**University of Bahrain**
**Information Technology Center**
**Information Technology Section**

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

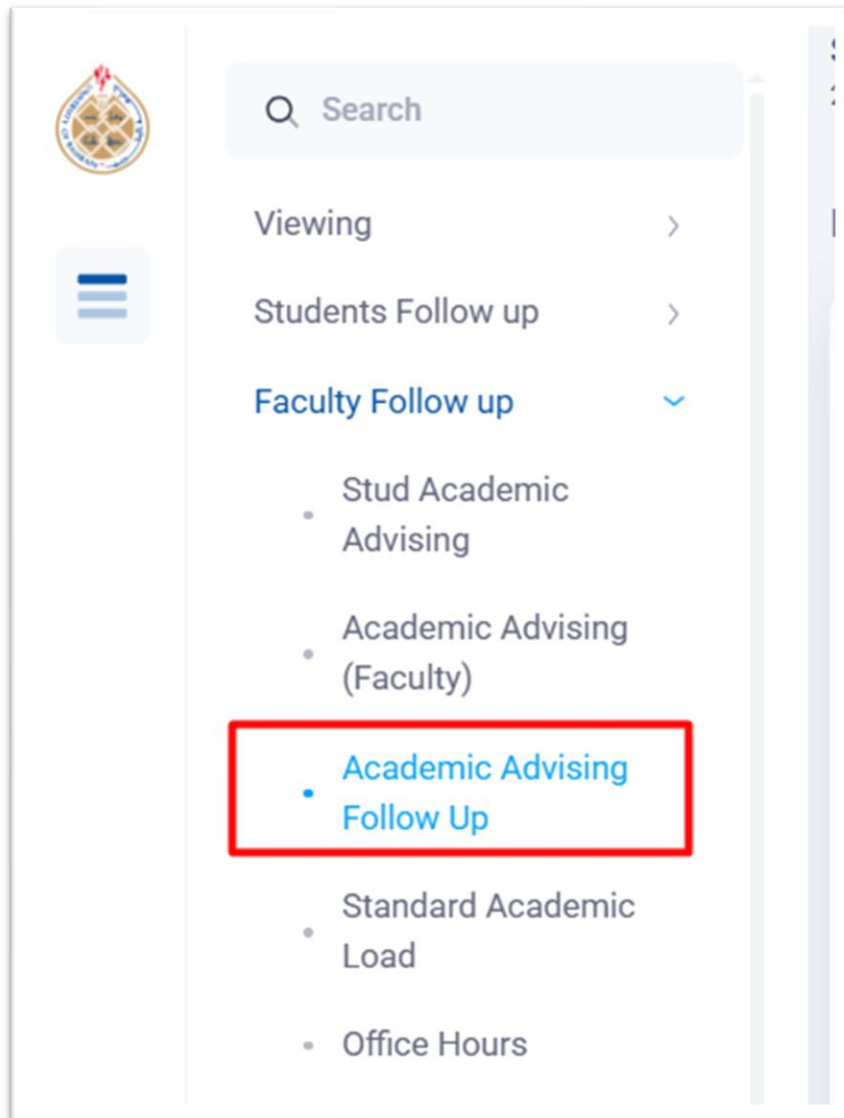# New Student Information System User Manual

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.



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    -   **Figure 1 – Academic Advising Follow Up**

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# 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.



**Figure 2 – Search for students**