



New Student Information System User Manual

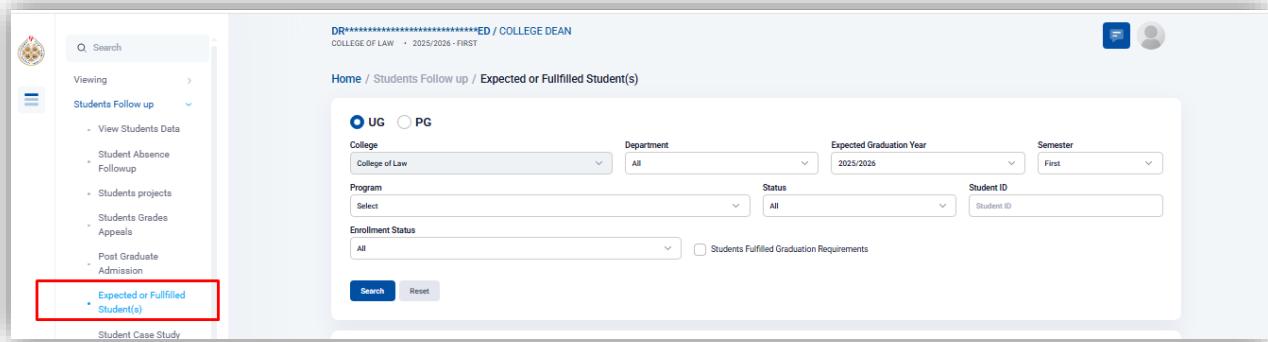
User Account: college dean

Function: Expected or fulfilled Student(s)

| | |
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A-System Overview

The system provides authority to the college dean can view and review the students expected to graduate, and to view the students according to their status, as shown below:



The screenshot shows the 'Students Follow up' section of the A-System. On the left, a sidebar lists options: 'Viewing', 'Students Follow up' (which is expanded), 'View Students Data', 'Student Absence Followup', 'Students projects', 'Students Grades Appeals', 'Post Graduate Admission', and 'Expected or Fulfilled Student(s)' (which is highlighted with a red box). The main content area shows a search form for 'Expected or Fulfilled Student(s)'. The form includes fields for 'UG' (radio button selected), 'PG' (radio button unselected), 'College' (College of Law), 'Department' (All), 'Expected Graduation Year' (2025/2026), 'Semester' (First), 'Program' (Select), 'Status' (All), 'Enrollment Status' (All), and a checkbox for 'Students Fulfilled Graduation Requirements'. There are 'Search' and 'Reset' buttons at the bottom of the form.

Figure 1 – Expected or fulfilled Student(s)

B-Instructions

After selecting “**Expected or fulfilled Student(s)**” from “student follow up” as shown on figure (1), “Expected or fulfilled students(s)” screen will appear so the user will choose search criteria’s such as program, enrollment status, student id, and status as shown below:

DR*****ED / COLLEGE DEAN
COLLEGE OF LAW • 2025/2026 - FIRST

Home / Students Follow up / Expected or Fulfilled Student(s)

UG PG

| | | | |
|---------------------------|---|---------------------------------------|-------------------|
| College College of Law | Department All | Expected Graduation Year 2025/2026 | Semester First |
| Program Select | Status All | Student ID Student ID | |
| Enrollment Status All | <input type="checkbox"/> Students Fulfilled Graduation Requirements | | |

Search **Reset**

Search Result
0 Record **Export To Excel**

Figure 2 - Search screen

College
College of Law

Department
All

Expected Graduation Year
2025/2026

Semester
First

Program
Select

Status
All

Student ID
Student ID

Enrollment Status
All

Students Fulfilled Graduation Requirements

Search **Reset**

Search Result
141 Record **Export To Excel**

| <input type="checkbox"/> | Student | Major | Accum Passed CH | MCGPA | Sem. Total CH | CGPA | Request Status | Fulfillment Cond. | Notes | Note |
|--------------------------|-------------------------|-----------------|-----------------|-------|---------------|------|----------------|-------------------------------------|--|-------|
| <input type="checkbox"/> | ID: 20199718 MA*****DI | Bachelor of Law | 134 | 1.92 | 0 | 2.07 | New | → | Note | Notes |
| <input type="checkbox"/> | ID: 202002205 AY*****BI | Bachelor of Law | 122 | 3.19 | 12 | 3.25 | New | → | Note | Notes |
| <input type="checkbox"/> | ID: 202002322 00*****AN | Bachelor of Law | 122 | 2.3 | 12 | 2.35 | New | → | Note | Notes |
| <input type="checkbox"/> | ID: 202002336 AS*****RI | Bachelor of Law | 128 | 2.3 | 6 | 2.4 | New | → | Note | Notes |
| <input type="checkbox"/> | ID: 202002572 FA*****RI | Bachelor of Law | 122 | 2.44 | 15 | 2.48 | New | → | Note | Notes |

Figure 3 – search result

| State | Course Package | Required CH | Passed CH | Package Type |
|--|---|-------------|----------------------|--------------|
| Bachelor of Science in Information Systems | CR | 25 | 25 (96%) | Core |
| Bachelor of Science in Information Systems | MR | 69 | 69 (95.65%) | Core |
| Bachelor of Science in Information Systems | MSR | 9 | 9 (100%) | Core |
| Bachelor of Science in Information Systems | UR | 8 | 8 (100%) | Core |
| Bachelor of Science in Information Systems | List 1: ITIS Concentration Major Elective | 6 | 6 (100%) | Core |
| Bachelor of Science in Information Systems | List 2: ITIS General Major Elective | 6 | 6 (100%) | Core |
| Bachelor of Science in Information Systems | List 3: Business Elective Courses | 3 | 3 (100%) | Core |
| Bachelor of Science in Information Systems | GSE | 3 | 3 (100%) | Elective |
| Bachelor of Science in Information Systems | UR Arabic | 3 | 3 (100%) | Core |
| Total | | 132 | 134 (101.52%) | |

Figure 4 – student data

1-Student ID:

To view student information by pressing the id for a particular student, for example the user can view “Degree audit” as shown below:

My Academic Plan

Student Code: 20161604, Student Name: RA*****IS

University of Bahrain
Head of Department

| | | | |
|-----------------------------|---|---------------|------|
| Major : | Bachelor of Science in Information Systems (2017) | | |
| Minor : | | | |
| CGPA : | 2.34 | Major CGPA : | 2.17 |
| Passed CH : | 134.00 | Required CH : | 132 |
| Required minor CGPA : | 0.00 | | |
| Specific Courses Not Passed | | | |

Bachelor of Science in Information Systems 2017/2018

[CR] [Type: Core] [Minimum Total CH: 25] [Passed:24] [NOT FULLFILLED]

| Course Code | Course Name | CH | Grading | Equivalant Courses | Exp | Is Course Taken | NOTES | CGPA | MGPA |
|-------------|--------------------------------------|-----|---------|--------------------|-----|-----------------|------------|------|------|
| ENGL154 | LANGUAGE DEVELOPMENT I | 3.0 | D | | | Y | | Y | N |
| ENGL155 | LANGUAGE DEVELOPMENT II | 3.0 | C+ | | | Y | | Y | N |
| ENGL219 | TECHNICAL REPORT WRITING | 3.0 | A- | | | Y | | Y | N |
| MATHS101 | CALCULUS I | 3.0 | B- | | | Y | | Y | N |
| STAT273 | PROBABILITY AND STATISTICS | 3.0 | A- | | | Y | | Y | N |
| ITCS113 | COMPUTER PROGRAMMING I | 3.0 | B+ | | | Y | | Y | Y |
| ITCS114 | COMPUTER PROGRAMMING II | 3.0 | C | | | Y | | Y | Y |
| ITCS214 | DATA STRUCTURES | 3.0 | B- | | | Y | | Y | Y |
| ITIS483 | INTERNSHIP IN INFORMATION TECHNOLOGY | 1.0 | | | | N | Registered | Y | Y |

[MR] [Type: Core] [Minimum Total CH: 69] [Passed:66] [NOT FULLFILLED]

| Course Code | Course Name | CH | Grading | Equivalant Courses | Exp | Is Course Taken | NOTES | CGPA | MGPA |
|-------------|--------------------------|-----|---------|--------------------|-----|-----------------|-------|------|------|
| ITCE352 | COMPUTER NETWORKS FOR IS | 3.0 | B | | | Y | | Y | Y |
| ITIS499 | SENIOR PROJECT | 3.0 | C | | | Y | | Y | Y |
| ITIS600 | FUNDAMENTALS OF | 3.0 | D | | | Y | | Y | Y |

Figure 5 - Degree audit

2-Note

The college dean can view the note

Search Result
141 Record

Export To Excel

| | Student | Major | Accum Passed CH | MCGPA | Sem. Total CH | CGPA | Request Status | Fulfillment Cond. | Notes | Note |
|--------------------------|------------------------|--------------------------|-----------------|-------|---------------|------|----------------|-------------------|-------|-------|
| <input type="checkbox"/> | ID: 20019933 OH*****AS | Bachelor of Law | 131 | 3.16 | 3 | 3.14 | New | | | Notes |
| <input type="checkbox"/> | ID: 20145724 SH*****EH | Associate Diploma in Law | 59 | 1.62 | 12 | 1.62 | New | | | Notes |
| <input type="checkbox"/> | ID: 20152656 JA*****AR | Bachelor of Law | 116 | 2.18 | 18 | 2.24 | New | | | Notes |
| <input type="checkbox"/> | ID: 20157778 AH*****AQ | Bachelor of Law | 131 | 1.73 | 6 | 1.75 | New | | | Notes |

Figure 6 - Note

3-Fulfillment Cond:

By pressing “->” , the user can view the fulfilment conditions to pass the program, where the Red color indicates for not-fulfilled and the Green color indicates for fulfilled as shown below:

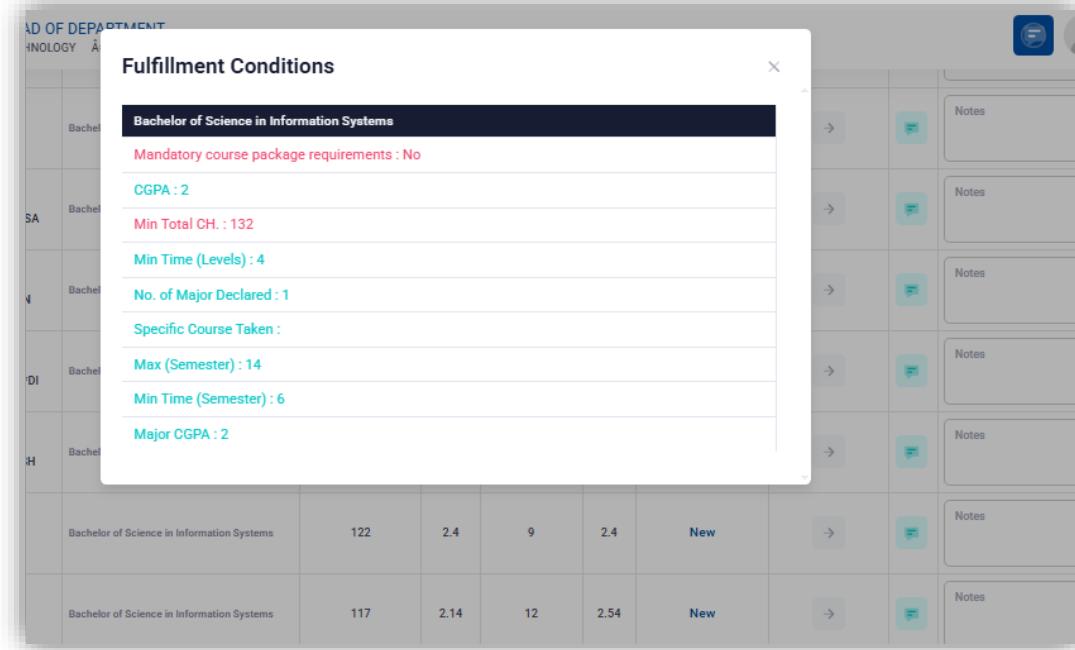


Figure 7 - Fulfillment conditions

4-approve expected to graduate steps

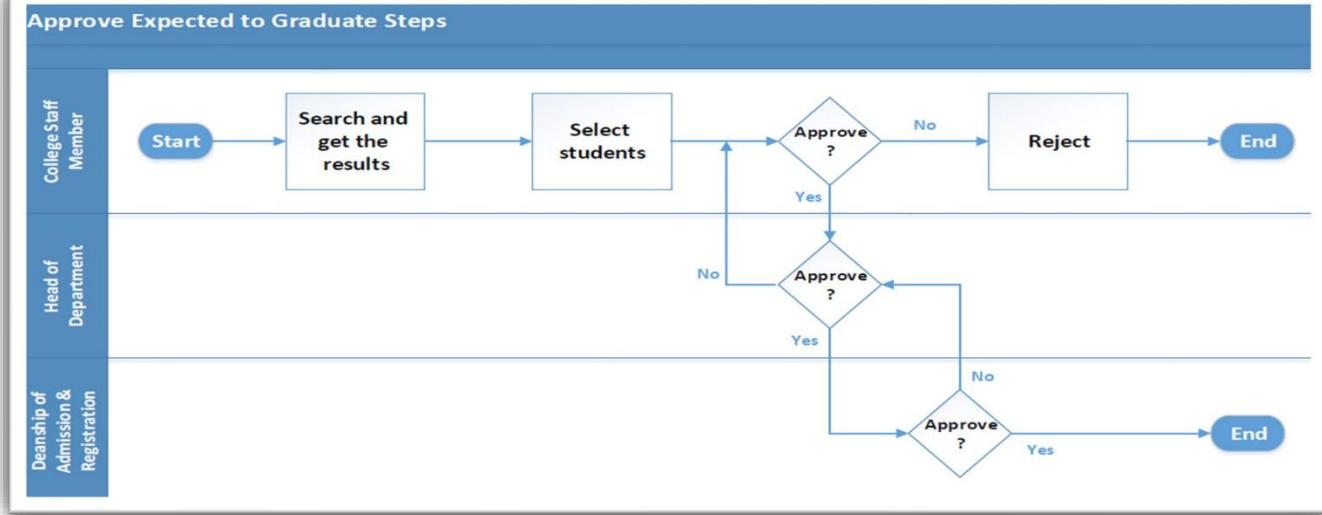


Figure 8 - Approve expected to graduate steps

5-Search samples:

The search can be done by several criteria, such as: Approved by Registration and Rejected by Registration, as shown below:

DR*****LI / HEAD OF DEPARTMENT
COLLEGE OF INFORMATION TECHNOLOGY INFORMATION SYSTEMS 2025/2026 - FIRST

Home / Students Follow up / Approve expected to graduate

UG PG

College: College of Information Technology | Department: Information Systems | Expected Graduation Year: 2025/2026 | Semester: First

Program: Select | Enrollment Status: All | Students Fulfillment:

Status: Under Supervisor

- Approve No Change
- Approve With Change
- Approved by Advisor
- Approved by committee
- Approved by dean
- Approved by Force
- Approved by Head of Dep
- Approved By Referrer
- Approved by Registration**
- Approved By Reviewer
- Approved by Supervisor
- ClosedByRegistration
- Grade changed for student
- Grade Entered

Selected | Reject Selected | Export To Excel

Search Result: 12 Record

| | Student | Major | Accum Passed CH | MCGPA |
|--------------------------|--------------------------|--|-----------------|-------|
| <input type="checkbox"/> | ID: 20188095 BA*****H | Bachelor of Science in Information Systems | 137 | 2.04 |
| <input type="checkbox"/> | ID: 202100506 | Bachelor of Science in Cybersecurity | 117 | 2.61 |

Fulfillment Cond. | Notes | Note

Figure 9 - Search sample