



## New Student Information System User Manual

User Account: College Dean

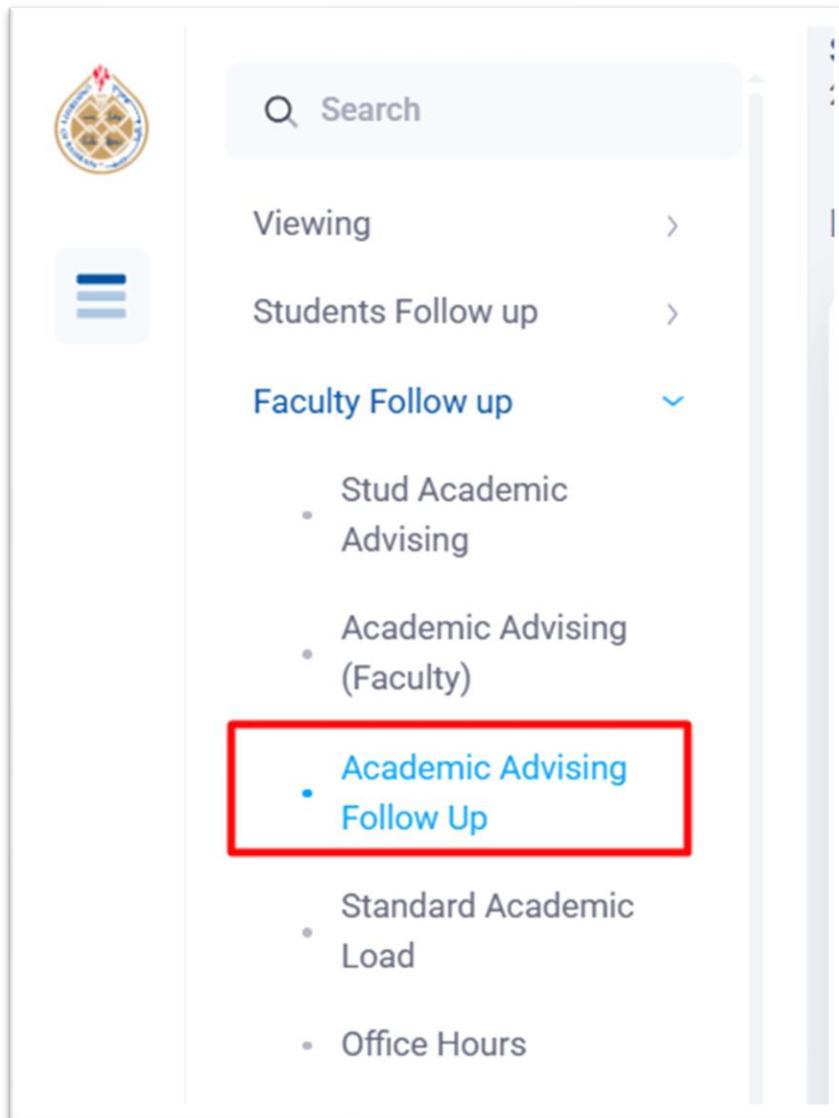
Function: Academic Advising Follow up

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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.

The screenshot shows a search interface for students under academic advising. The interface is divided into several sections:

- Scientific Degree:** Radio buttons for All, UG, and PG. The 'All' option is selected.
- Academic Advisor:** A search input field with placeholder 'Academic Advisor' and a magnifying glass icon.
- Academic Year:** A dropdown menu showing '2025/2026'.
- Semester:** A dropdown menu showing 'First'.
- College:** A dropdown menu showing 'College of Business Administration'.
- Department:** A dropdown menu showing 'Economic and Finance'.
- Degree:** A dropdown menu showing 'All'.
- Major:** A dropdown menu showing 'Select'.
- Minor:** A dropdown menu showing 'All'.
- Minor/Specialization:** A dropdown menu showing 'All'.
- Student ID:** An input field with placeholder 'Student ID'.
- Student Name:** An input field with placeholder 'Student Name'.
- CPR:** An input field with placeholder 'CPR'.
- Academic Status:** A dropdown menu showing 'Select'.
- Acad. Warning:** A dropdown menu showing 'All'.
- Enrollment Status:** A dropdown menu showing 'Select'.
- CGPA:** An input field with placeholder 'CGPA'.
- No. of Registered Courses:** An input field with placeholder 'No. of Registered Courses'.
- Accum Passed CH:** An input field with placeholder 'Accum Passed CH'.
- Registered ch. between:** An input field with placeholder 'Registered ch. between'.
- Repeat Failed:** An input field with placeholder 'Repeat Failed'.
- Student progress %:** An input field with placeholder 'Student progress %'.
- Repeat Succeeded:** An input field with placeholder 'Repeat Succeeded'.
- Join Year / Semester:** A dropdown menu showing 'Select'.
- Taken Training Courses Before:** A dropdown menu showing 'All'.
- Paid:** A dropdown menu showing 'All'.
- Under Academic Load Semester:** A dropdown menu showing 'All'.
- Advising Category:** A dropdown menu showing 'All'.
- Approved Courses:** A dropdown menu showing 'All'.
- Absence Warning:** A dropdown menu showing 'All'.
- Allow Register:** A dropdown menu showing 'All'.
- Filter Options:** Three checkboxes: 'Students in waiting list', 'Student not have Minor', and 'Student not have Specialization'.
- Buttons:** 'Search' and 'Reset' buttons.

Figure 2 – Search for students