



New Student Information System

User Manual

User Account: College Dean

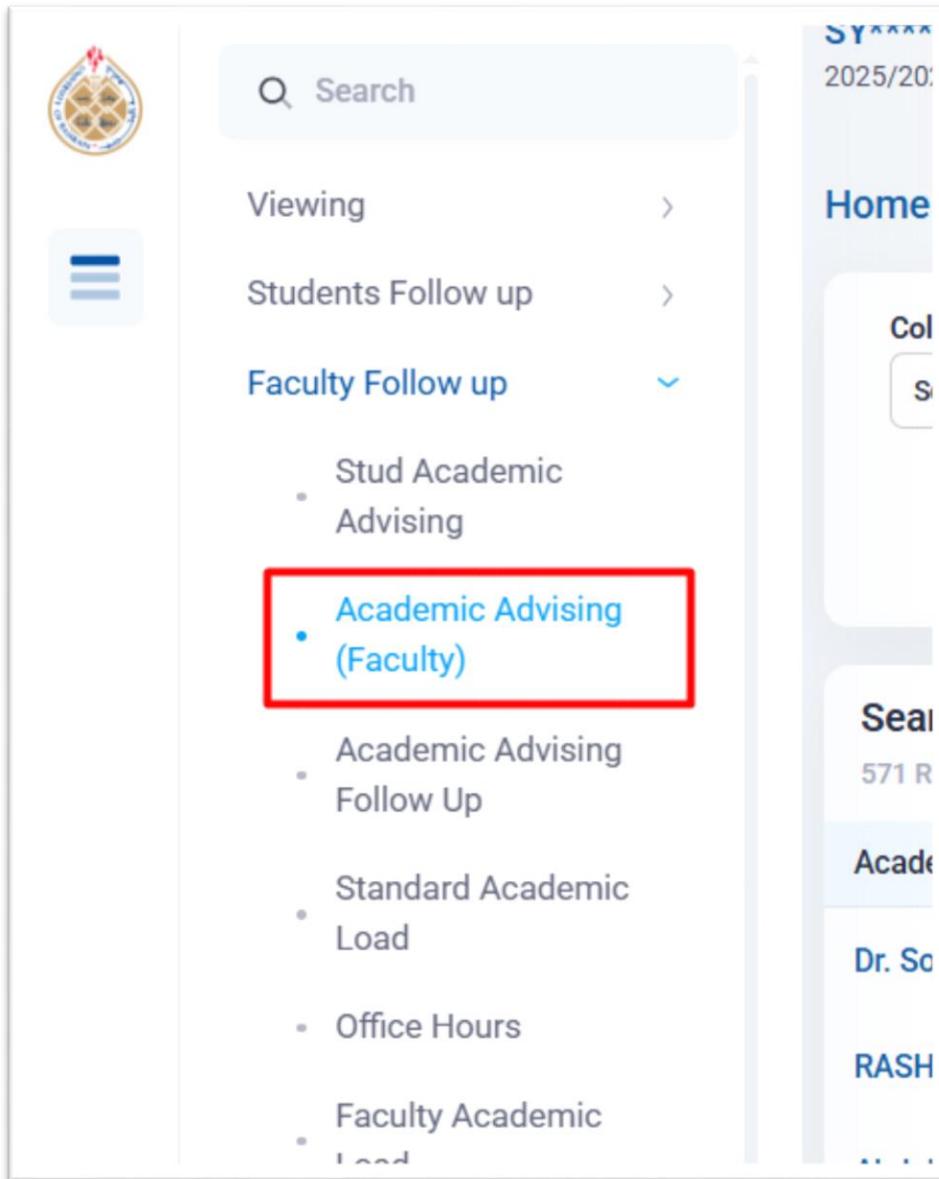
Function: Academic Advising(Faculty)

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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 Result 571 Record CSV

Academic Advisor	Associated department	Job Degree	Student Count	Students
Dr. S [REDACTED]	Management and Marketing	Assistant Professor	71	<input type="button" value="→"/>
R [REDACTED]	Arabic and Islamic Studies	Associate Professor	90	<input type="button" value="→"/>
Al [REDACTED]	Mechanical Engineering	Associate Professor	33	<input type="button" value="→"/>
[REDACTED]	Allied Health	GRADUATE ASST (BSc.)	57	<input type="button" value="→"/>
A [REDACTED]	Math and Science	GRADUATE ASST (BSc.)	1	<input type="button" value="→"/>
A [REDACTED]	Administration Programs	LECTURER	154	<input type="button" value="→"/>

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

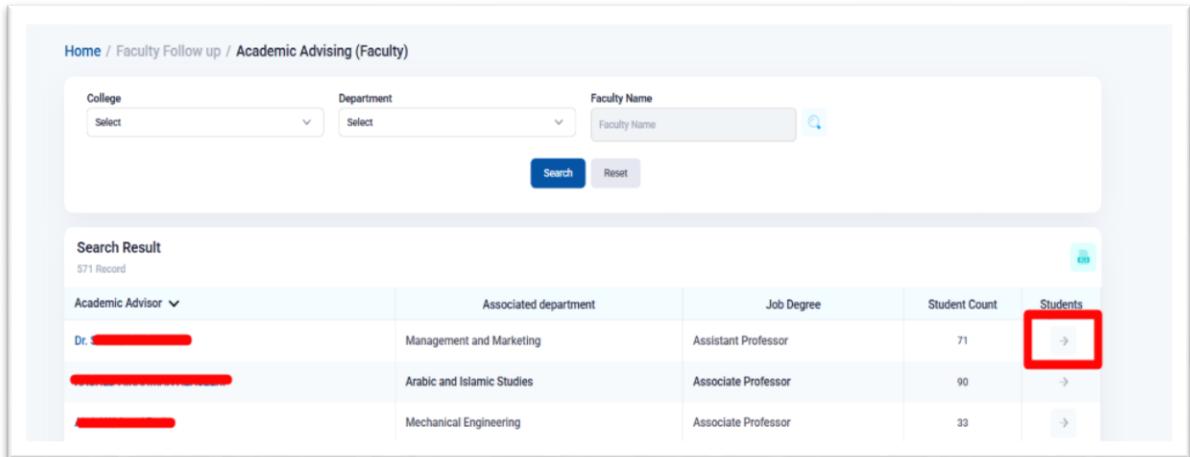
- Search for Students
- select students

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		

Figure 3 – Add Academic Advising

3. Update Students

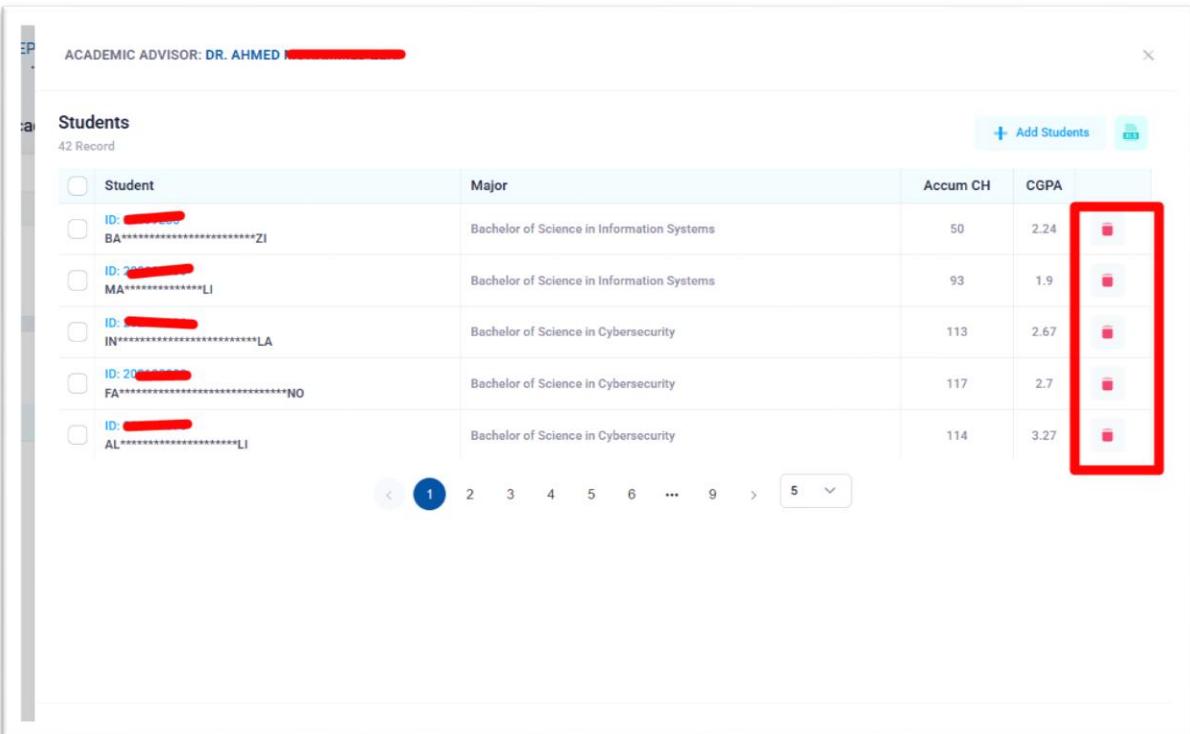
This screen allows College Dean to show, delete, add Students to Academic Advisor.



The screenshot shows a search interface for academic advisors. It includes dropdowns for College (Select), Department (Select), and Faculty Name, along with a search button and a reset button. Below the search bar is a table titled 'Search Result' showing 571 records. The table has columns for Academic Advisor (dropdown), Associated department, Job Degree, Student Count, and Students (with a red box highlighting the 'Students' column). The data in the table is as follows:

Academic Advisor	Associated department	Job Degree	Student Count	Students
Dr. [REDACTED]	Management and Marketing	Assistant Professor	71	[Red box]
[REDACTED]	Arabic and Islamic Studies	Associate Professor	90	[Red box]
[REDACTED]	Mechanical Engineering	Associate Professor	33	[Red box]

Figure 4 – Students



The screenshot shows a list of students associated with 'ACADEMIC ADVISOR: DR. AHMED [REDACTED]'. The page title is 'Students' and it shows 42 records. Each student entry includes a checkbox, the student ID, major, accumulated credits (Accum CH), CGPA, and a red delete icon. The data in the table is as follows:

Student	Major	Accum CH	CGPA	Delete
ID: [REDACTED] BA*****ZI	Bachelor of Science in Information Systems	50	2.24	[Red icon]
ID: [REDACTED] MA*****LI	Bachelor of Science in Information Systems	93	1.9	[Red icon]
ID: [REDACTED] IN*****LA	Bachelor of Science in Cybersecurity	113	2.67	[Red icon]
ID: [REDACTED] FA*****NO	Bachelor of Science in Cybersecurity	117	2.7	[Red icon]
ID: [REDACTED] AL*****LI	Bachelor of Science in Cybersecurity	114	3.27	[Red icon]

Figure 5 – delete students

Add Students to Academic Advisor

College	Department	ADM Year
College of Information Technology	Information Systems	All
Major	Course	Section
All		select
Student Name	Student Name	Student ID
Contains		
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Search Result
720 Record

Student	College	Major	Accum CH	CGPA
<input checked="" type="checkbox"/> ID: 20***** MI	College of Information Technology	Master of Science in Cybersecurity		
<input checked="" type="checkbox"/> ID: 21***** JI	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
<input type="checkbox"/> ID: 22***** EI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		
<input type="checkbox"/> ID: 23***** AN	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
<input type="checkbox"/> ID: 24***** QI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		

1 2 3 4 5 ... 144 > 5

Figure 6- Add students to Academic Advisor