University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

New Student Information System User Manual

User Account: College Dean

Function: New Enrolled Student Preferences

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A. System Overview

- From the Students Follow up menu, the College Dean can select the screen "**New Enrolled Student Preferences**" to view the students' Withdrawal Requests.
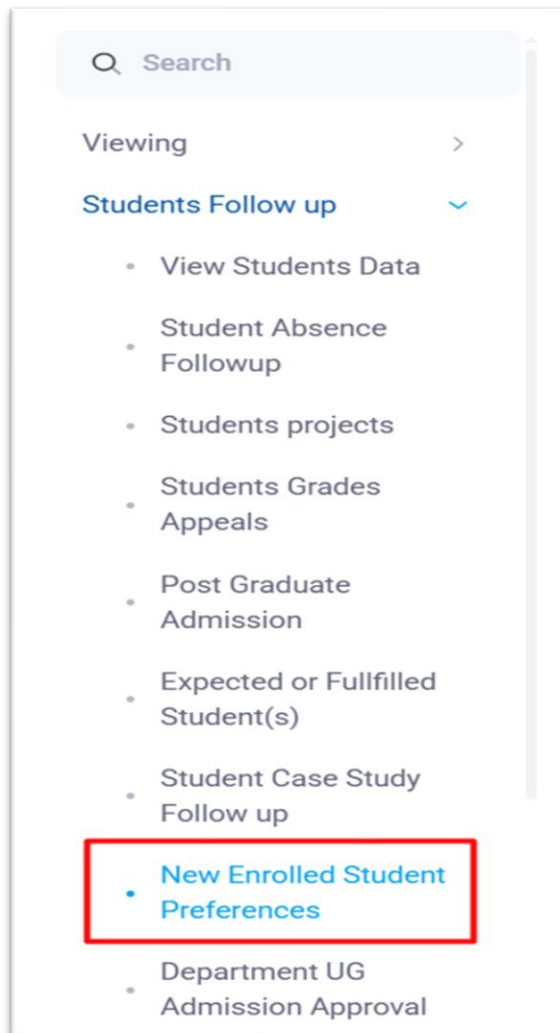

Figure 1: New Enrolled Student Preferences

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B. Instructions

This screen allows the College Dean to view the students' Withdrawal Requests.

1. Search for students:

Figure 2 – Search for students

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2. Send Message:

Also the College Dean can select students from the search result to send them a message, as the College Dean can send this message to only the selected students or all.
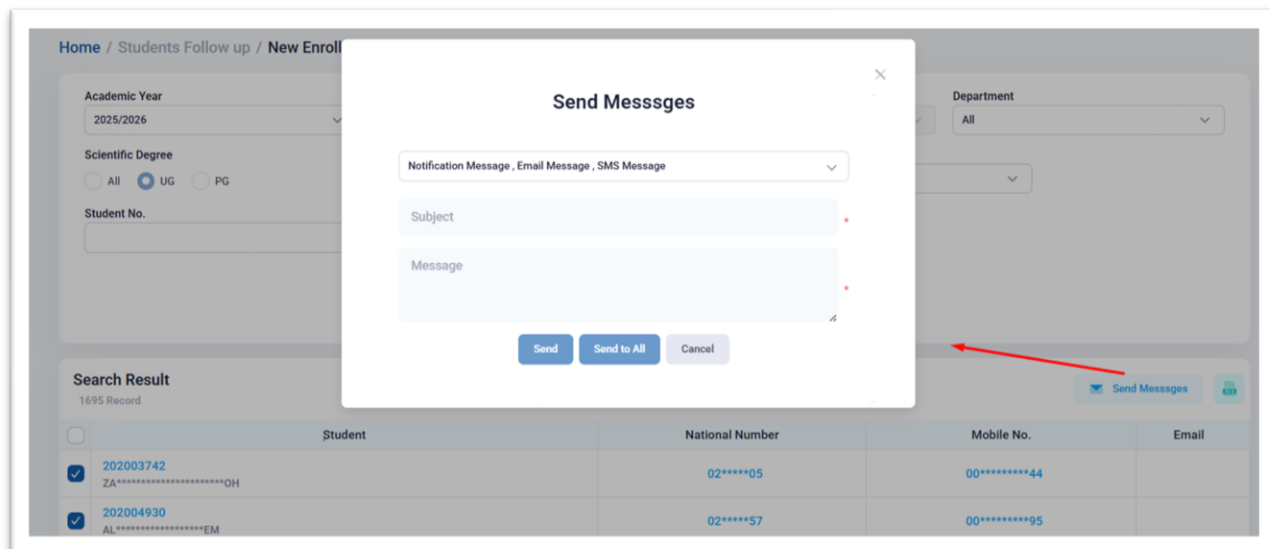

Figure 3 – Send Message