

Online Registration:

Returning students who are having access to MOVE can use “Online Registration”.

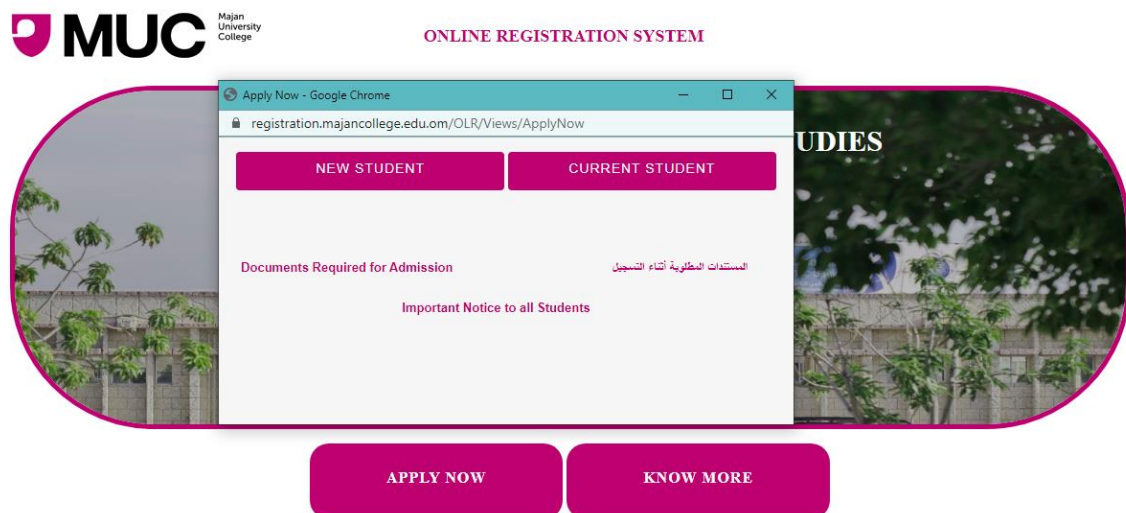
This registration process can be used only by the students who are continuing their study in the programme they studied in September 2022 – January 2023.

Other students who want to change programme or students who have completed foundation and joining UG programme should contact the Programme managers of the concerned faculty personally by email. They cannot use online registration process.

The link for online registration is available on MOVE under “eResources” Menu – Online Registration

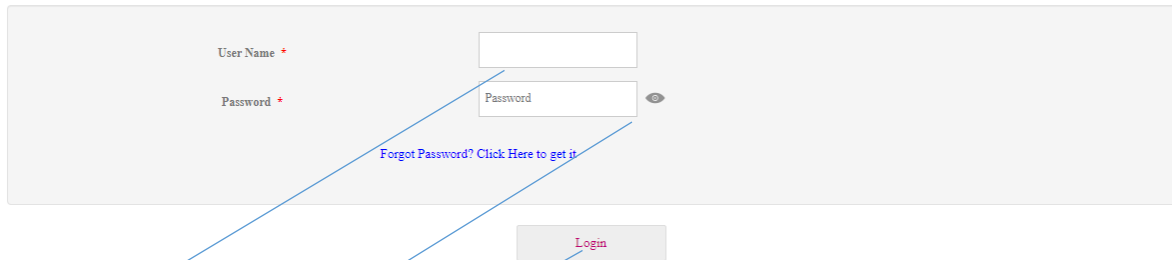


**On clicking the above link following page will open:**



### Registration Form

[Login Information]



The screenshot shows a login form with two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link that says 'Forgot Password? Click Here to get it'. At the bottom of the form is a 'Login' button. Three blue arrows point from the form to the text below: one from the 'User Name' field to 'Enter your Majan ID', one from the 'Password' field to 'Enter password (password used for MOVE, college mail etc.)', and one from the 'Login' button to 'Click to Login'.

[Enter your Majan ID](#)

[Enter password \(password used for MOVE, college mail etc.\)](#)

[Click to Login](#)

### **After you login there are five (5) steps:**

1. Update your personal details – mobile number, personal email ID and passport number.

#### **Click NEXT**

2. System will show your registered Award, Programme, Level, Mode of Study and the Modules you have PASSED till date of registration (these information are for your confirmation)

#### **Click NEXT**

3. Will show the modules in which you have Referral, retake and deferral.

#### **Click NEXT**

4. Register the modules that you intend to study.

- Select the modules you want to register and select the class group of your choice.
- Please see that the class groups selected are not on the same date+time. If there is clash it will be shown when you pre submit. Then you need to change the class group so that clash can be avoided.

#### **Click Pre Submit**

5. You need to accept the "Agreement of Student Undertaking".

#### **Click Submit**

On completion of the registration process, you will receive a confirmation mail within 24 hours along with the following attachments, confirming acceptance of your application.

1. Registration receipt,
2. Time-table and
3. Accepted copy of Undertaking.

**On receipt of the above, you may make online payment using the link provided on MOVE under "Majan Online". This will complete the registration process.**

If for any reason you are unable to complete the registration process or do not receive the confirmation mail, it indicates that your application is not processed and you are required to contact the following Programme Managers through mail.

Faculty of Business Management	Dr. Arlin Rooshma	<a href="mailto:olrhelppdesk-business@majancollege.edu.om">olrhelppdesk-business@majancollege.edu.om</a>
Faculty of IT	Mr. Albert Tayong	<a href="mailto:olrhelppdesk-it@majancollege.edu.om">olrhelppdesk-it@majancollege.edu.om</a>
Faculty of English Language Studies	Muhammed Tanveer	<a href="mailto:olrhelppdesk-english@majancollege.edu.om">olrhelppdesk-english@majancollege.edu.om</a>
Level 3 modules	Ms.Thuraia Al-Jabri	<a href="mailto:olrhelppdesk-level3@majancollege.edu.om">olrhelppdesk-level3@majancollege.edu.om</a>
Foundation	Mr. Majid Shatery	<a href="mailto:olrhelppdesk-fnd@majancollege.edu.om">olrhelppdesk-fnd@majancollege.edu.om</a>

Please note registration link and online payment link is also available on Majan College web site - [www.majancollege.edu.om](http://www.majancollege.edu.om)