On-Line Registration  
(Via the Internet)  
Summer Semester  
AY 2014/2015  

Instructions  

Access any of the following websites to start the Online Registration:

- [http://www.hct.edu.om](http://www.hct.edu.om)  

(1) Type the above address to display the following Login screen

(2) Use your Student ID. No. for the Seat No. and enter your Password, and then click on Log In button to display the following Main page.

*The New Students only:* Use Student ID. No. for the Seat No. and your National ID for password, and then click on Log In button to display the following Main page.
Main page
(Before registration day)

(3) Print Student Advising Course (TC1) Report (View courses to be registered)

The student’s Main Page contains an option, “Student Advising Course (TC1)” Report which enables the student to view the courses to be registered.

Instructions:

1. Click on Student Advising Course (TC1) Report under Reports in the Main Page to display the report below.

If these courses are appropriate, go to next step. If not, refer to your advisor to seek help for a new plan, who should approve it.

2. Print Student Advising Course (TC1)
3. Click Home to go back to the Main Page.

Tip: To print this Report, click on “Printer” icon on the right top of your transcript page.

(4) College Timetable

The student’s Main Page contains an option “College Timetable” which allows the student to view and print the Department Timetable (Courses and sections).
Instructions:

1. Click the **College Timetable** under Reports in the Main Page.

1. Print the **Department Timetable**
2. Click **Home** to go back to the **Main Page**.

*(During the registration time)*

(5) Registration

The student's **Main Page** contains an option “**Timetable Registration**” which allows students to register the courses.

**Instructions:**
1. Click the **Timetable Registration Tab** in the Main Page to display the form as shown below.

2. Click on **Select** against each course to display the sections offered as shown below.(Please wait until the row's color to become as red)
3. To select the section, click on **Add** against the section.

4. Repeat instructions (2 & 3) to register the other courses.

5. **Click Home** to go back to the **Main Page**.

**Tip:** To see the entire registered course with related sections, click on registered sections tab above.

(6) **Printing the Student Timetable**

1. Click the **“Student Timetable”** under Reports in the **Main Page**.

2. And then click on **“Printer” icon** on the left top of your timetable page.

3. **Click Home** to go back to the **Main Page**.

4. Exit the system by logging off.

**To see your transcript:**

1. Click the **“Transcript”** under Reports in the **Main Page**.

2. **Click Home** to go back to the **Main Page**.

3. Exit the system by logging off.
**Tip:** - To print your transcript click on "Printer" icon at the left top of your transcript page.

**Note:**

If the student wants to take mixing courses, the system will allow him to register the remaining courses only for the current level. For this the student should contact his advisor to approve the mixing situation and then the student will be able to register the new courses as online.

**عزيزي الطالب:**

إذا كان لديك أي استفسار بخصوص الحذف والإضافة أو الشعب المغلقة عليك بالتوجه للمرشد الأكاديمي أو المسجل بالقسم الأكاديمي وكما هو موضح أدناه:

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<tr>
<th>رقم الغرفة</th>
<th>اسم المسجل</th>
<th>الأقسام الأكاديمية</th>
<th>التسلسل</th>
</tr>
</thead>
<tbody>
<tr>
<td>136</td>
<td>جيتا براديب</td>
<td>العلوم التطبيقية</td>
<td>1</td>
</tr>
<tr>
<td>N208</td>
<td>جييا روسلين</td>
<td>تقنية المعلومات</td>
<td>2</td>
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<td>BS048</td>
<td>محمد عاطف</td>
<td>الدراسات التجارية</td>
<td>3</td>
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<td>BS046</td>
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<td>4</td>
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<td>الصيدلة</td>
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<tr>
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<td>سكايير برت (رئيس قسم)</td>
<td>تصوير الضوئي</td>
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<td>لارا ايبوب</td>
<td>تصميم الأزياء</td>
<td>7</td>
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