



New Student Information System User Manual

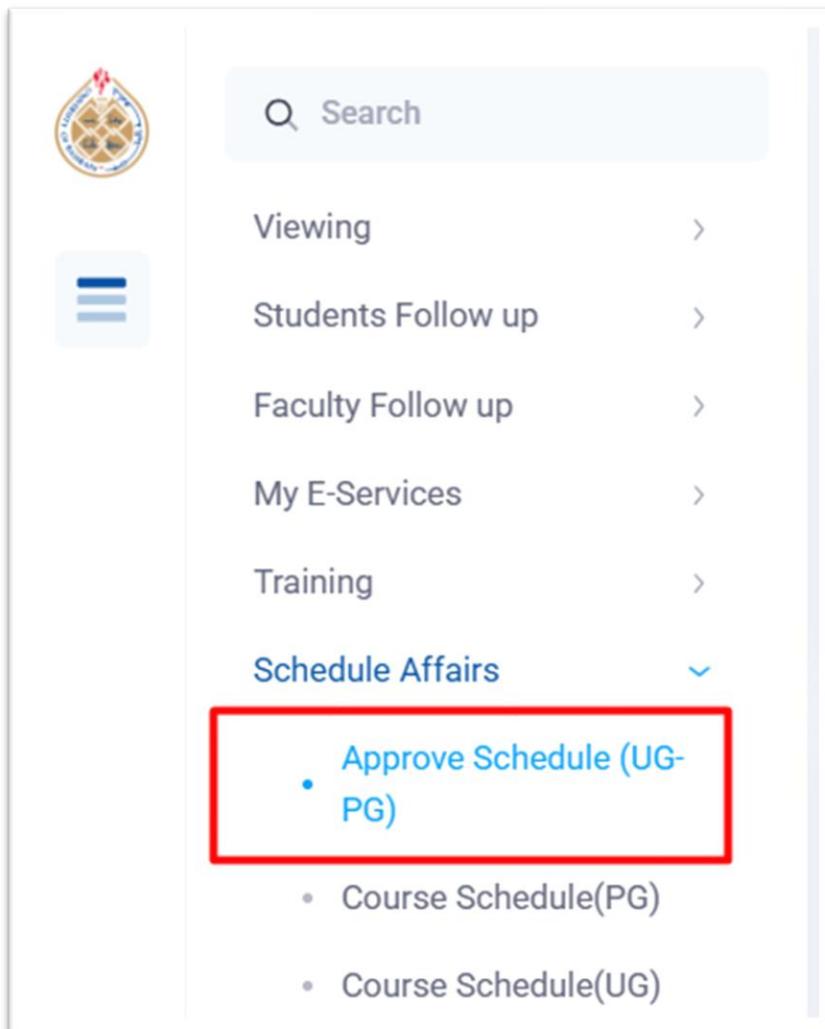
User Account: College Dean
Function: Approve Schedule (UG-PG)

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A. System Overview

- From the Schedule Affairs menu, the College Dean can select the screen “**Approve Schedule (UG – PG)**” to approve schedules (sections and exams) for UG and PG.



- Figure 1 – Approve Schedule (UG – PG)

B. Instructions

This screen allows the College Dean to Search for Schedules, check and approve them.

1. Search for Schedules:

College Dean can select scientific degree to check schedules and approve it.

Department	Schedule Status	Exam Status	Check Schedules	Approve Schedules	Reject Schedules
Administration Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
Engineering Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
Technical Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
English Language and Literatures	Under Schedule Affairs	Exam Approved	Check Schedules		
Arabic and Islamic Studies	Under Schedule Affairs	Exam Approved	Check Schedules		
Social Sciences	Under Schedule Affairs	Exam Un Approved	Check Schedules		

Figure 2 – Search for schedules

Home / Schedule Affairs / Approve Schedule (UG-PG)

Scientific Degree	Academic Year	Semester	College	Department
<input checked="" type="radio"/> UG <input type="radio"/> PG	2025/2026	First	All	All

[Search](#) [Reset](#)

open report for checking schedule

Search Result
39 Record

	Department	Schedule Status	Exam Status	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Administration Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Engineering Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Technical Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	English Language and Literatures	Under Schedule Affairs	Exam Approved	Check Schedules		
<input type="checkbox"/>	Arabic and Islamic Studies	Under Schedule Affairs	Exam Approved	Check Schedules		
<input type="checkbox"/>	Social Sciences	Under Schedule Affairs	Exam Un Approved	Check Schedules		
<input type="checkbox"/>	Mass Communication, Tourism and Fine Arts	Under Schedule Affairs	Exam Un Approved	Check Schedules		
<input type="checkbox"/>	Psychology	Under Schedule Affairs	Exam Un Approved	Check Schedules		

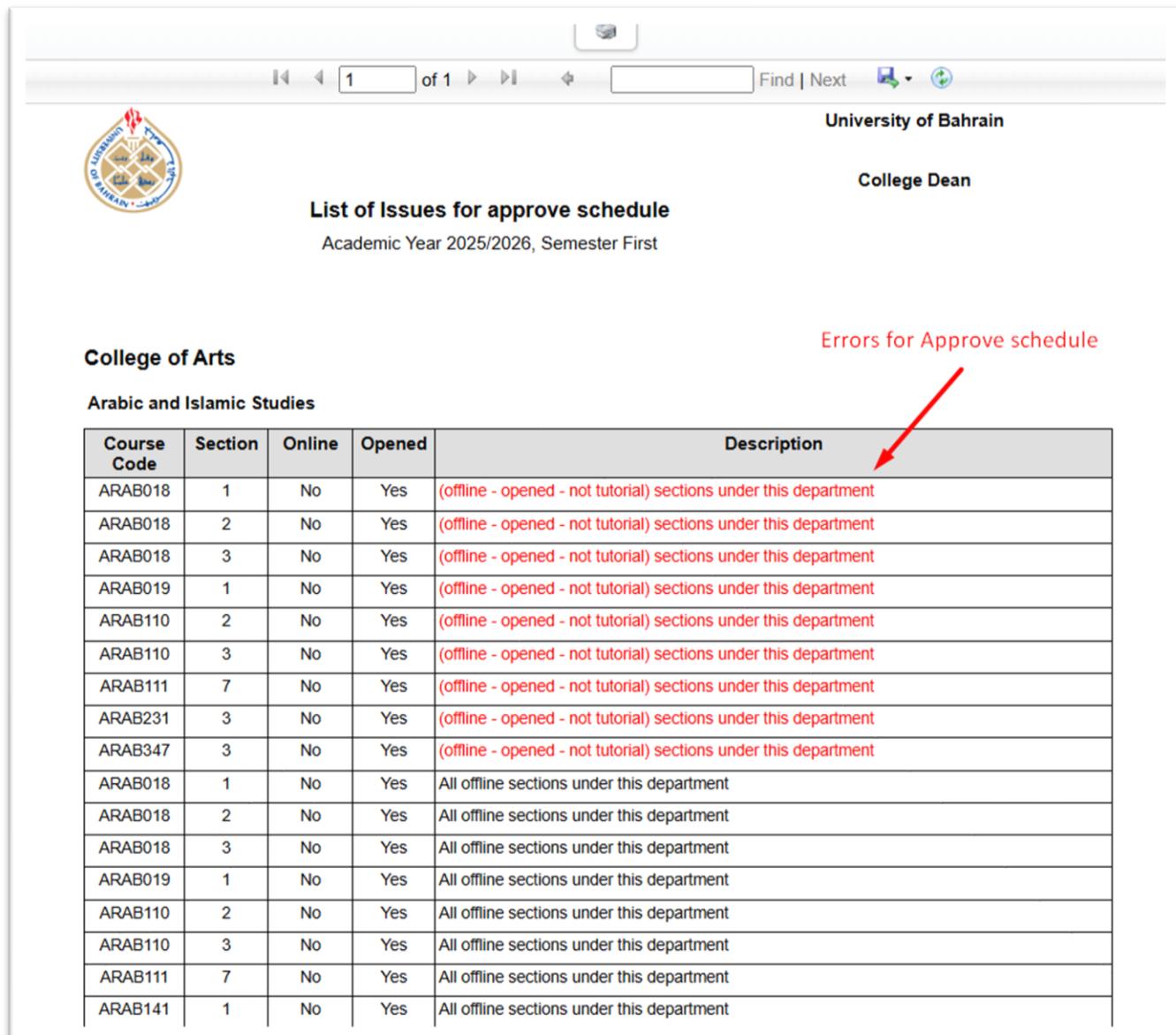
approve schedule

reject schedule

Figure 3 – Search Result

2. Check schedules

Also the College Dean can check schedule by clicking on Check Schedules button. Then system opens report in new tab, showing the issues for approving schedule.



University of Bahrain

College Dean

List of Issues for approve schedule

Academic Year 2025/2026, Semester First

College of Arts

Arabic and Islamic Studies

Errors for Approve schedule

Course Code	Section	Online	Opened	Description
ARAB018	1	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB018	2	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB018	3	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB019	1	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB110	2	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB110	3	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB111	7	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB231	3	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB347	3	No	Yes	(offline - opened - not tutorial) sections under this department
ARAB018	1	No	Yes	All offline sections under this department
ARAB018	2	No	Yes	All offline sections under this department
ARAB018	3	No	Yes	All offline sections under this department
ARAB019	1	No	Yes	All offline sections under this department
ARAB110	2	No	Yes	All offline sections under this department
ARAB110	3	No	Yes	All offline sections under this department
ARAB111	7	No	Yes	All offline sections under this department
ARAB141	1	No	Yes	All offline sections under this department

Figure 4 – check schedules

3. Approve Schedules

College Dean can approve schedule by clicking on approve Schedule button if schedule status is **Under Dean of College**. After approving, the schedule Status changed to **Under Registration Admin**.

Home / Schedule Affairs / Approve Schedule (UG-PG)

Scientific Degree	Academic Year	Semester	College	Department
<input checked="" type="radio"/> UG <input type="radio"/> PG	2025/2026	First	All	All
<button>Search</button> <button>Reset</button>				

Search Result
39 Record

	Department	Schedule Status	Exam Status	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Administration Programs	Under Registration Admin	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Technical Programs	Under Dean Of College	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	English Language and Literatures	Under Schedule Affairs	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Arabic and Islamic Studies	Under Schedule Affairs	Exam Un Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Social Sciences	Under Schedule Affairs	Exam Un Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Mass Communication, Tourism and Fine Arts	Under Schedule Affairs	Exam Un Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Psychology	Under Schedule Affairs	Exam Un Approved	Check Schedules	Approve Schedules	Reject Schedules

Under Registration Admin

Approve Schedules

Figure 5 – Approve Schedule

4. Reject schedules

College Dean can reject schedule by clicking on reject Schedule button if schedule status is **Under Dean of College**. After rejecting, the schedule Status changed to **Under Schedule Affairs**.

Department	Schedule Status	Exam Status	Check Schedules	Approve Schedules	Reject Schedules
Administration Programs	Under Dean Of College	Exam Approved	Check Schedules		
Technical Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	
English Language and Literatures	Under Schedule Affairs	Exam Approved	Check Schedules		Reject Schedules
Arabic and Islamic Studies	Under Schedule Affairs	Exam Approved	Check Schedules		
Social Sciences	Under Schedule Affairs	Exam Un Approved	Check Schedules		
Mass Communication, Tourism and Fine Arts	Under Schedule Affairs	Exam Un Approved	Check Schedules		
Psychology	Under Schedule Affairs	Exam Un Approved	Check Schedules		
Management and Marketing	Under Schedule Affairs	Exam Approved	Check Schedules		
Economic and Finance	Under Schedule Affairs	Exam Un Approved	Check Schedules		
Accounting	Under Schedule Affairs	Exam Approved	Check Schedules		

Figure 6 – Reject Schedule