User Manual

Self-Advising & Self-Registration

Colleges Information Management System (CIMS)

This manual represents the help guide of the Colleges Information Management System (CIMS). It helps students to access the application easily and implement the self-advising & self-registration.
1. Use the college website www.hct.edu.om to access the Colleges Information Management System (CIMS)

OR


The following Login screen will be displayed
2. Enter your **Civil ID** and then **Your ID** for the Password, and then click on **log In** button to display the following page (Main Page).
3. Print College Time table (Before the registration day)

College Time table allows the student to view the Department Time table (Courses and sections).

All students are requested to view or print the College/Department’s Timetable to select the appropriate sections before the registration time.

Click on College Time table Icon to print the College Time table.
4. Self-Advising

1. Click on **Course-Advising** in the Quick Task.

The page below will be displayed
2. Click on the **Add Course** button to add a new course.

The page below & pop-up window will be displayed with course list.
3. Select multiple courses of your choice with the help of **shift & control keys**.
4. After selection click **Ok** button then the selected courses will be displayed in a list.
5. Click **Save** button to add those courses to your list.

**Note:**
To Delete a Course from your selection:
1. Select the course to be deleted from the list
2. Click **Delete** button
5. **Self-Registration**

**Steps:**

1. Click on **Registration** in the Quick Task

Advised courses will be listed with course number, name, credit hours, theory hours and practical hours as shown below.
2. Click on the search facility to register the required section.

A pop-up window of available sections of the selected course will be displayed as shown below.
3. Click on the section you want. And then click on Ok button.
5. Repeat instructions (2&3) to register the other courses
6. After you register all courses Click on Save.
6. **Print Student Timetable (After registration)**

*Student Time table* allows the student to view Courses and sections he/she registered.

Click on Timetable Icon
To print your transcript:

Click on Timetable Icon

7. Exit the system by logging off.

Note:
If the student wants to take mixing courses, the system will not allow him to do this unless he sends a request to his advisor to approve the mixing situation and then the student will be able to continue the self-advising as online.