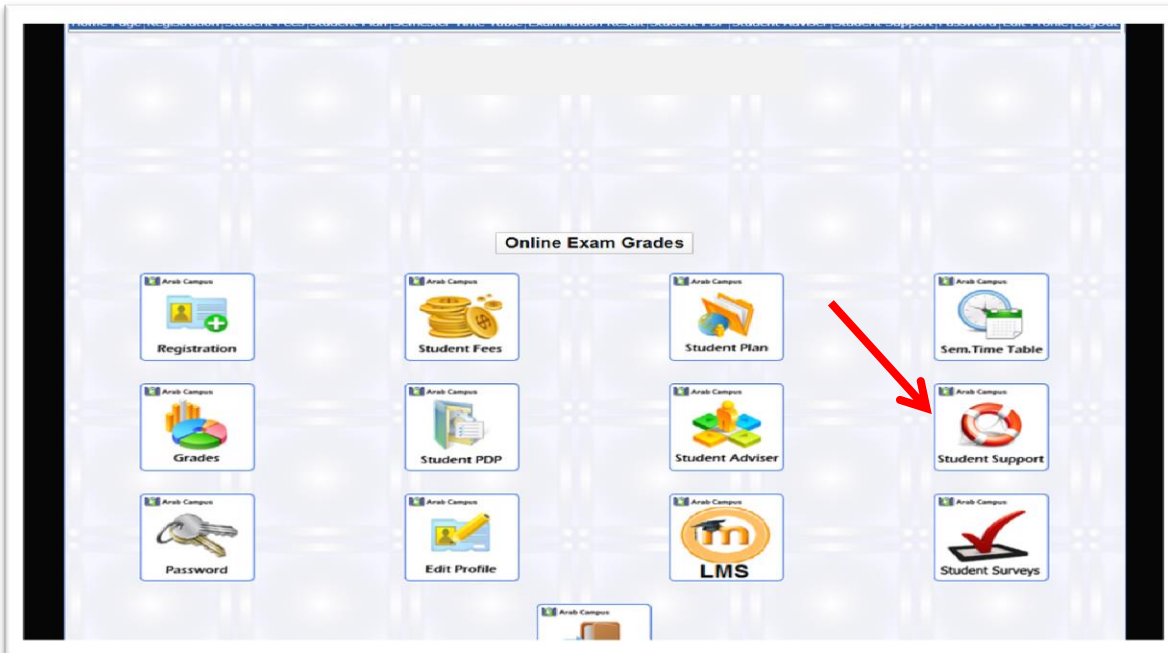
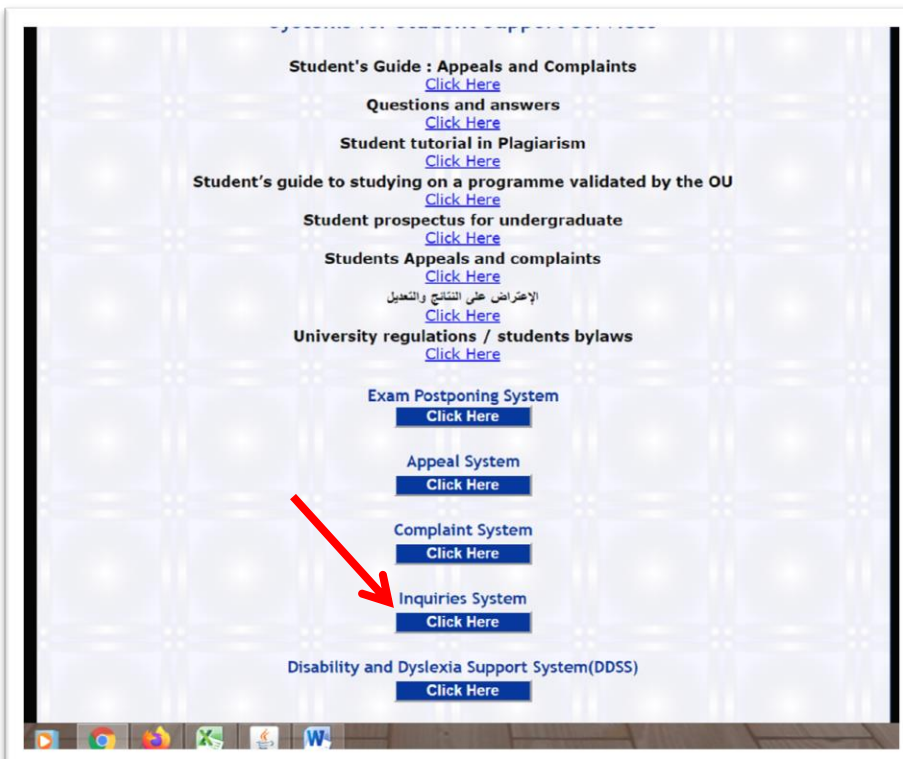


How to submit inquiry and ask for Drop course

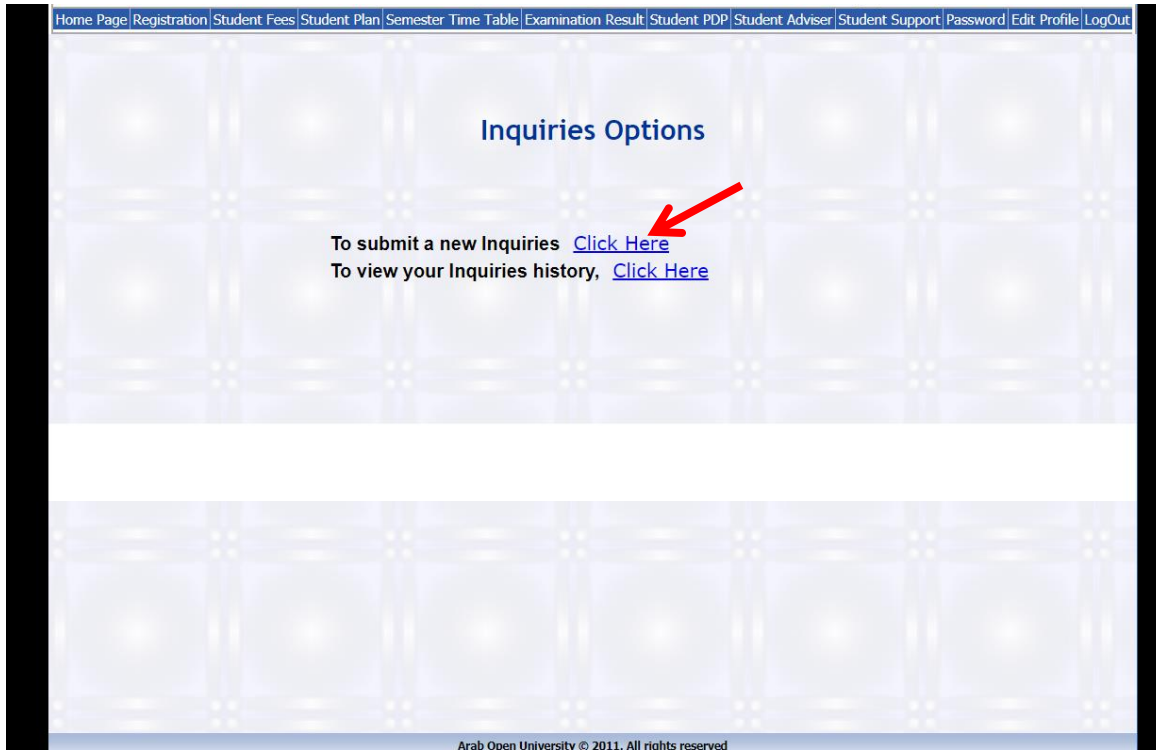
1. Open your SIS account
2. Click on 'Student Support' icon



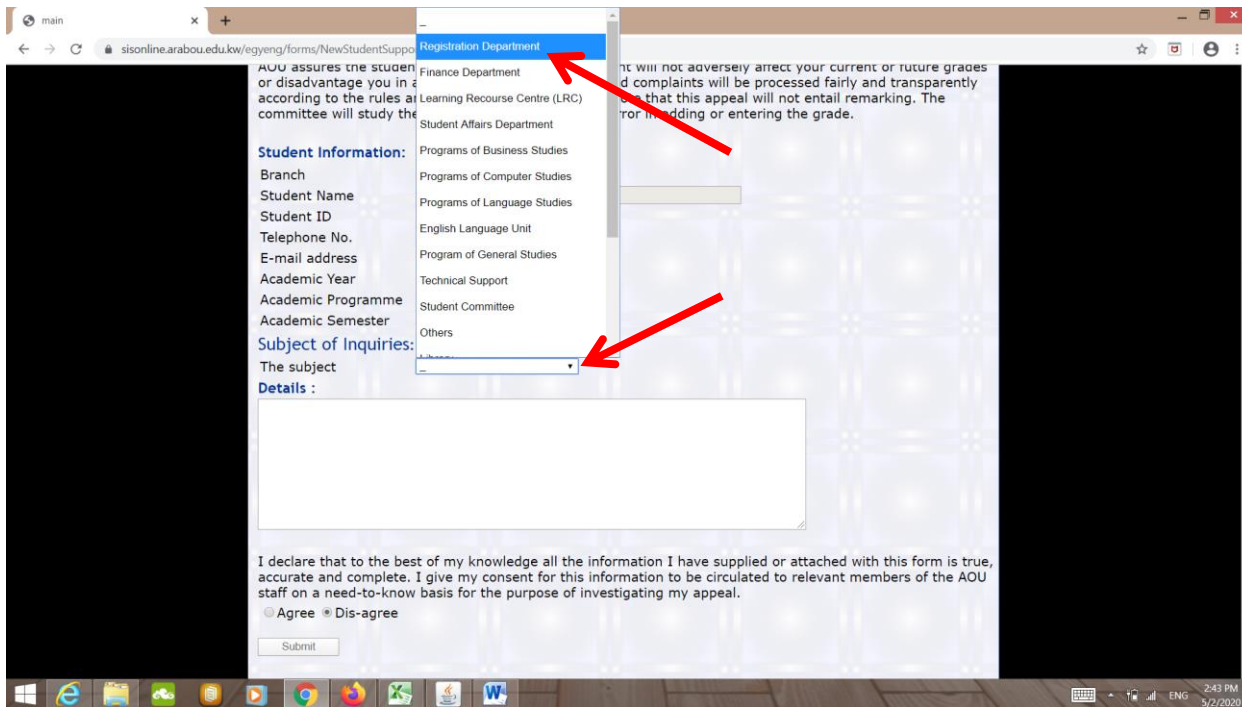
3. Click on 'Inquiries System'



4. Click on submit a new inquire



5. Click on 'the subject' and choose 'Registration Department'



6. Write in the details box your inquiry. *Example:* Kindly I need to drop course -----
7. Click on 'Agree'
8. Click on 'Submit'

Student Information:
Branch
Student Name
Student ID
Telephone No.
E-mail address
Academic Year: 2019
Academic Programme: BSc Information Technology & Co
Academic Semester: 2

Subject of Inquiries:
The subject: Registration Department

Details :
kindly i need to drop course (-----)

I declare that to the best of my knowledge all the information I have supplied or attached with this form is true, accurate and complete. I give my consent for this information to be circulated to relevant members of the AOU staff on a need-to-know basis for the purpose of investigating my appeal.

Agree Dis-agree

Submit

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Red annotations: A red box highlights the 'Details' text area. A red arrow points to the 'Registration Department' dropdown menu. Another red arrow points to the 'Agree' radio button. A third red arrow points to the 'Submit' button.

9. You will find the message that your inquiry has been sent successfully
10. Click on view your inquiries history

Home Page | Registration | Student Fees | Student Plan | Semester Time Table | Examination Result | Student PDP | Student Adviser | Student Support | Password | Edit Profile | LogOut

Inquiries Options

To submit a new Inquiries [Click Here](#)
To view your Inquiries history, [Click Here](#)

Your Inquiries has been sent successfully

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Red annotations: A red arrow points to the 'Click Here' link for viewing history. A red box highlights the success message.

11. Click on 'عرض'

12. You will find the details of your inquiry and the registration department answer.

Home Page | Registration | Student Fees | Student Plan | Semester Time Table | Examination Result | Student PDP | Student Adviser | Student Support | Password | Edit Profile | LogOut

Inquiries Options

To submit a new Inquiries [Click Here](#)
To view your Inquiries history, [Click Here](#)

Inquiries History

رقم الإستفسار	تاريخ الإستفسار	سنة التسجيل	فصل التسجيل	رقم الطالب	القسم المختص	التفاصيل
77	5/2/2020 3:44:55 PM	2019			التسجيل	عرض

Inquiry Details :
kindly i need to drop course (-----)

Inquiry Answer :

Acronyms Used:

BEC: Branch Examination Committee	FEC: Faculty Examination Committee
CEC: Central Examination Committee	BRO: Branch Registration Office

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13. Your request will be executed within two days. Check again the system and you will find the registration department answer.

Home Page | Registration | Student Fees | Student Plan | Semester Time Table | Examination Result | Student PDP | Student Adviser | Student Support | Password | Edit Profile | LogOut

Inquiries Options

To submit a new Inquiries [Click Here](#)
To view your Inquiries history, [Click Here](#)

Inquiries History

رقم الإستفسار	تاريخ الإستفسار	سنة التسجيل	فصل التسجيل	رقم الطالب	القسم المختص	التفاصيل
77	5/2/2020 3:44:55 PM	2019			التسجيل	عرض

Inquiry Details :
kindly i need to drop course (-----)

Inquiry Answer :
done

Acronyms Used:

BEC: Branch Examination Committee	FEC: Faculty Examination Committee
CEC: Central Examination Committee	BRO: Branch Registration Office

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