



# New Student Information System User Manual

User Account: College Dean  
Function: Faculty Academic Load

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## A. System Overview

- From the Faculty Follow-up menu, the College Dean can select the screen “**Faculty Academic Load**” to view the faculty academic load of staff members.

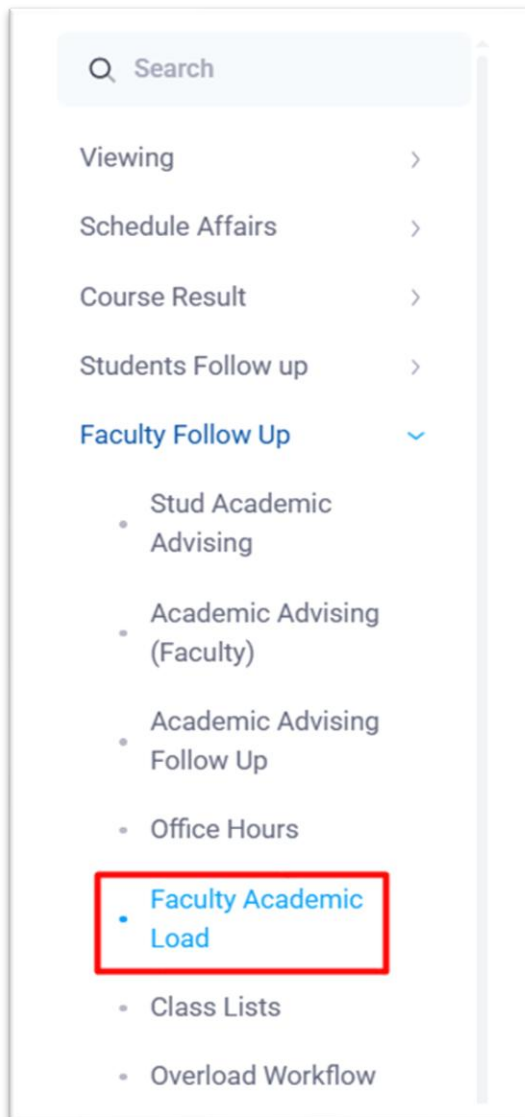


Figure 1- Faculty Academic Load

## B. Instructions

This screen allows the College Dean view the faculty academic load of staff members.

1. View the faculty academic load:

Home / Faculty Follow Up / Faculty Academic Load

College  
College of Information Technology

Department  
Information Systems

Academic Year  
2023/2024

Semester  
Second

Faculty Name  
Abrar Al

Search

Reset

Standard Academic Load: 15 Hour

LEC: 6 Hour

Course	Section	Course Teaching	CH	Extra Load
CODE:ITIS333 HUMAN COMPUTER INTERACTION	01	LEC	3	<input type="checkbox"/>
CODE:ITIS333 HUMAN COMPUTER INTERACTION	02	LEC	3	<input type="checkbox"/>

LAB: 6 Hour

Course	Section	Course Teaching	CH	Extra Load
CODE:ITIS333 HUMAN COMPUTER INTERACTION	01	LAB	3	<input type="checkbox"/>
CODE:ITIS333 HUMAN COMPUTER INTERACTION	02	LAB	3	<input type="checkbox"/>

Figure 2- view the faculty academic load

## 2. Search for specific staff:

Home / Faculty Follow Up / Faculty Academic Load

College
College of Information Technology
Department
Information Systems
Academic Year
2025/2026
Semester
First
Faculty Name
Faculty Name

Search
Reset

Use Search to show results

Faculty Staff Advanced Search

College
College of Information Technology
Department
Information Systems
Job Degree
Select
Job Status
Active
Staff Name
Staff Name

Staff Code
CPR

Search
Reset

Search Result
61 Record
Export to Excel

Staff Name	Associated Department	Job Degree
<input type="checkbox"/> Abdulkarim Mohammed Mamoun A.karim A.aziz Katbi	Information Systems	Instructor
<input checked="" type="checkbox"/> Abrar Abdulwahab Radhi Salem Alhalwachi	Information Systems	Demonstrator
<input type="checkbox"/> Ameera Yusuf Jaafar Mohamed Abbas Alkhuzael	Information Systems	Instructor
<input type="checkbox"/> DR. ABDELAZIZ GUERROUAT	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. Ahmed Mohammed Zeki	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. Ali Hussein Zolait	Information Systems	Associate Professor
<input type="checkbox"/> Dr. Amal Mohamed Alrayes	Information Systems	Assistant Professor
<input type="checkbox"/> DR. AMERAH HAQIQI ABDULRAZAK	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. Athraa Sayed Abbas AlMosawi	Information Systems	Assistant Professor
<input type="checkbox"/> DR. Ehab Juma Adwan	Information Systems	Assistant Professor

1
2
3
4
5
6
7
10

Select
Cancel

Home / Faculty Follow Up / Faculty Academic Load

College
College of Information Technology
Department
Information Systems
Academic Year
2023/2024
Semester
Second
Faculty Name
Abrar Abdulwahab Radhi Salem Alhalwachi

Search
Reset

Figure 4: Search for specific staff