



# 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.

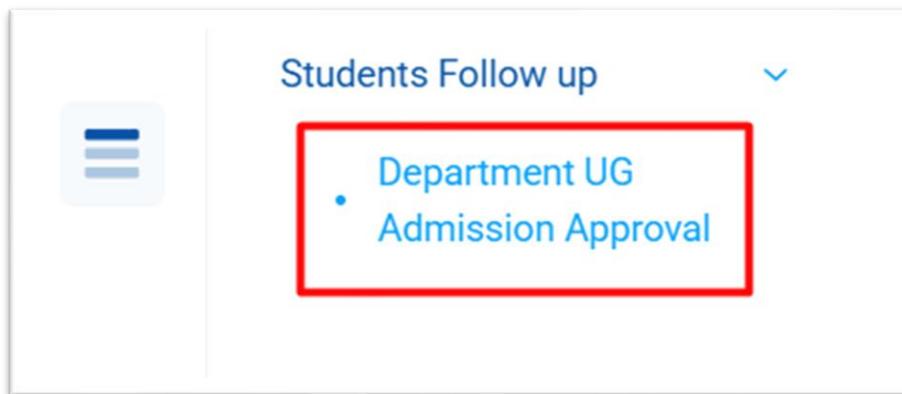


Figure 1 - Department UG Admission Approval

## 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	
		<input type="button" value="Search"/>	<input type="button" value="Reset"/>
<input type="text" value="Assign interview date for selected students"/> <input type="button" value="Approve All Selected"/> <input type="button" value="List Of Not Passed Interview"/>		Date mm/dd/yyyy	Time --:-- --
<input type="button" value="Apply"/>			

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*****44	08*****44	Bachelor of Arts in Media and Communication	<input type="button" value="Approved by Dept Head"/>	NO	BSC	83	00*****53	ya***** *			<input type="button" value="Approve"/>		
<input type="checkbox"/>	ID : 202500571 FA*****93	07*****93	Bachelor of Arts in Media and Communication	<input type="button" value="Approved by Dept Head"/>	NO	Intermediate	56	00*****11	fa*****			<input type="button" value="Approve"/>		
<input type="checkbox"/>	ID : 202500944 AH*****19	06*****19	Bachelor of Arts in Media and Communication	<input type="button" value="Approved by Dept Head"/>	NO	BSC	55	00*****43	si*****			<input type="button" value="Approve"/>		
<input type="checkbox"/>	ID : 202502004 FA*****72	08*****72	Bachelor of Arts in Media and Communication	<input type="button" value="Approved By Admission Head"/>	NO	Intermediate	67	00*****82	fa*****					
<input type="checkbox"/>	ID : 202502009 MO*****20	06*****20	Bachelor of Arts in Media and Communication	<input type="button" value="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.

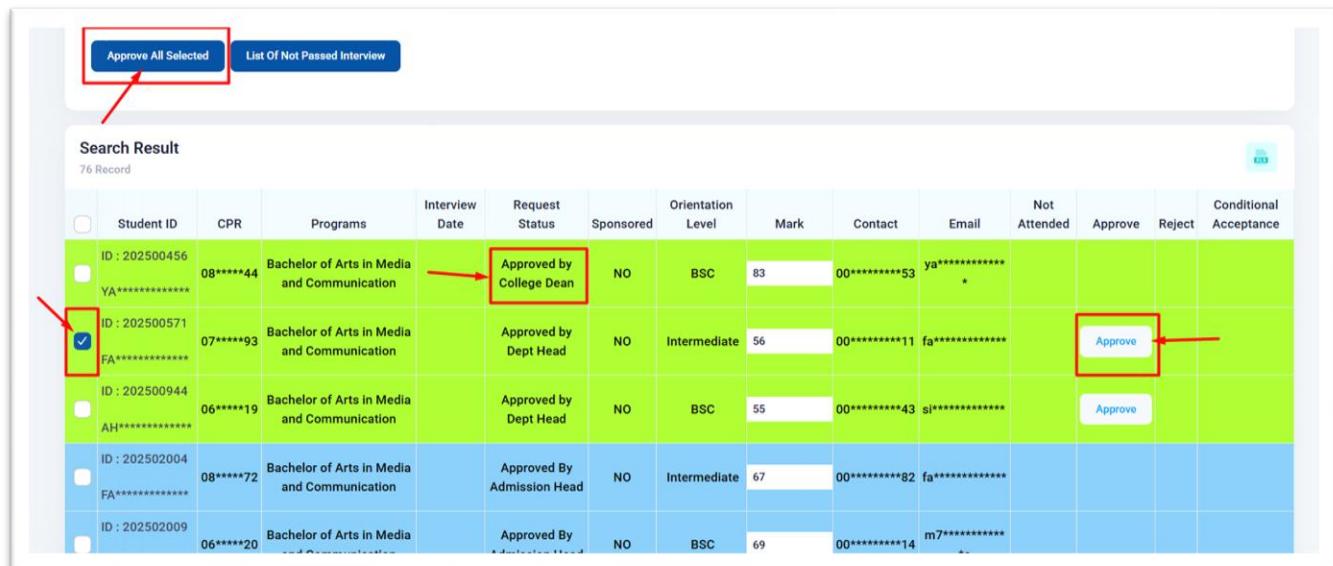
- College dean enters a valid “**Date**” and “**Time**”.
- College dean selects an applicant.
- Then presses the “**Apply**” button.
- System displays the interview date in the tale.

	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*****44	08*****44	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	83	00*****53	ya***** *		<a href="#">Approve</a>		
<input type="checkbox"/>	ID : 202500571 YA*****93	07*****93	Bachelor of Arts in Media		Approved by	NO	Intermediate	56	00*****11	fa***** *		<a href="#">Approve</a>		

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*****44	08*****44	Bachelor of Arts in Media and Communication		Approved by College Dean	NO	BSC	83	00*****53	ya*****44	*			
<input checked="" type="checkbox"/>	ID : 202500571 FA*****93	07*****93	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	Intermediate	56	00*****11	fa*****93		<b>Approve</b>		
<input type="checkbox"/>	ID : 202500944 AH*****19	06*****19	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	55	00*****43	si*****19		<b>Approve</b>		
<input type="checkbox"/>	ID : 202502004 FA*****72	08*****72	Bachelor of Arts in Media and Communication		Approved By Admission Head	NO	Intermediate	67	00*****82	fa*****72				
<input type="checkbox"/>	ID : 202502009 06*****20	06*****20	Bachelor of Arts in Media		Approved By	NO	BSC	69	00*****14	m7*****20				

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.

The screenshot shows a search form for 'List of Not Passed Interview'. The form includes dropdowns for Academic Year (2025/2026), Semester (First), College (College of Arts), Department (select), Program (Bachelor of Arts in Media and Communication), Status (ALL), and Student ID. Below the form are fields for Date (12/19/2025) and Time (08:30 AM), with an 'Apply' button. At the bottom, there are two buttons: 'Approve All Selected' and 'List Of Not Passed Interview', with the second button highlighted by a red box and a red arrow pointing to it.

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														
	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*****44	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*****93	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*****19	06*****19	Bachelor of Arts in Media and Communication		Approved by Dept Head	NO	BSC	55	00*****43	si*****		<a href="#">Approve</a>		

Figure 6 – Approve Request