



# New Student Information System User Manual

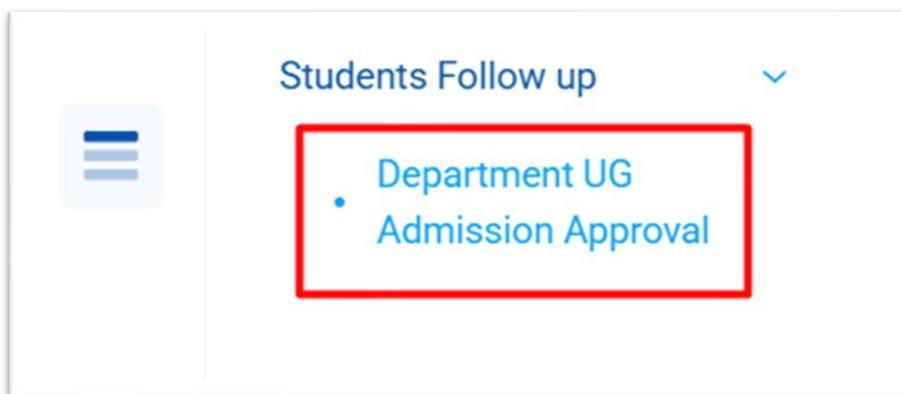
User Account: College Dean  
Function: Department UG Admission  
Approval

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## A. System Overview

- From the Students Follow-up menu, the college dean can select the screen “**Department UG Admission Approval**” to search for the applicants assign interview date and take actions to the new applicants applied to his department.



*Figure 1 - Department UG Admission Approval*

## B. Instructions

This screen allows the College Dean to filter applicants based on many criteria, which help him/her to assign interview date and take actions to the new applicants applied to his department.

### 1. Searching for Students:

- The College Dean selects the search criteria
- Then press "**Search**",
- System display the applicants, "**Assign interview date for selected students**", "**Apply**", "**Approve All Selected**" and "**List of Not Passed Interview**" buttons.
- System display the record with status "**Approved By Admission Head**" back color with (Light Blue) and the record with status "**Approved by Dept Head**" back color with (Light Green).

Home / Students Follow up / Department UG Admission Approval

Academic Year: 2025/2026 Semester: First College: College of Arts Department: select

Program: Bachelor of Arts in Media and Communication Status: ALL Student ID:

Search Reset

Assign interview date for selected students Date: mm/dd/yyyy Time: --:--:-- Apply

Approve All Selected List Of Not Passed Interview

**Search Result**  
76 Record

<input type="checkbox"/>	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500456 YA*****	08*****44	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	83	00*****53	ya*****		Approve		
<input type="checkbox"/>	ID : 202500571 FA*****	07*****93	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	Intermediate	56	00*****11	fa*****		Approve		
<input type="checkbox"/>	ID : 202500944 AH*****	06*****19	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	55	00*****43	si*****		Approve		
<input type="checkbox"/>	ID : 202502004 FA*****	08*****72	Bachelor of Arts in Media and Communication		Approved By Admission Head	NO	Intermediate	67	00*****82	fa*****				
<input type="checkbox"/>	ID : 202502009 AA*****	06*****20	Bachelor of Arts in Media and Communication		Approved By Admission Head	NO	BSC	69	00*****14	m7***** *o				

Figure 2 – Searching for Applicants

## 2. Assign interview date for selected students:

The college dean can assign interview date for specific applicant.

- College dean enters a valid “**Date**” and “**Time**”.
- College dean selects an applicant.
- Then presses the “**Apply**” button.
- System displays the interview date in the tale.

Assign interview date for selected students

Date: 12/18/2025 Time: 08:31 AM

Approve All Selected List Of Not Passed Interview

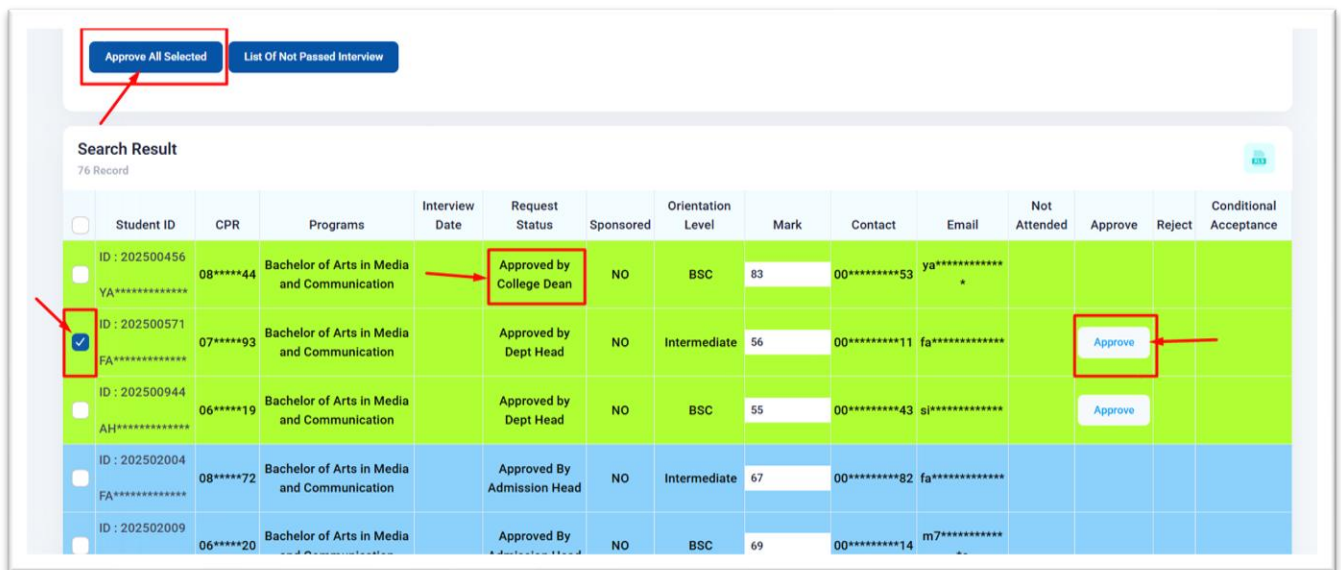
Search Result  
76 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Co Ac
<input checked="" type="checkbox"/>	ID : 202500456 YA*****	08*****44	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	83	00*****53	ya*****		Approve		
<input type="checkbox"/>	ID : 202500571 07*****Q3		Bachelor of Arts in Media		Approved by	NO	Intermediate	56	00*****11	fa*****		Approve		

Figure 3 - Assign interview date for selected students

### 3. Approve All Selected:

- Also the college dean can then press "**Approve All Selected**" button.
- System hides the "**Approve**" button and changes the status to "**Approved By College Dean**".



Approve All Selected List Of Not Passed Interview

Search Result  
76 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500456 YA*****	08*****44	Bachelor of Arts in Media and Communication		Approved by College Dean	NO	BSC	83	00*****53	ya*****				
<input checked="" type="checkbox"/>	ID : 202500571 FA*****	07*****93	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	Intermediate	56	00*****11	fa*****		Approve		
<input type="checkbox"/>	ID : 202500944 AH*****	06*****19	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	55	00*****43	si*****		Approve		
<input type="checkbox"/>	ID : 202502004 FA*****	08*****72	Bachelor of Arts in Media and Communication		Approved By Admission Head	NO	Intermediate	67	00*****82	fa*****				
<input type="checkbox"/>	ID : 202502009 06*****20		Bachelor of Arts in Media and Communication		Approved By Admission Head	NO	BSC	69	00*****14	m7*****				

Figure 4 – Approve All Selected

#### 4. List of Not Passed Interview:

The college dean can press the “**List of Not Passed Interview**” button to view the “**UG Applicants - Department Evaluation**” report.

Academic Year: 2025/2026  
Semester: First  
College: College of Arts  
Department: select  
Program: Bachelor of Arts in Media and Communication  
Status: ALL  
Student ID:   
Search Reset  
Assign interview date for selected students  
Date: 12/19/2025  
Time: 08:30 AM  
Apply  
Approve All Selected  
List Of Not Passed Interview

Figure 5 - List of Not Passed Interview



## 5. Approve Request:

- Also the college dean can then press "**Approve**" button.
- System hides the "**Approve**" button and changes the status to "**Approved By College Dean**".

Search Result

76 Record

633

<input type="checkbox"/>	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500456 YA*****	08*****44	Bachelor of Arts in Media and Communication		Approved by College Dean	NO	BSC	83	00*****53	ya***** *				
<input type="checkbox"/>	ID : 202500571 FA*****	07*****93	Bachelor of Arts in Media and Communication		Approved by College Dean	NO	Intermediate	56	00*****11	fa*****				
<input type="checkbox"/>	ID : 202500944 AH*****	06*****19	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	55	00*****43	si*****		Approve		

Figure 6 – Approve Request