



Deanship of **عمادة**
Admissions **القبول**
& Registration **والتسجيل**

Course Registration

Course Registration

❖ Please have a look at your study plan and find out the courses that you want to register along with their numbers.

❖ Log in to the student portal: <https://portal.psut.edu.jo>

✓ Select 'Academic System'.

1 Select 'Registration' menu.

2 Click on the 'Add and Drop' screen.

3 Read the instructions, then press 'Accept'.

4 Enter the course number, then press 'Search'.

5 You will see a list of available sections, choose the one that suits you.


6 Click 'Add Course' and it will be added to your registered courses.

7 Repeat Steps 5 & 6 to add another course.

✓ A message of the success of 'adding the course' will pop up on the screen.

Log in to the student portal

<https://portal.psut.edu.jo>



Princess Sumaya
University
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الجامعة
الأميرة سميرة
للتكنولوجيا

Login

User Name

Password

Login

Forgot Password? [Click Here](#)



University ID

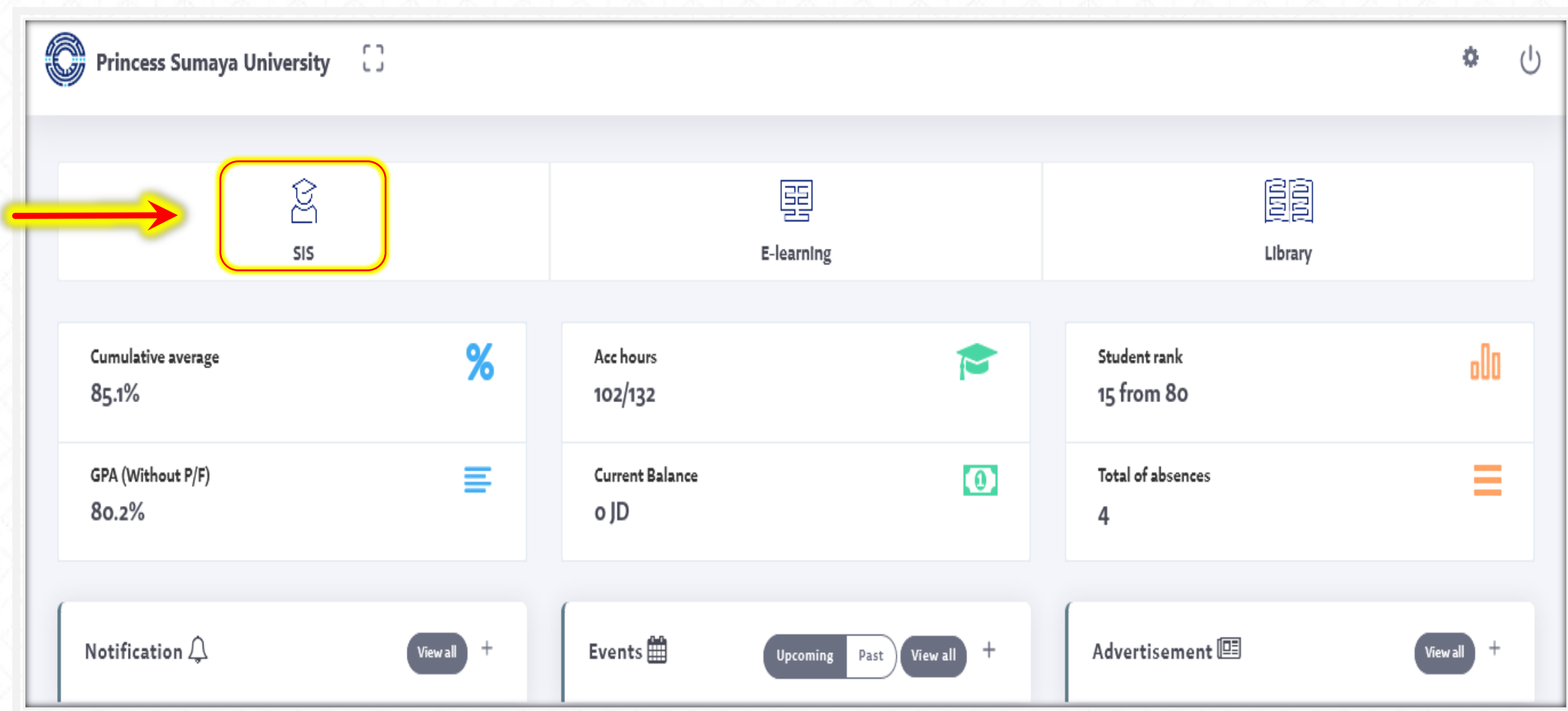


Password



Login

✓ Select 'Academic System' (SIS)



1. Select 'Registration' menu.
2. Click on the 'Add and Drop' screen.
3. Read the instructions, then press 'Accept'.



Princess Sumaya
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Student Information

Current Schedule

Exams Schedule

Calc Average

Semesters Courses

Study Plan

Registration

Registration Dates

Drop and Add

Request to open a new section

Calculate Fees

Next Semester Exams

Adding Waiting List

Registered Courses

Financial

E-Services

Subscriptions

Survey

Change Password

Very important

Instructions of Actual Registration- Second Semester 2022/2023

Dear student, Please check the following points before registering courses for the second semester:

Undergraduate students can take maximum 18 credit hours and minimum 12 hours per semester.

Students expected to graduate can take up to 21 credit hours during the add-and-drop period.


Students expected to graduate should register soon and inform us of any problem they face.

A student can register a certain number of credit hours for the second semester if s/he has paid the tuition equivalent to those credit hours during the announced actual registration period.

The remedial and prerequisite courses as well as the 'Introduction to Environment and Society' course must be registered during the first or second year of the student's level.

Accept

4. Enter the course number, then press 'Search'.
5. You will see a list of available sections, choose the one that suits you.
6. Click 'Add Course' and it will be added to your registered courses.



جامعة الأميرة سميرة
Princess Sumaya University
للتيكنولوجيا for Technology

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Courses registered

Course Number	Course Title	Hours	Sections	Instructor	Day	Time	Fees	
11335	Operating Systems Blended	3	1	Dr. Osama Al-Haj Hassan	Monday	8:00 9:30	300	Delete Replace
Total hours		3	Financial hours		3			

**For further financial details, press "Calculate Fees" in the main menu

[Verify registration](#)

Search criteria:

Course Type:

Course Title:

Day:

Only remaining courses:

Course Level:

Course Number:

Time:

Hide closed sections:

4

Search

Course Number	Course Title	Hours	Sections	Instructor	Day	Time	Section Capacity	Number of students registered	
11464	Information Systems Security	3	1	Dr. Mustafa Al-Fayoumi	Sun Tues Thurs	13:00 14:00	30	10	<div style="border: 1px solid #2c4e64; padding: 2px 5px; background-color: #2c4e64; color: white; border-radius: 5px;">Add Course</div>

5

6

- ✓ A message of the success of 'adding the course' will pop up on the screen.

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Courses registered

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11335	Operating Systems Blended	3	1	Dr. Osama Al-Haj Hassan	Monday	8:00 9:30	300	Delete Replace
Total hours		6		Financial hours	6			

**For further financial details, press "Calculate Fees" in the main menu

Verify registration

Transaction Completed Successfully

Search criteria:

Course Type

All

Course Level

All

Course Title

All

Course Number

11464

Day

All

Time

All

Only remaining courses

No

Hide closed sections

No

Search

Course Number	Course Title	Hours	Sections	Instructor	Day	Time	Section Capacity	Number of students registered	
11464	Information Systems Security	3	1	Dr. Mustafa Al-Fayoumi	Sun Tues Thurs	13:00 14:00	30	1	Add Course

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& Registration **والترسيـل**

مكتب الإرشاد الأكاديمي
Academic Advising Office