



mcm
MENA COLLEGE OF MANAGEMENT
كلية ميننا للإدارة

Mena College of Management

E-learning/Distance Learning Manual

Using SSS (Smart Student System)

What is SSS

SSS or Smart Student System is the Mena College student management system for admission and registration of students, following up with courses and graduation plan and related of reports and documents a student might need

Get into Moodle

SSS or Smart Student System services is integrated **Office365** account provided into students upon registering, A student can access the system with the same credentials provided by the college for office365

For website access: <https://sss.mcm.ac.ae/>

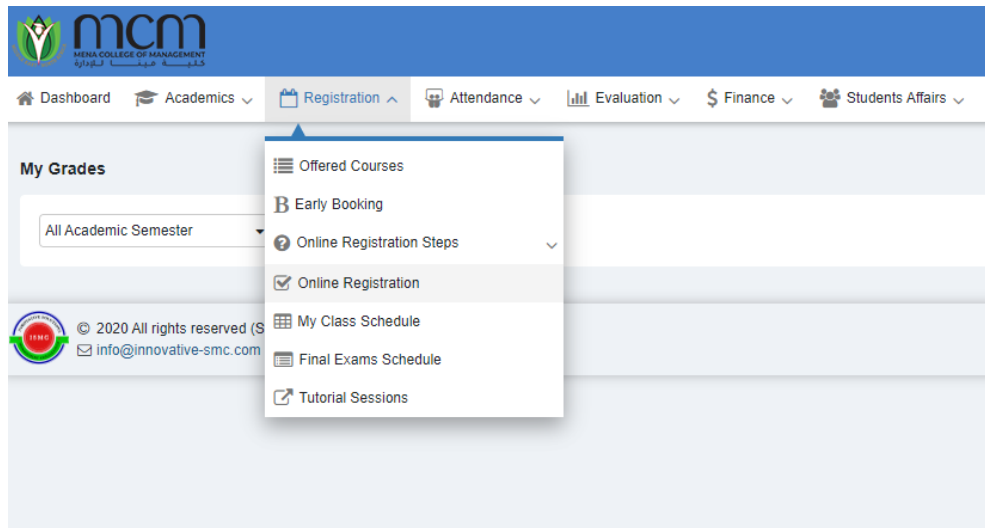
Login into SSS

A Student may use his/ her office365 account while logging into the website



Booking Online

Select **"Online Registration"** from the **"Registration"** drop down menu.

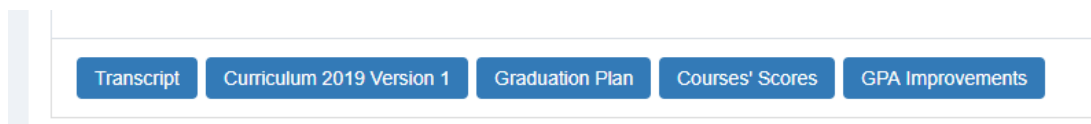


"Student Advising" screen will appear, Click on (**Booking Page**) at the bottom of the screen.

Note: "Booking Page" button will be disabled if the student is not permitted to register online

A page divided into 2 sections will appear:

- The first section shows "student details", which has the following information:
 1. Student transcript.
 2. Academic curriculum.
 3. Graduation plan.
 4. Courses scores
 5. Offered courses (Class Schedules)
- The second section shows "Graduation Plan with offered Courses".



- Click on the course name that you wish to register for (Active Courses Only).
- A small window will appear containing all the sections offered for the selected course.
- Click on "Section No." to select the required section.
- The sections you have selected will be highlighted in green color. Then close the window from the right bottom.
- **To unselect the course, click on (☒) button.**
- Click on "Save" at the bottom of the booking page.

The booking will be valid until the last day of dropping & adding courses.

Confirming the booked courses

- Confirmation message will appear as "Are you sure you want to confirm the process?".
 - Sponsored students: Should follow the following steps:
 - Click "Confirm Booked Courses"
 - Print your class Schedules.
 - Private students: To confirm your booking online, 100% of (courses/other) fees (Cash or Checks), should be deposited in the student's account. The following steps should be followed:
 - Click on "Confirm Booked Courses"
 - Print your class Schedules.

Or:

- Complete all required financial procedure with the accountant and receive the final copy of your class schedule.
- 2. Once all required financial procedures are complete the booked courses are confirmed.

Registering on Waiting Lists

In case the course was not offered, but the student was eligible to register for it, a waiting list link will

appear beside the course title.

Steps:

- Click on waiting list link.
- Confirmation message will appear.
- Click on "Yes".
- List of waiting list courses will appear at the page bottom.

Re-taking a course

If a student wishes to register for a course that s/he has taken previously, s/he should complete the

registration procedures through the Registration office.

Dropping all registered courses

If a student wishes to drop all the registered, s/he should complete the procedures through the Registration office.

Incomplete Booking

If a student wants to register for less than the minimum number of courses normally allowed, he/she should check the Dean's office to complete the registration process.

Important Notes:

- The system will ignore the online booked courses that do not meet the pre-requisite and academic level.
- MCM has the right to deactivate any early booking courses that do not meet MCM requirements (other than those in 1).
- Students are fully responsible for their "online early booking/Registration" and should not hold the College responsible for losing their booked courses due to unknown reasons. The system is totally error free.