



# 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 displays a web application interface for a college dean. On the left is a sidebar menu with a search bar and a list of navigation items: 'Viewing', 'Students Follow up' (expanded), 'View Students Data', 'Student Absence', 'Followup', 'Students projects', 'Students Grades', 'Appeals', 'Post Graduate', 'Admission', 'Expected or Fulfilled Student(s)' (highlighted with a red box), and 'Student Case Study'. The main content area is titled 'COLLEGE OF LAW - 2025/2026 - FIRST' and shows the user as 'COLLEGE DEAN'. Below the title is a breadcrumb trail: 'Home / Students Follow up / Expected or Fulfilled Student(s)'. The interface includes radio buttons for 'UG' (selected) and 'PG'. There are four dropdown menus: 'College' (College of Law), 'Department' (All), 'Expected Graduation Year' (2025/2026), and 'Semester' (First). Below these are two more dropdowns: 'Program' (Select) and 'Status' (All). To the right of the 'Status' dropdown is a text input field for 'Student ID'. Below the dropdowns is an 'Enrollment Status' dropdown set to 'All' and a checkbox for 'Students Fulfilled Graduation Requirements'. At the bottom of the form are 'Search' and 'Reset' buttons.

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 ☐ 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	MC GPA	Sem. Total CH	CGPA	Request Status	Fulfillment Cond.	Notes	Note
<input type="checkbox"/>	ID: 20199718 MA*****@	Bachelor of Law	134	1.92	0	2.07	New	→		Notes
<input type="checkbox"/>	ID: 202002205 AY*****@	Bachelor of Law	122	3.19	12	3.25	New	→		Notes
<input type="checkbox"/>	ID: 202002322 DO*****AN	Bachelor of Law	122	2.3	12	2.35	New	→		Notes
<input type="checkbox"/>	ID: 202002336 AS*****@	Bachelor of Law	128	2.3	6	2.4	New	→		Notes
<input type="checkbox"/>	ID: 202002572 SA*****@	Bachelor of Law	122	2.44	15	2.48	New	→		Notes

Figure 3 – search result

The screenshot displays a web application interface for student data. On the left, there is a sidebar with navigation options: Home / Students, UG (undergraduate), College (College of Information Technology), Program (Bachelor of Science in Information Systems), Enrollment Status (All), Search, Search Result (125 Record), and Student. The main content area shows the student's ID (20161604) and RA. A 'Preview' button is visible. The 'Academic Data' tab is active, showing a table of course packages. The table has columns: State, Course Package, Required CH, Passed CH, and Package Type. The data shows a total of 132 required CH and 134 passed CH (101.52%).

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 (300%)	Elective
Bachelor of Science in Information Systems	UR Arabic	3	3 (100%)	Core
<b>Total</b>		<b>132</b>	<b>134 (101.52%)</b>	

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:

1 of 1 Find | Next

University of Bahrain  
Head of Department

**My Academic Plan**  
Student Code: 20161604, Student Name: RA\*\*\*\*\*S

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 :		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	Equivalent 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	Equivalent 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

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 OM*****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:

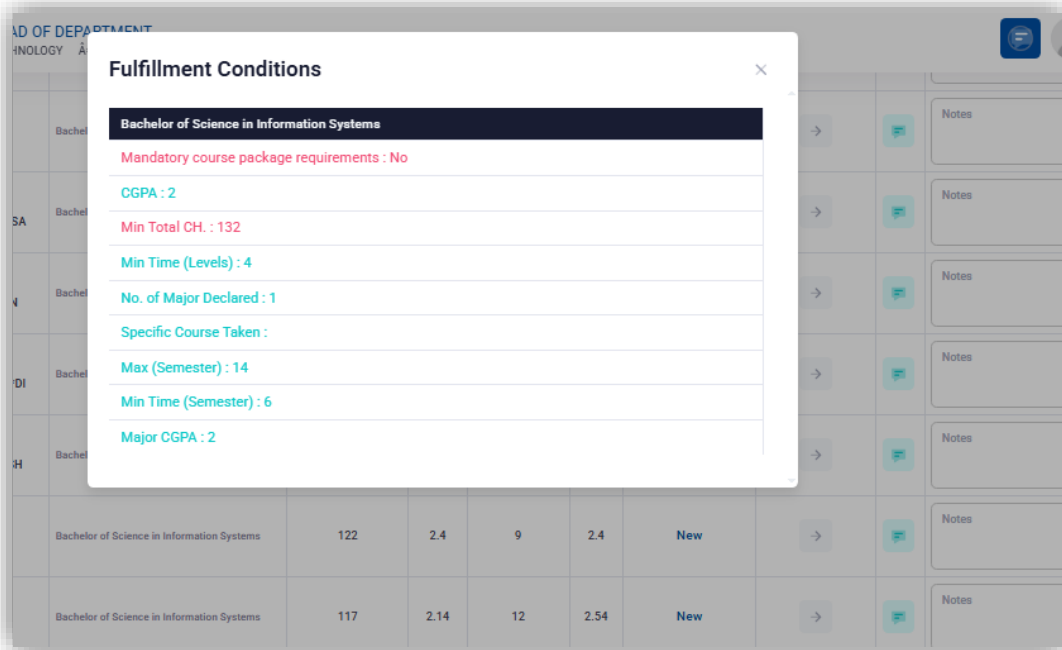


Figure 7 - Fulfillment conditions

### 4-approve expected to graduate steps

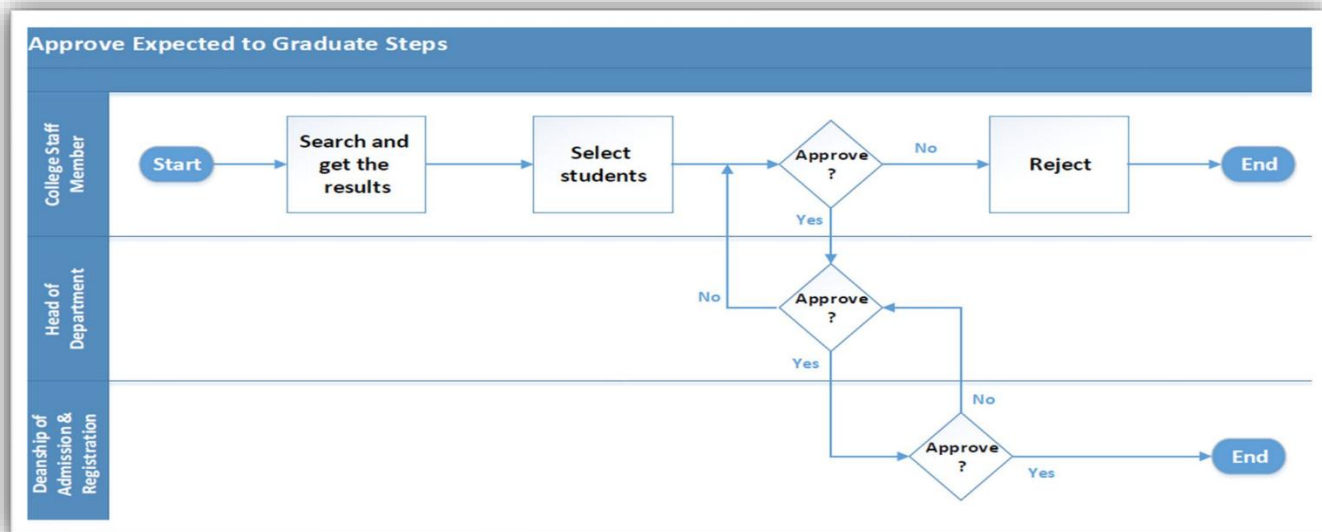


Figure 8 - Approve expected to graduate steps

## 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    Status: Under Supervisor    Student ID: Student ID

Enrollment Status: All    ☐ Students Fulfill

**Search Result**  
12 Record    ☒ By Department    ☐ By Advisor

<input type="checkbox"/>	Student	Major	Accum Passed CH	MCGPA	Status	Fulfillment Cond.	Notes	Note
<input type="checkbox"/>	ID: 20188095 BA*****[H]	Bachelor of Science in Information Systems	137	2.04	Approved by Registration	→	Notes	Notes
<input type="checkbox"/>	ID: 202100506	Bachelor of Science in Cybersecurity	117	2.61	Grade Entered	→	Notes	Notes

Selected       

Figure 9 - Search sample