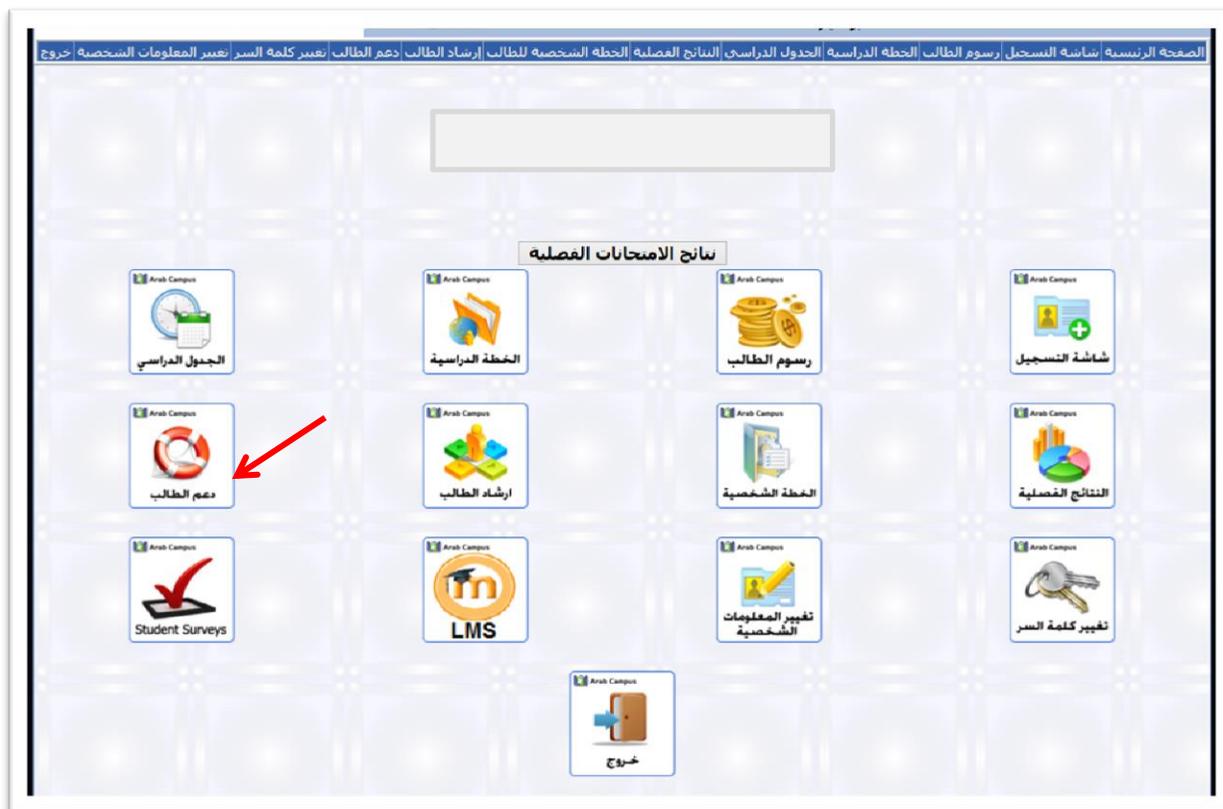
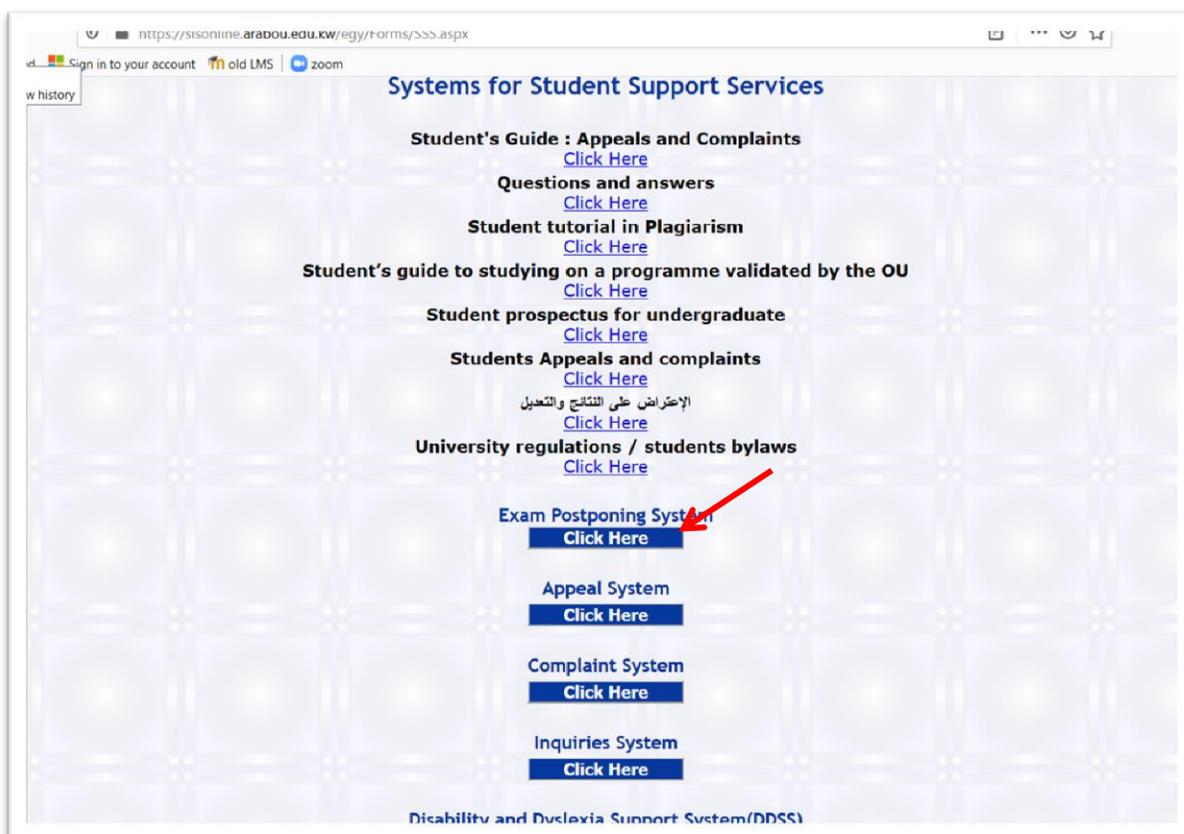


How to submit an excuse for a makeup

- 1- Log in to your SIS: <https://sisonline.arabou.edu.kw/> , enter your SIS username and password.
- 2- Click on student support or 'دعم الطالب'



- 3- Click on 'Exam Postponing System'



4- Click on **submit a new excuse**



5- Choose the course that you need for a makeup.

https://sisonline.arbou.edu.kw/egy/Forms/NewStudentSupport_Exec.aspx

Sign in to your account | old LMS | zoom

Academic Excuse Form

The committee will study the excuse and will announce the acceptance status.

Student Information:

Branch
Student Name
Student ID
Telephone No.
E-mail address
Academic Year: 2019
Academic Programme: Bachelor in Media- Electronic Med
Academic Semester: 2

Programme / Course Information:

<
Course Code: [dropdown menu] ✓
Course Name: [text field]
Course Part: AR111
Tutor Name: EL097
Section Number: GR101
Excuse Subject: [dropdown menu]
Receipt No.: 1

Reason(s) for Excuse :

[text area]

- 6- Choose the **excuse subject** (Final or MTA). **Note that STMA is the replacment of MTA. Also no makeup for the TMA**
- 7- Write your resones in the **reasons box**.
- 8- If you have any document to attach, click on browse the upload file.
- 9- Click on **Agree**.
- 10- Click on **Submit**.

The screenshot shows a web browser window with the URL https://sisonline.arabou.edu.kw/egy/Forms/NewStudentSupport_Exec.aspx#nameOfHock2. The form contains the following fields and elements:

- Tutor Name:** Dr.Hanaa Omara
- Section Number:** 4
- Excuse Subject:** A dropdown menu with a checkmark icon. A red circle labeled '6' points to this dropdown.
- Receipt No.:** -
- Reason(s) for Excuse:** A text area with a dropdown menu. The dropdown menu is open, showing options: FINAL (highlighted in blue), TMA (with a red 'X' over it), and MTA. A red circle labeled '7' points to this dropdown.
- Documents Attached:** A section with a note: "Note : Only doc,pdf,zip,bxt or docx files are supported". It includes a "Browse..." button (with "No file selected." below it) and an "Upload File" button. A red circle labeled '8' points to the "Browse..." button.
- Declaration:** A text block stating: "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 Excuse." A red circle labeled '9' points to the text.
- Agreement:** Radio buttons for "Agree" (selected) and "Dis-agree". A red circle labeled '10' points to the "Agree" radio button.
- Submit:** A "Submit" button. A red circle labeled '10' points to this button.

At the bottom of the page, there is a footer in Arabic: "جميع الحقوق محفوظة الجامعة العربية المفتوحة 2011".