWWLogin

- **Step 2: Students should use UCLan username and password to login. (All students receives the blackboard details, please ask them to check their email inbox)**

https://apps.uclan.ac.uk/AutoSignOn/bssasopick.aspx?target=ASO...

Sign in

https://apps.uclan.ac.uk

Username: habsi

Password:

Sign in Cancel



التسجيل بالجامعة الشريكة UCLan

Step 3: After signing in, Students will find the enrolment checklist shown below. They should fill them one by one.

The screenshot shows the myUCLan website interface. At the top left is the 'myUCLan' logo, and at the top right is the 'uclan' logo with a floral emblem. Below the logos is a navigation bar with 'Personal Details' and 'Services for Students' tabs. A search bar with a 'Go' button is located below the navigation bar. The main content area is titled 'Enrolment Checklist' and contains the following text: 'Click on **Identity & Course** to start. Each Checklist page has a **help button** located in the top right hand corner which provides guidance on completing the page and includes a glossary of terminology.' Below this text is a list of seven checklist items, each with a circled number: 1 Identity & Course, 2 Personal Details, 3 Home (Permanent) Address, 4 Term Time Address, 5 Other Contact Details, 6 Fees Information, and 7 Declaration/Submit. At the bottom left of the page, the text 'RELEASE: 8.7.1' is visible.



التسجيل بالجامعة الشريكة UCLan

Step 4: fill in the details below and Click (confirm and continue to next page)

Personal Details **Services for Students**

Search Go

SITE MAP HELP EXIT

14 Oct 2020 10:52 am

Identity & Course

Details we hold for you and the course you are enrolling on are shown below.

Please contact your Course Leader if you have any queries regarding this information.

If other details are incorrect you may continue with online enrolment but must notify your local administrator as soon as possible. Please note that if your name has changed or is incorrect, you will need to provide your local administrator with documentary evidence (e.g. passport, marriage certificate, driving licence) prior to any change being made.

If you are unsure of any of the terminology used on this checklist please refer to [HELP](#) for a glossary of terms.

Registration Number [REDACTED]
Surname (Family Name) [REDACTED]
First Name(s) [REDACTED]
Middle Name(s) [REDACTED]
Course Bachelor of Science with Honours in [REDACTED]
Place of Study Int Coll of Eng & Mgt (Oman)
School Engineering
Mode of Attendance Full Time

 Exit back to checklist (without saving)
 Confirm and continue to next page

RELEASE: 8.7.1

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التسجيل بالجامعة الشريكة UCLan

Step 5: fill in the details below and Click (confirm and continue to next page)

← → ↻ 🏠 🔒 https://myuclan.uclan.ac.uk/BANP/ucslabna_P_Display/BioGraphic

myUCLan uclan

Personal Details Services for Students

Search

SITE MAP HELP EXIT

14 Oct 2020 10:53 am

Personal Details

Please check your personal details below and update any that are incorrect. If you are unable to amend details please contact your local administrator for correction.

Gender

Date of Birth

Ethnic Origin

Do you have refugee status, or are seeking/granted asylum? Yes No

Religion

Disability/Learning Difficulty

RELEASE: 6.7.1

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التسجيل بالجامعة الشريكة UCLan

Step 6: fill in the details below and Click (confirm and continue to next page)
Please note that the mobile numbers should start with Oman international
Code +968

← → ↻ 🏠 https://myuclan.ac.uk/SAP/Enrolment_P_DigitalAddress_FR 📄 ☆ ⚙️ 🗑️

Personal Details Services for Students

Search

SITE MAP HELP EXIT

Home (Permanent) Address 14 Oct 2020 10:54 am

Please check and update your permanent (not Term Time) address. The address shown is the current home (permanent) address we hold for you. If this has changed, or needs correcting, please delete the previous/incorrect details and type in the new details. Click 'Confirm and continue' to change your address details. Click 'Exit' if you do not wish to save changes, and to return to the Enrolment Checklist.

Items marked * are compulsory and you must update these if information is incorrect or missing.

If you are a Partner Institution student and are amending / changing your address, remember to also notify your Institution of the changes.

Please note: do not enter spaces in telephone numbers and include the dialling code (e.g. 01772201201).

Address Line One *	<input type="text" value="International College O"/>
Address Line Two	<input type="text" value="Po Box 2511"/>
Address Line Three	<input type="text" value="Cpo Seeb"/>
Town/City *	<input type="text" value="Muscat"/>
Post Code/Zip Code	<input type="text" value="PC 111"/>
County (UK addresses only)	<input type="text" value="Please select"/>
Country *	<input type="text" value="Oman"/>
Phone Number	<input type="text" value=""/>

RELEASE: 8.7.1



التسجيل بالجامعة الشريكة UCLan

Step 7: fill in the details below and Click (confirm and continue to next page)
Add your address, for example Bowsher, Muscat, Oman

UCLan

Personal Details Services for Students

Search Go

SITE MAP HELP EXIT

Term Time Address

14 Oct 2020 10:54 am

Please enter your term-time address. This would be the address you are living at while you are studying at the University.
Don't know your term-time address yet? Add your permanent address here and provide your term-time address including your UK telephone number later via the **Personal Details** tab on **myUCLan**.

Items marked * on this page are compulsory and you **MUST** update if incorrect or missing.

Find a UK address

Address Line One *

Address Line Two

Address Line Three


Town/City *


Post Code/Zip Code

County (UK addresses only)

Country *

Phone Number

 Exit back to checklist (without saving)

 Confirm and continue to next page

RELEASE: 8.7.1



التسجيل بالجامعة الشريكة UCLan

Step 8: fill in the details below and Click (confirm and continue to next page) . You can add the name and mobile number of your father, mother, brother , etc. Please note that the mobile numbers should start with Oman international Code +968

myUCLan **uclan**

Personal Details **Services for Students**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Other Contact Details 14 Oct 2020 10:55 am

Please check your details below and update any that are incorrect, Please refer to the "Help" Section if any questions not clear.
Items marked * on this page are compulsory and you **MUST** update if incorrect or missing.

Emergency Contact

Please provide details of someone we can contact in an emergency. We may contact this person if we have serious concerns for your wellbeing and/or safety. In rare cases e.g. we believe your life is at risk and you are unable to provide consent, we may act in your best interests and contact this person directly. Please ensure your emergency contact agrees that you can provide their information to us. If your relationship with this person changes and you no longer want them to be your emergency contact, please update your details in myUCLan.

Surname (Family Name) *

First Name *

Relationship *

Telephone Number *

RELEASE: 8.7.1



التسجيل بالجامعة الشريكة UCLan

Step 9: Click on confirm and continue to next page

myUCLan **uclan**


Personal Details **Services for Students**

Search

SITE MAP HELP EXIT

Fees Information 14 Oct 2020 10:56 am

You will have been notified separately of your tuition fees.

 Exit back to checklist (without saving)

 Confirm and continue to next page

RELEASE: 8.7.1

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التسجيل بالجامعة الشريكة UCLan

➤ **Step 10: Choose Yes – as shown below**

➤ **Step 11: Click on (I accept all terms and conditions). Once you complete these steps, you will receive a confirmation email from UCLan.**

Where you have disclosed a disability/long-term health condition, unless you are studying solely at a partner institution, the Inclusive Support Team (IST) will request additional information from you for the purposes of reviewing any reasonable adjustments or support which may be required. Information concerning your disability and support needs will be disclosed to other relevant staff who would reasonably need to be in possession of such information. You have the right to tell us that information about your disability should not be disclosed to such staff. If you do this, all reasonable efforts will be made to implement reasonable adjustments; however your request for confidentiality may in some circumstances prevent those adjustments being made. You can discuss this further with the IST. Where you study at a partner institution, the University will tell the partner institution about your disability so that they can contact you to discuss your support needs, as all such support is provided by your partner institution. You should only declare disability information to us if you are happy for us to notify your partner institution. If you do not want this to happen, you should not declare a disability to UCLan and only notify your partner institution directly.

General

If any provision of the contract between you and the University is held to be void or unenforceable in whole or in part by any court or other competent authority, that contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

The contract between you and the University shall be governed by and construed in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

I agree to the above terms and conditions *

Yes No

Contacting You

The University would like to keep you updated about events and other matters not essential to your study at UCLan. For us to do so we need your permission:

You may contact me regarding UCLan related courses or other services and products *

Yes No

Please note that if you choose not to receive these emails, UCLan will still contact you about information essential to your course or regarding your study at UCLan. These service emails cannot be opted-out of, and will continue if you choose not to receive marketing emails from us. If your preferences change after you have completed enrolment then please get in touch with UCLan's Academic Registrar via The Registry Data Management Team.

To submit your completed enrolment please select the 'I accept all terms and conditions' button. To exit without saving or submitting your enrolment please select the button marked with an 'X'. To exit online enrolment please click on Exit in the top right hand corner.



Exit back to checklist
(without saving)

I accept all terms
and conditions



طرق التواصل مع الطالب

- أرقام التواصل بالدائرة :

* الإتصال: (24512047/24512054/24512077)

* واتس آب: (97321680)

- موقع الوزارة: www.moheri.gov.om

- البريد الإلكتروني لقسم القبول والتسجيل

registration@icem.edu.om