



New Student Information System User Manual

User Account: College Dean

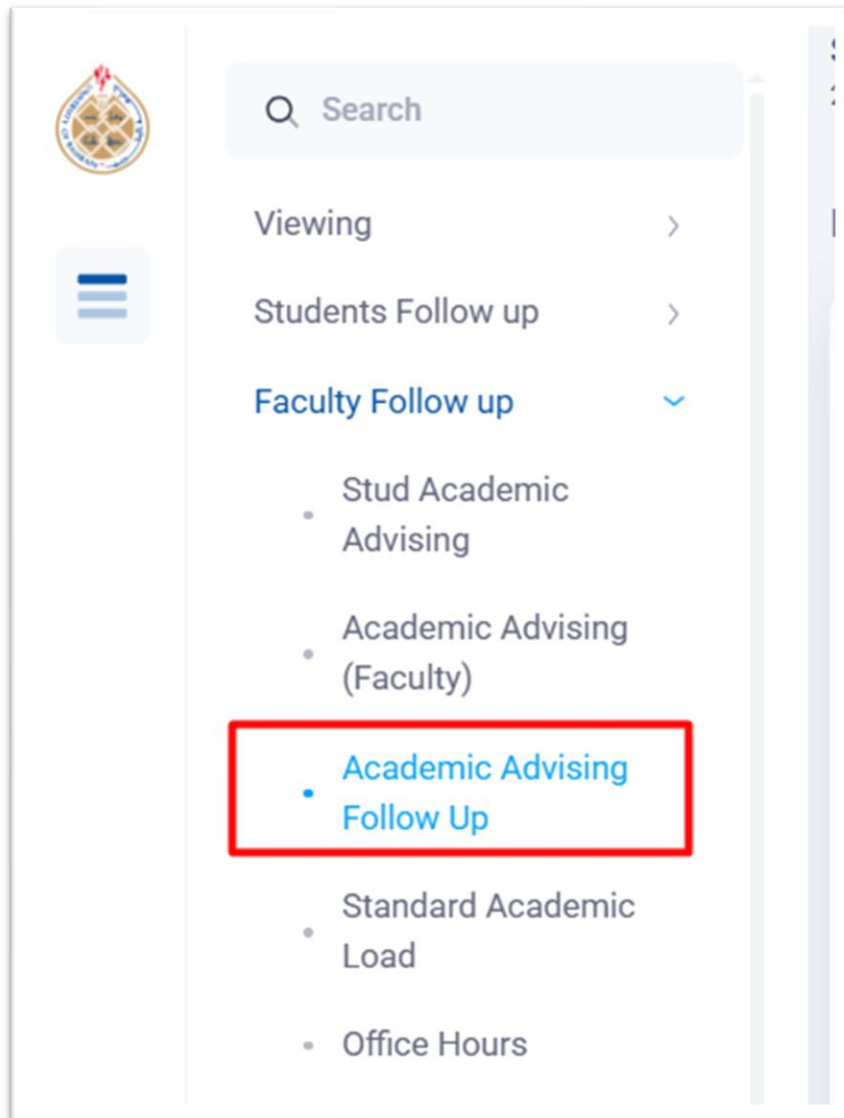
Function: Academic Advising Follow up

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A. System Overview

- From the Faculty Follow-up menu, the College Dean can select the screen “**Academic Advising Follow Up**” to search for the students included in academic advising, and show their advising Data.



- Figure 1 – Academic Advising Follow Up

B. Instructions

This screen allows the College Dean to filter students based on many criteria, which help him/her to check students under academic advising and see the advising Data.

Search for students:

Search for students under advising using search criteria.

Home / Faculty Follow Up / Academic Advising Follow Up

Scientific Degree <input checked="" type="radio"/> All <input type="radio"/> UG <input type="radio"/> PG	Academic Advisor <input type="text" value="Academic Advisor"/>	Academic Year <input type="text" value="2025/2026"/>	Semester <input type="text" value="First"/>
College <input type="text" value="College of Business Administration"/>	Department <input type="text" value="Economic and Finance"/>	Degree <input type="text" value="All"/>	Major <input type="text" value="Select"/>
Minor/Specialization <input type="text" value="All"/>	Student ID <input type="text" value="Student ID"/>	Student Name <input type="text" value="Contains"/> <input type="text" value="Student Name"/>	CPR <input type="text" value="CPR"/>
Acad. Warning <input type="text" value="All"/>	Enrollment Status <input type="text" value="Select"/>	CGPA <input type="text" value=""/> : <input type="text" value=""/>	No. of Registered Courses <input type="text" value=""/> : <input type="text" value=""/>
Accum Passed CH <input type="text" value=""/> : <input type="text" value=""/>	Registered ch. between <input type="text" value=""/> : <input type="text" value=""/>	Repeat Failed <input type="text" value=""/> : <input type="text" value=""/>	Student progress % <input type="text" value=""/> : <input type="text" value=""/>
Repeat Succeeded <input type="text" value=""/> : <input type="text" value=""/>	Join Year / Semester <input type="text" value="Select"/> / <input type="text" value="Select"/>	Taken Training Courses Before <input type="text" value="All"/>	Paid <input type="text" value="All"/>
Under Academic Load Semester <input type="text" value="All"/>	Advising Category <input type="text" value="All"/>	Approved Courses <input type="text" value="All"/>	Absence Warning <input type="text" value="All"/>
Allow Register <input type="text" value="All"/> <input type="checkbox"/> Students in waiting list <input type="checkbox"/> Student not have Minor <input type="checkbox"/> Student not have Specialization			
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Figure 2 – Search for students