



New Student Information System User Manual

User Account: College Dean

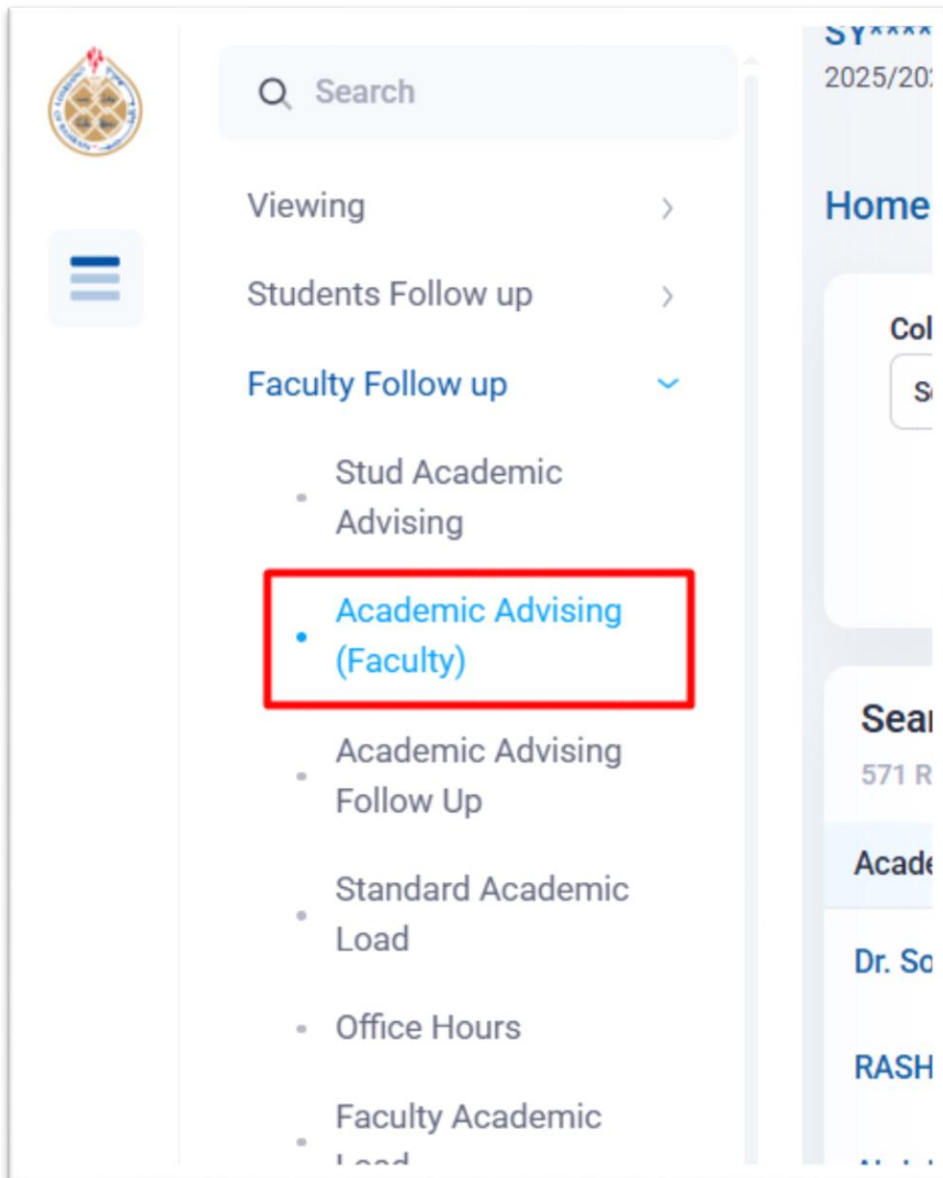
Function: Academic Advising(Faculty)

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A. System Overview

- From the Faculty Follow-up menu, the College Dean can select the screen “**Academic Advising (Faculty)**” to search for the academic advisor.



- Figure 1 – Academic Advising (Faculty)

B. Instructions

This screen allows the College Dean to filter Academic Staff based on many criteria, which help him/her to assign academic advisor to students.

1. Search Academic Advisor:

Home / Faculty Follow up / Academic Advising (Faculty)

College
Select
Department
Select
Faculty Name
Faculty Name
Search
Reset

Search Result
571 Record

Academic Advisor	Associated department	Job Degree	Student Count	Students
Dr. S	Management and Marketing	Assistant Professor	71	->
R	Arabic and Islamic Studies	Associate Professor	90	->
Al	Mechanical Engineering	Associate Professor	33	->
	Allied Health	GRADUATE ASST (BSc.)	57	->
A	Math and Science	GRADUATE ASST (BSc.)	1	->
A	Administration Programs	LECTURER	154	->

Figure 2 – Search for Academic Advisors

2. Add Academic Advising

Also the College Dean can select students from the search result to update their Advisor

- Search for Students
- select students

Assign Academic Advisor to Students

Academic Advisor: Dr. Amal

College: College of Information Technology

Department: Information Systems

ADM Year: All

Major: All

Course:

Section: select

Student ID: Student ID

Student Name: Contains

Search Reset

Search Result
720 Record

<input type="checkbox"/>	Student	College	Major	Accum CH	CGPA
<input type="checkbox"/>	ID: [REDACTED] MO*****MI	College of Information Technology	Master of Science in Cybersecurity		
<input type="checkbox"/>	ID: [REDACTED] HO*****JI	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		

Add Academic Advising

Figure 3 – Add Academic Advising

3. Update Students

This screen allows College Dean to show, delete, add Students to Academic Advisor.

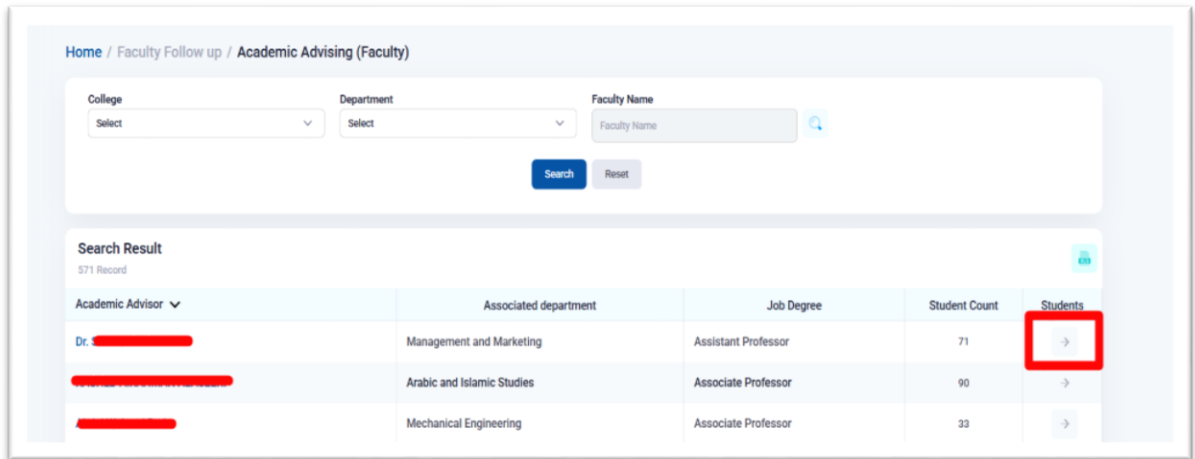


Figure 4 – Students

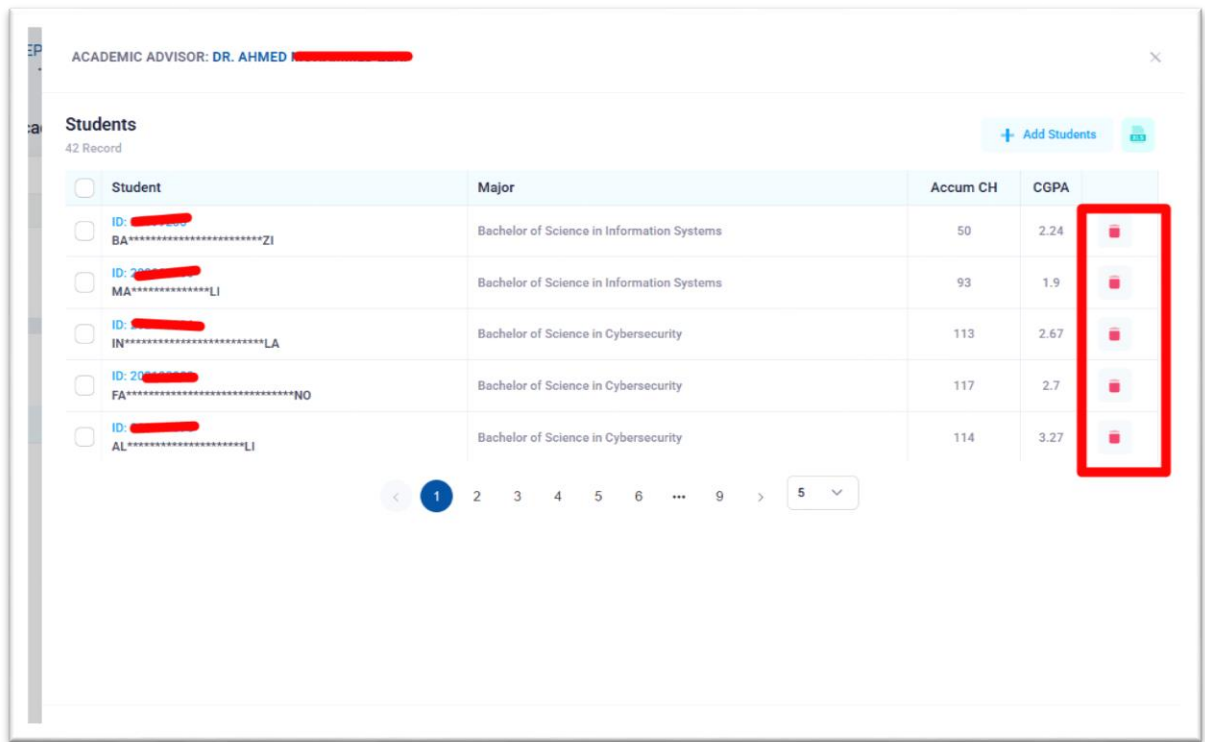


Figure 5 – delete students

Add Students to Academic Advisor

College

College of Information Technology

Department

Information Systems

ADM Year

All

Major

All

Course

Section

select

Student ID

Student ID

Student Name

Contains

Student Name

Search

Reset

Search Result

720 Record

	Student	College	Major	Accum CH	CGPA
<input checked="" type="checkbox"/>	ID: 20 MO*****MI	College of Information Technology	Master of Science in Cybersecurity		
<input checked="" type="checkbox"/>	ID: 2 HO*****JI	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
<input type="checkbox"/>	ID: 2 AY*****EI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		
<input type="checkbox"/>	ID: 2 HA*****AN	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
<input type="checkbox"/>	ID: 2 AB*****QI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		

Save

Cancel

+ Add Students

	Accum CH	CGPA	
	50	2.24	
	93	1.9	
	113	2.67	
	117	2.7	
	114	3.27	
	98	2.08	
	117	2.48	
	129	3.71	
	129	3.22	
	116	2.76	

Figure 6- Add students to Academic Advisor