



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.

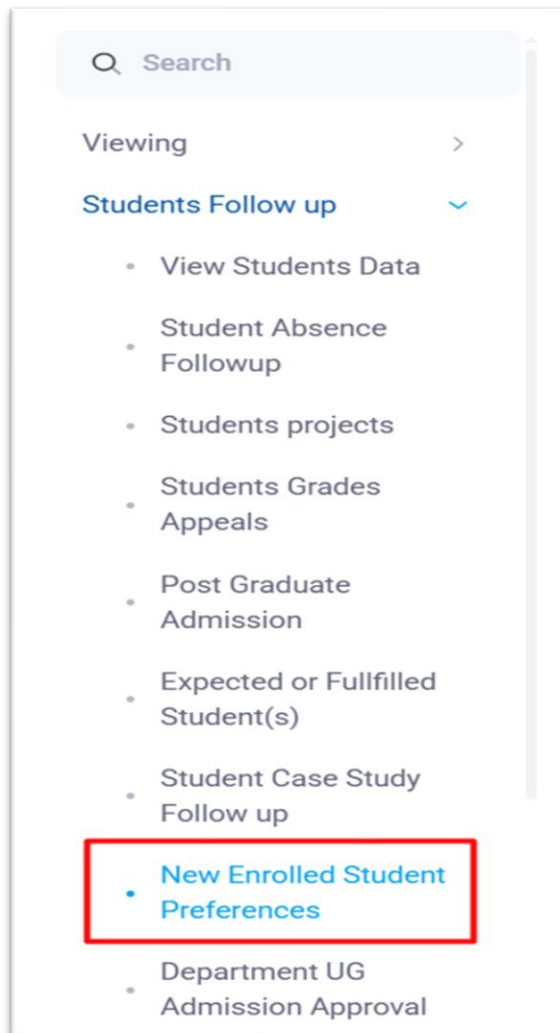


Figure 1: New Enrolled Student Preferences

B. Instructions

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

1. Search for students:

Home / Students Follow up / New Enrolled Student Preferences

Academic Year
2025/2026

Semester
First

College
College of Business Administration

Department
All

Scientific Degree
☐ All
☒ UG
☐ PG

Major
All

Student No.

Have Preferences in Stage B
☒ All
☐ Yes
☐ No

Search
Reset

Search Result
1695 Record

Send Messages
133

<input type="checkbox"/>	Student	National Number	Mobile No.	Email
<input type="checkbox"/>	202003742 ZA*****OH	02*****05	00*****44	
<input type="checkbox"/>	202004930 AL*****EM	02*****57	00*****95	

Figure 2 – Search for students

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.

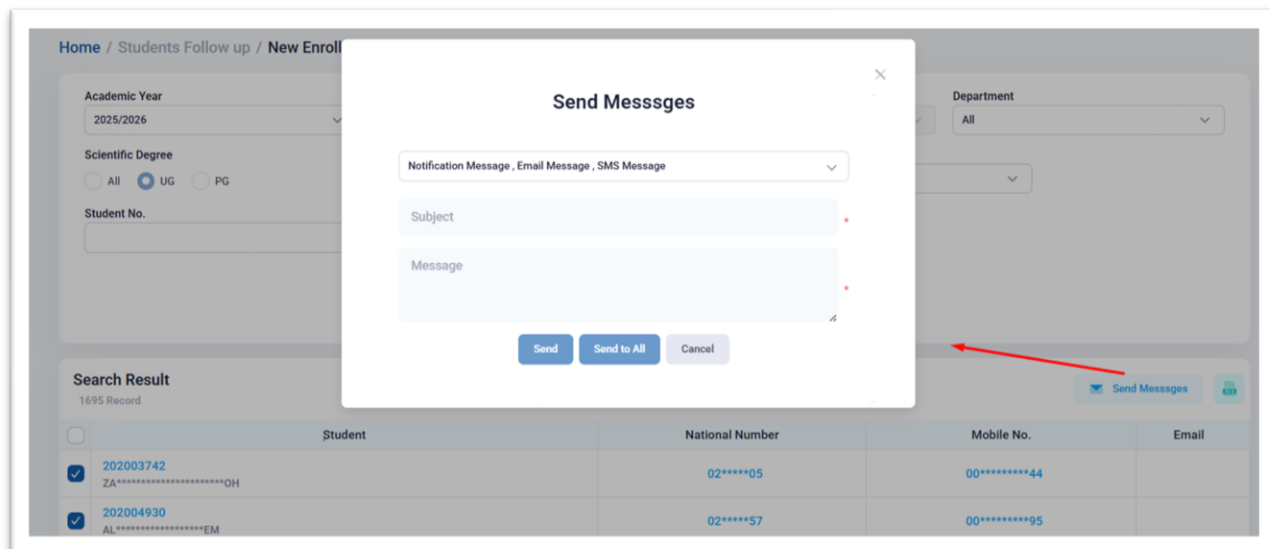


Figure 3 – Send Message