



Student Manual

COMPUTER CENTRE & E-LEARNING CENTER

1. Submitting Application

Welcome to The World Islamic Sciences and Education University, you can join the university by submitting application via admission form.

Admission Form

To apply for admission to WISE University, applicants must complete the online application form and ensure that all submitted information and documents are accurate and complete. The process includes the following:

- Providing personal and academic information, including contact details, educational background, and qualifications.
- Uploading all required documents, including academic certificates, transcripts, identification (national ID or passport), and a recent personal photograph.
- Selecting the intended academic program in accordance with eligibility requirements.
- Reviewing the application, submitting it, and regularly checking the registered email for updates, including the junk/spam folder.
- Accessing the student portal once admission is approved, using the username and password sent via email.
- Navigating to the **Fees and Payment Gateways** section within the student portal to complete the required payment.
- Confirming the accuracy of all information and agreeing to the University's terms, conditions, and policies.
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Application Form:

<https://forms.gle/umpFouXJ3FPM1geq8>

Note: All communication and admission decisions will be sent via email. Applicants are advised to check their inbox regularly, including spam or

junk folders, to ensure they do not miss any important notifications.

2 .Register courses for next semester

According to the university calendar, when the registration period for the next semester begins, the student goes to the student portal and does the following:

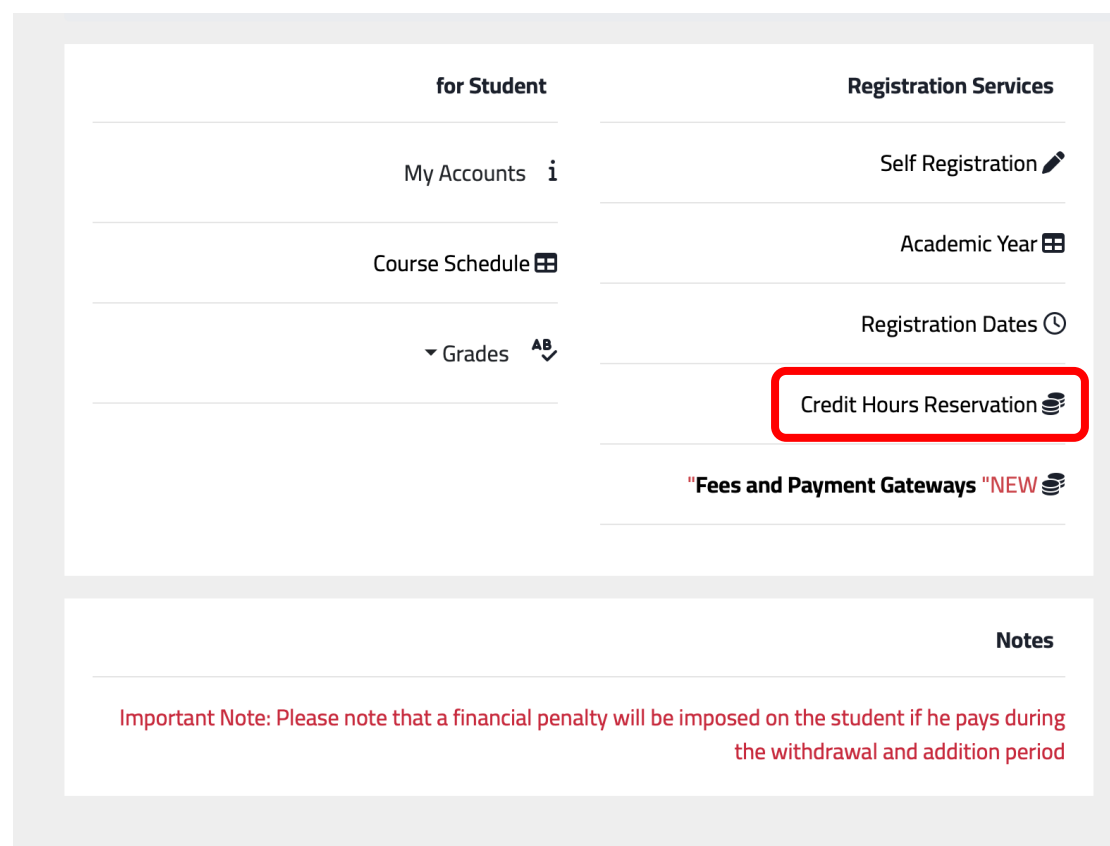
- 1 . Reserve the number of Credit Hours you want to register for the next semester.
- 2 . Pay the required fees through the available payment gateways.
- 3 . Register for courses.

To implement the previous steps, the student must go to the portal through the following link:

grades.wise.edu.jo

Then login using university ID and password.

Then go to the (Credit Hours Reservation) option as shown in the attached image:



Second Semester 2025/2024	
3090502230	:Student ID
Student Name	:Student Name
Student	:Finance side
1	Enter credit hours to be : registered
Calculate fees 2	
15	: No. Hours to be registered
15	: No. paid hours
0	: No. un-paid hours
0	Total amount C.H
32 3	:Payment No
Submit 3	

- 1 .The student enters the number of Credit Hours he/she wants to reserve for the next semester.
- 2 . Click on the (Calculate Fees) option to display the amount required for these number of hours, including the semester registration fees.
- 3 . Check the number of required Credit Hours and proceed to make the payment as shown in the next section.

To pay the required fees, the student must go to the **(Fees and Payment Gateways)** option.

for Student	Registration Services
My Accounts 	Self Registration 
Course Schedule 	Academic Year 
▼ Grades  	Registration Dates 
	Credit Hours Reservation 
	"Fees and Payment Gateways"  "NEW"

Notes

Important Note: Please note that a financial penalty will be imposed on the student if he pays during the withdrawal and addition period

The student will show payment gateways as follows:

Fees
JOD 300.900

STUDENT NAME : WISE STUDENT1

STUDENT ID : 3250000012

SPECIFICATION:


Pay with PayPal


E-Fawateercom Payment gateway


Pay with Credit Card

. You can set up a bank transfer by hovering over the bank icon below and copying down the bank details

World Islamic Science & Education University (WISE)	اسم المستفيد (Beneficiary Name):
Jordan Islamic Bank	اسم البنك (Bank Name):
TAREQ - BRANCH	فرع البنك (Branch Name):
JORDAN - AMMAN	العنوان (Bank Address City - Country):
(JO 54 JIBA 0180 0021 7092 0410 4000 00)	رقم الحساب المصرفي الدولي IBAN بالدينار الأردني (IBAN in JOD):
(JO 64 JIBA 0180 0021 7092 0410 8400 06)	رقم الحساب المصرفي الدولي IBAN بالدولار الأمريكي (IBAN in US Dollar):
AMMAN - TAREQ	عنوان المستفيد (Address):
JIBAJOAMXXX	سويفت (Swift Code):

1. The student will be shown the required fees, which include the following:
 - Fees for the Reserved Credit Hours.
 - Semester registration fees.
 - Any other fees resulting from commissions deducted during the bank transfer or a difference in the exchange rate during the payment of fees for previous semesters.
2. Available Payments gateways

After paying the required fees for the next semester, the student goes to the (Self Registration) option as follows:

for Student

My Accounts

Course Schedule

▼ Grades

Registration Services

Self Registration

Academic Year

Registration Dates

Credit Hours Reservation

"Fees and Payment Gateways "NEW

Notes

Important Note: Please note that a financial penalty will be imposed on the student if he pays during the withdrawal and addition period

All Courses that a student can take are displayed as follows:

Available classes for student AHMAD AHMAD Second Semester 2025/2024

Registration

Show current academic schedule

Courses in BLUE do not need to be re-registered and can be retaken to raise the grade.

Free course Required Credit Hours 3 taken 0												
Registered No	Instructor	Room	Class type	time from:to	day	Class No	C.H	Course Name	Course No	LineNo	select	
There is no available classes												
Compulsory University Requirements Required Credit Hours 18 taken 0												
There is no available classes												
Faculty Requirements Required Credit Hours 21 taken 18												
70 من 3	(undefined)	مصة إلكترونية (Online)	Fully Online	11:30	10:00	sun	13	3	The Jurisprudence of Judiciary and Biography (1)	1202110	1652	registered
70 من 2	(undefined)	مصة إلكترونية (Online)	Fully Online	14:30	13:00	sun	10	3	Sufism			
Compulsory Specialization Requirements Required Credit Hours 63 taken 15												
70 من 1	(undefined)	مصة إلكترونية (Online)	Fully Online	13:00	11:30	sun	10	3	The Jurisprudence of Vows, Oaths and Foods	1201213	1653	registered
70 من 3	(undefined)	مصة إلكترونية (Online)	Fully Online	17:30	16:00	sat	5	3	Jurisprudence Foundations (2)	1201242	1650	registered
70 من 2	(undefined)	مصة إلكترونية (Online)	Fully Online	16:00	14:30	sun	8	3	The Foundations of Ifta and the Purposes of Jurisprudence	1202320	1655	registered
Elective Specialization Requirements Required Credit Hours 6 taken 0												
There is no available classes												
Supportive Specialization Requirements Required Credit Hours 12 taken 3												
70 من 4	(undefined)	مصة إلكترونية (Online)	Fully Online	13:00	11:30	sun	12	3	Sciences of Hadith	0		
Elective University Requirements (Required Credit Hours: 9)												
Humanities and Islamic sciences Field Required Credit Hours 3 taken 0												
There is no available classes												

The student chooses courses he/she wants to register for by selecting them and clicking on the check box as shown in the image above.

After completing the selection of the required courses, the student's study schedule is reviewed according to his previous choices.

Reg count	Instructor	Room	DateBegin:From	Days	Class No	C.H	Course	Course No	Line No	
(undefined)	منصة إلكترونية (Online)		17:30 16:00	sat	5	3	Jurisprudence Foundations (2)	1201242	1650	cancel
(undefined)	منصة إلكترونية (Online)		16:00 14:30	sun	8	3	The Foundations of Ifta and the Purposes of Jurisprudence	1202320	1655	cancel
(undefined)	منصة إلكترونية (Online)		13:00 11:30	sun	10	3	The Jurisprudence of Vows, Oaths and Foods	1201213	1653	cancel
(undefined)	منصة إلكترونية (Online)		11:30 10:00	sun	13	3	The Jurisprudence of Judiciary and Biography (1)	1202110	1652	cancel
						12	Total Credit Hours			

1 

2 

.The courses will not be saved until you submit [click here to submit](#)

- 1 .The student can cancel one of the courses he/she has chosen to register for another one instead.
- 2 .When the schedule is finally checked by student, the student must click on the option (**Click here to submit**) to save.

Thus, the student becomes registered for the courses for the next semester.

First: Login to the e-learning platform

Step 1: Log in to the Student Portal

- Enter your username and password

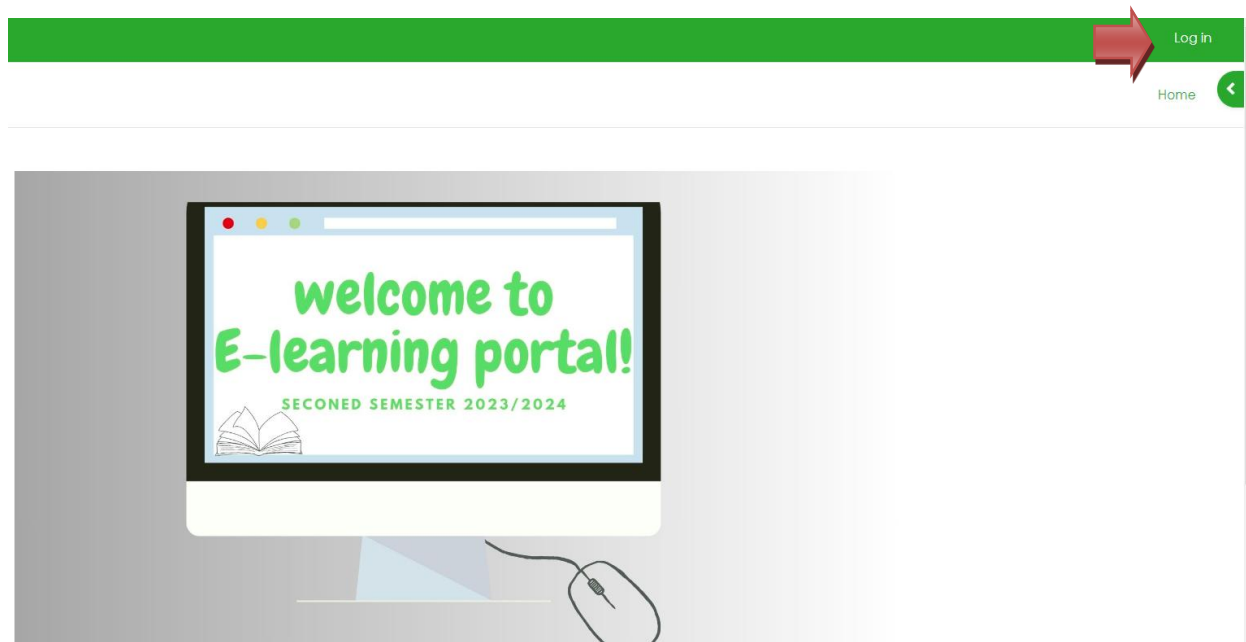
Step 2: Go to "My Accounts Details"

- Take your username and password for E-learning account

Step 3: Click on the e-Learning Tab to go to the e-learning platform

The screenshot displays the Student Portal interface. On the left, a sidebar contains navigation tabs: 'for Student' (highlighted with a red arrow), 'Registration Services', 'Fees and Payment Gateways', and 'Schedule'. Under 'for Student', there are links for 'My Accounts' (highlighted with a red arrow), 'Course Schedule', 'Study Plan', 'Penalties', 'Grades', and 'Services'. The 'Registration Services' section includes links for 'Self Registration', 'Available Classes', 'Registration Dates', 'Exams Dates', 'Level Exam Dates', and 'Credit Hours Reservation'. The 'Fees and Payment Gateways' section is marked as 'NEW'. The 'Schedule' section has a 'Schedule' link. Below the sidebar, a 'Notes' section contains an important note about financial penalties. On the right, a login form is visible with a blue banner at the top that says 'على صفحة الجامعة'. The form includes a logo, a text input field, a 'Specification' label, a 'المدة الحثي' label, a 'Student ID' label, a text input field containing '32', a dropdown menu with '@std.wise.edu.jo', and a 'Logout' button. Below the login form, there are links for 'اللغة العربية', 'Change Password', 'Evaluate Instructors', 'E-Learning Portal' (highlighted with a red arrow), 'Email', and 'Help Portal'.

The following Picture represents the home page of the e-learning platform. To be able to access the platform, you must log in.



The student is allowed to enter the e-learning platform by entering his university number in the user name and password fields, then pressing the log in button.

The password for the e-learning platform is set on the academic services
** portal.



The World Islamic Sciences & Education University W.I.S.E

Log in

[Lost password?](#)

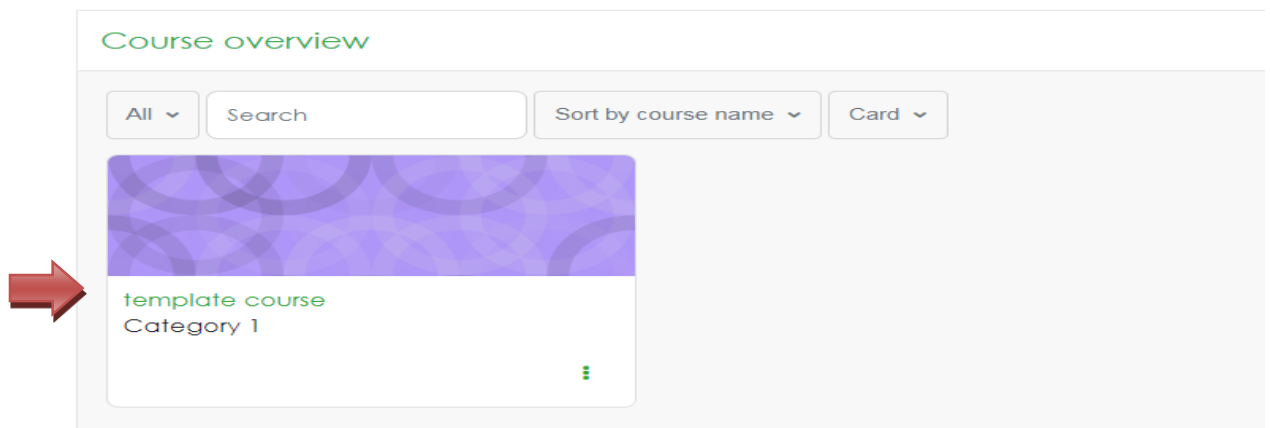
Some courses may allow guest access

Log in as a guest

Cookies notice

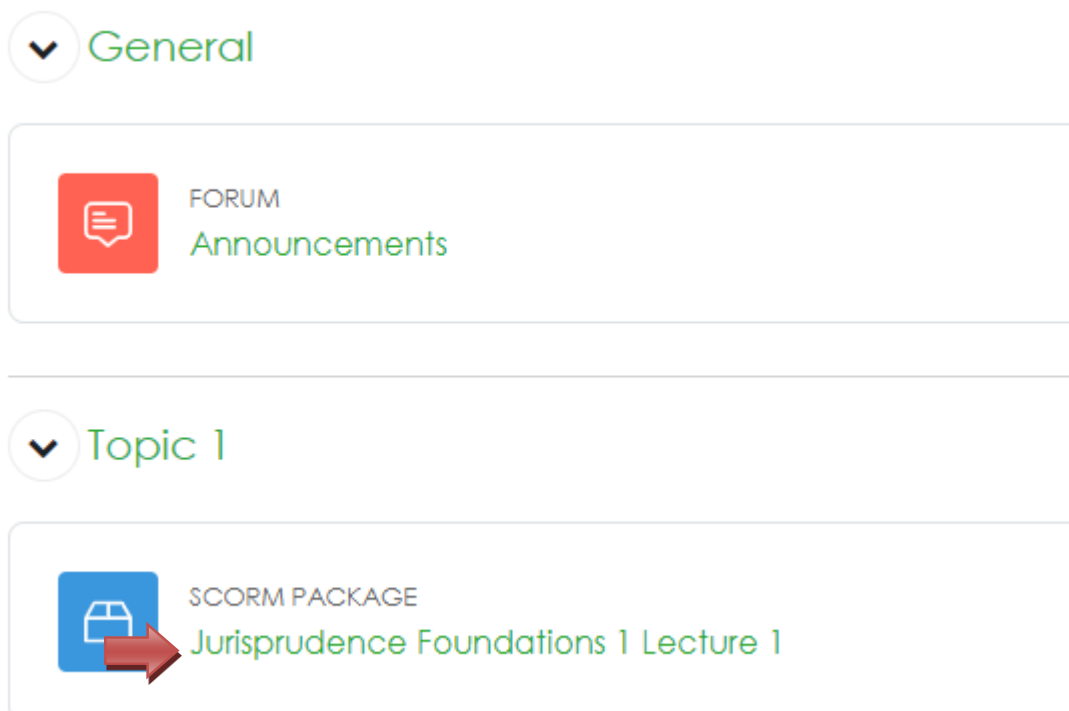
*You are now inside the platform so that the courses for this semester appear to you in Course overview. Click on the course you want

Welcome back, student3! 🙌



Second: To view the lecture related to the course

Click on (The name of the lecture) as shown in the following Picture



Then click **Enter**

3844_10

Jurisprudence Foundations 1 Lecture 1



SCORM PACKAGE

Jurisprudence Foundations 1 Lecture 1

Mark as done

Preview

Enter



☐ Start a new attempt

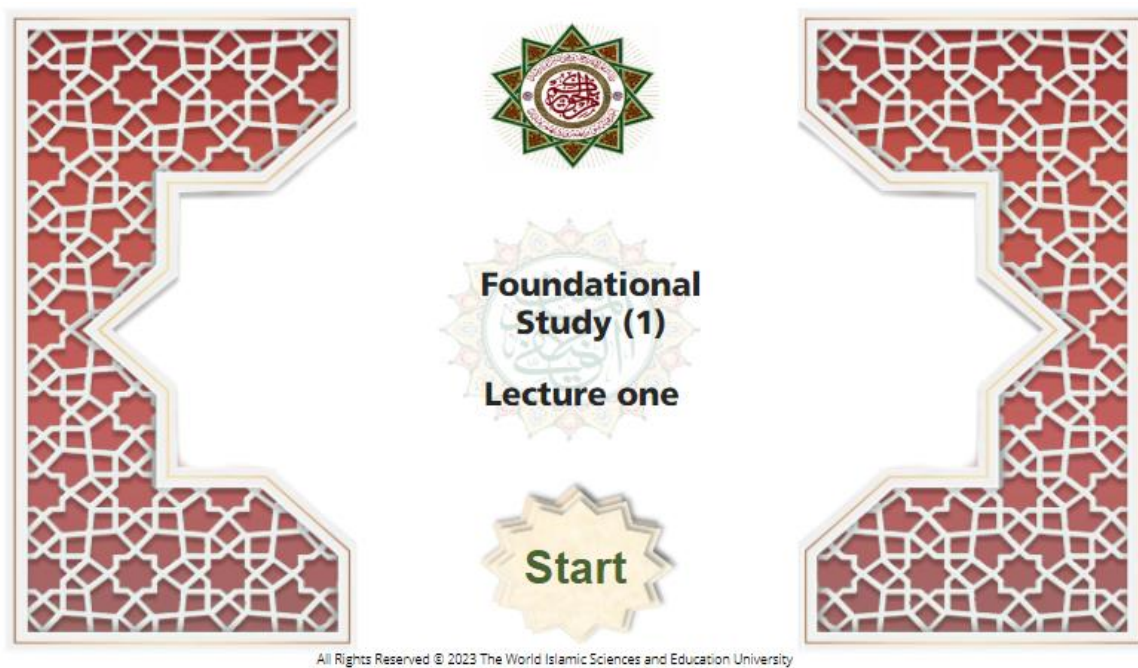
Number of attempts allowed: Unlimited

Number of attempts you have made: 1

Grade for attempt 1: 0%

Grading method: Highest attempt

Grade reported: 0%



Step 1: Click on the "**Start**" button

Step 2: Attend the Introduction

Step 3: Attend the Lecture Topics (There are three topics)

Step 4: Attend the Summary

Step 5: Complete the Activities

Activities: After the summary, activities related to the lecture will appear Complete these activities

Step 6: Answer the Questions

Questions: After the activities, you will find a set of questions to answer. Read each question carefully and respond based on what you learned in the lecture.

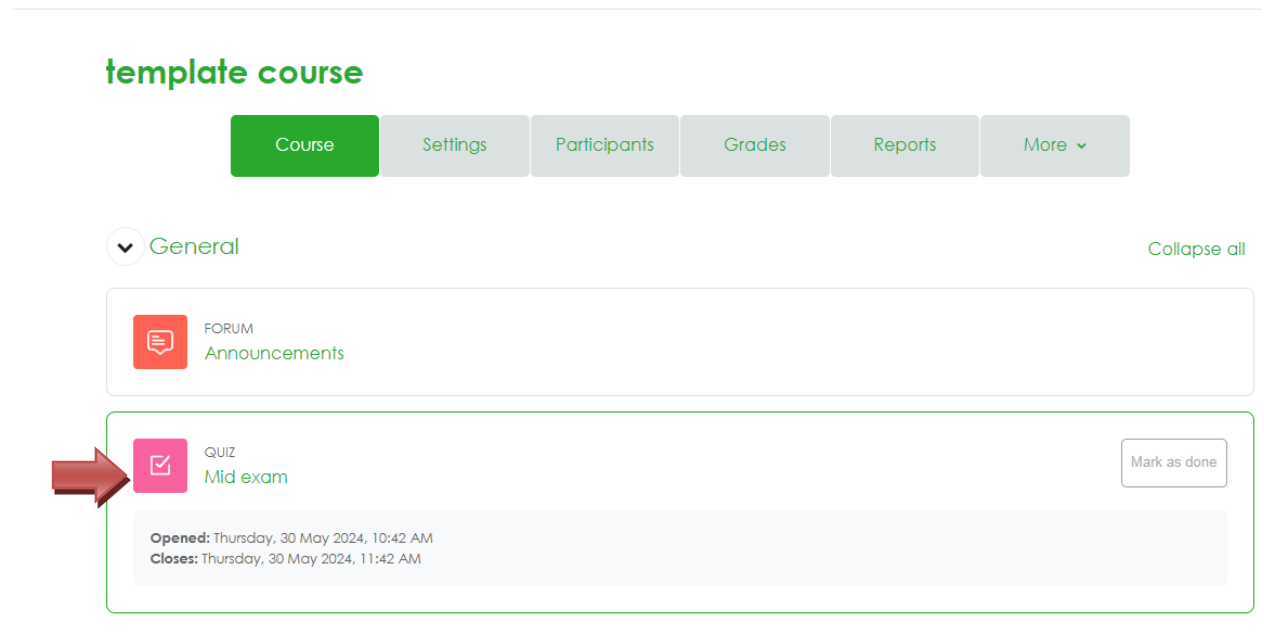
Step 7: Submit Your Answers

Submit: Once you have completed the activities and answered the questions, click on the "**Send your answer**" button to send your responses to the instructor

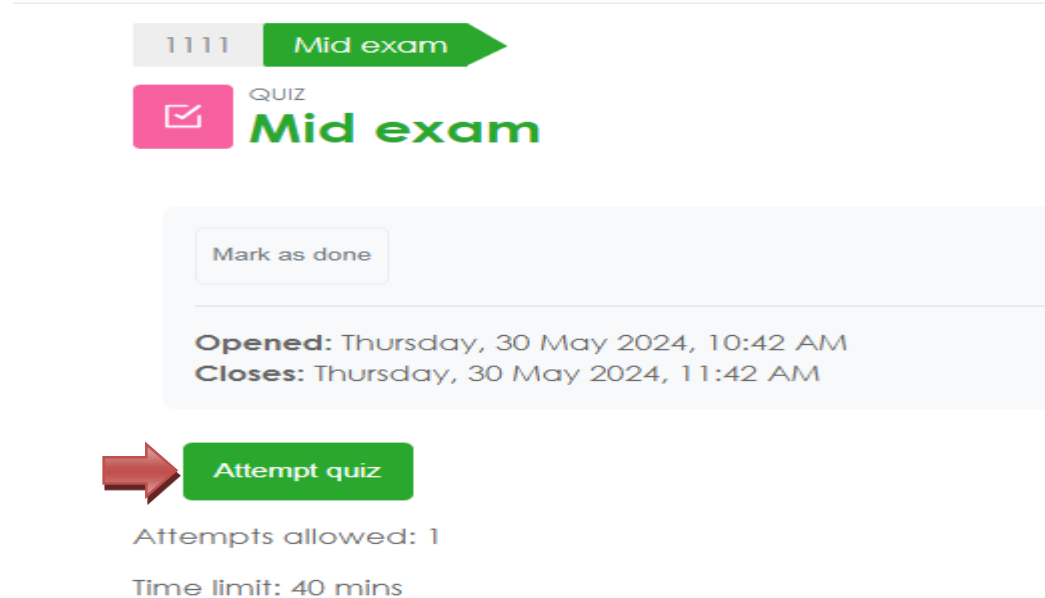
Then click Exit activity

Third: Submitting Exams

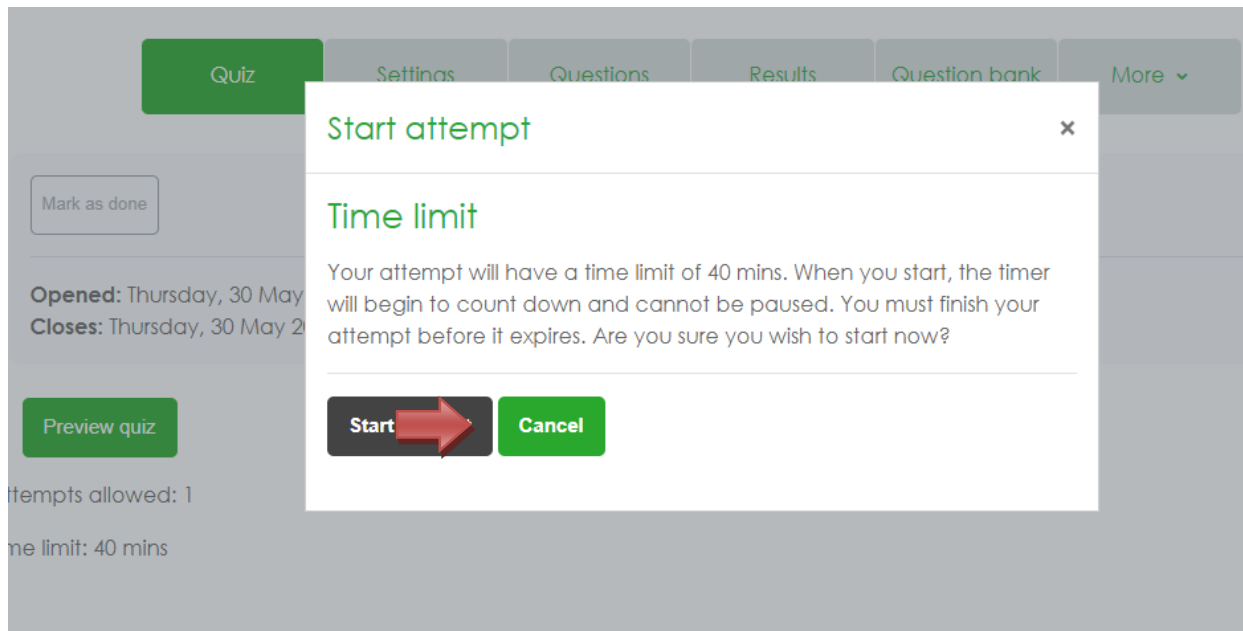
The exam will appear to the student at the specified time (example: we click on the Mid exam) as in the following Picture:



Then the student will be shown the exam confirmation screen *
(**Attempt quiz**) as in the following Picture:



*After clicking on **Attempt quiz**), the (**Start attempt**) screen will appear, as in the following Picture:



-After completing the answers to the questions, click on

Finish attempt ...

The following screen appears

Mid exam

Summary of attempt

Question	Status
1	Not yet answered

Return to Exam

Return to attempt

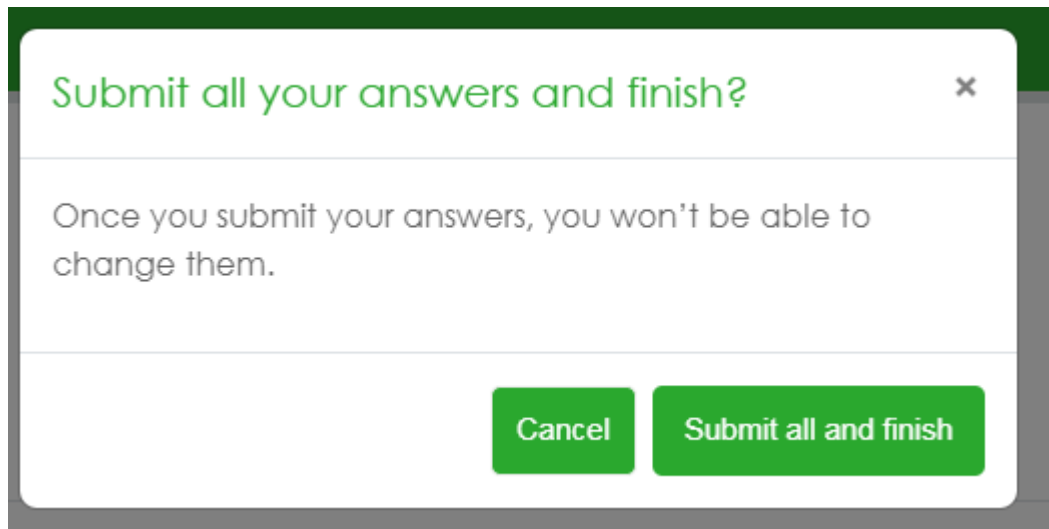
It shows whether the question has been answered. The student can return to the question by

This attempt must be submitted by Thursday, 30 May 2024, 11:40 AM.

Finish Exam

Submit all and finish

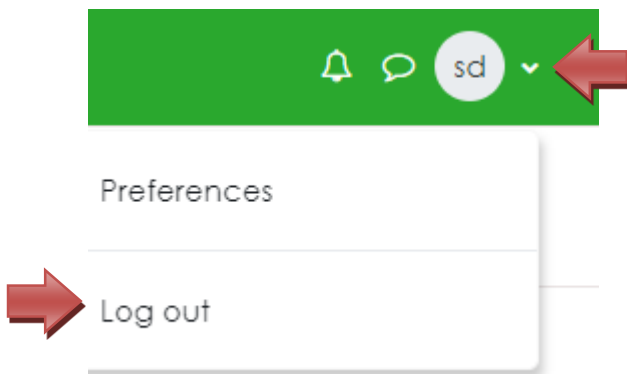
When you click on Submit all finish, the page confirming the completion of the exam appears as in the following Picture



-When you click on **Submit all and finish**, the exam ends.

Fourth: To exit the e-learning platform

- **Click on the arrow at the top of the screen, and the following options will appear:**



*And then click Log out to exit the platform.