New Student Information System User Manual

User Account: College Dean

Function: Office Hours

Contents

A. System Overview 3

B. Instructions 4

1.search for office hours..... 4
2.search for office hours for specific staff..... 5

A. System Overview

- From the Faculty Follow-up menu, the College Dean can select the screen "**Office Hours**" to search for the students included or not in academic advising, and assign them to academic advisor.

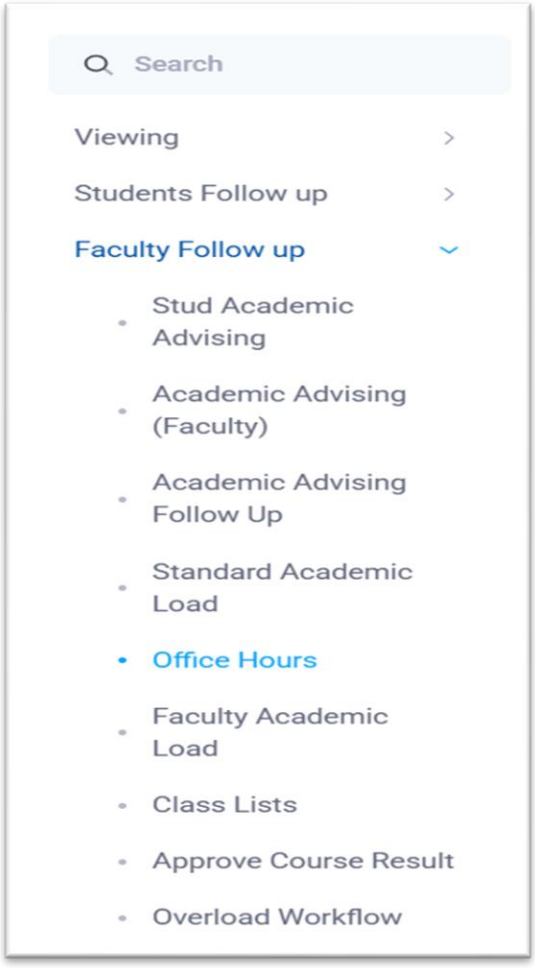

Figure 1-office hours

B. Instructions

This screen allows the College Dean view the recorded office hours by the faculty members in his department.

1. search for office hours :

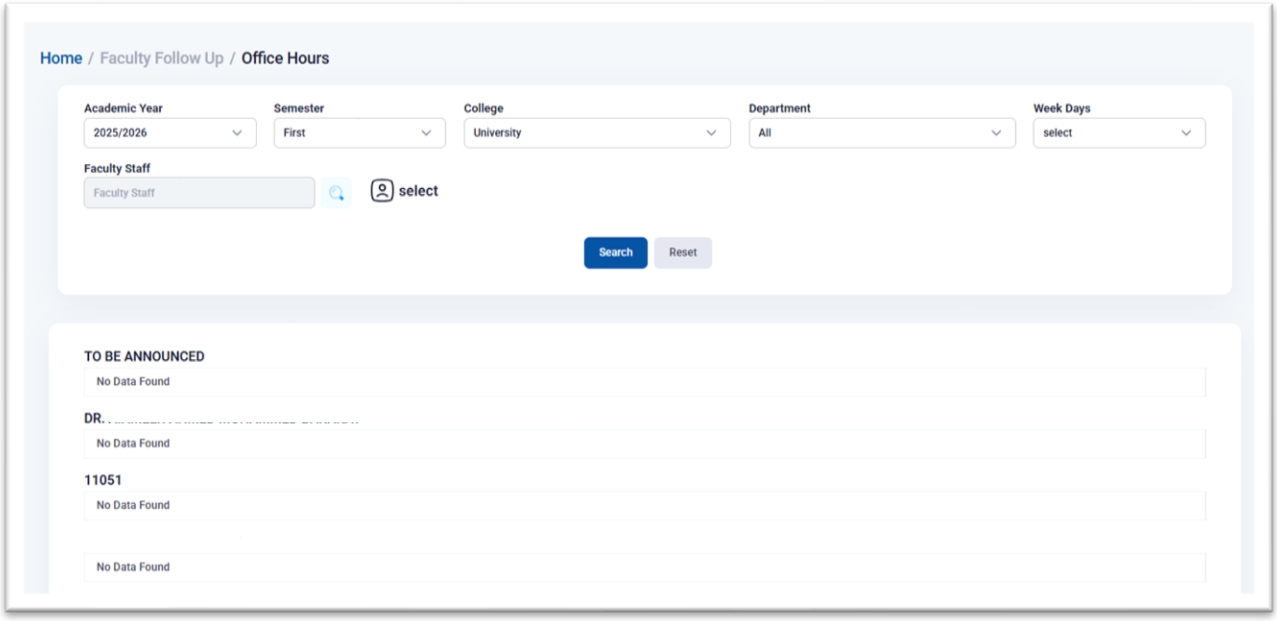

Figure 2- search for office hours

2. Search for office hours for specific staff:

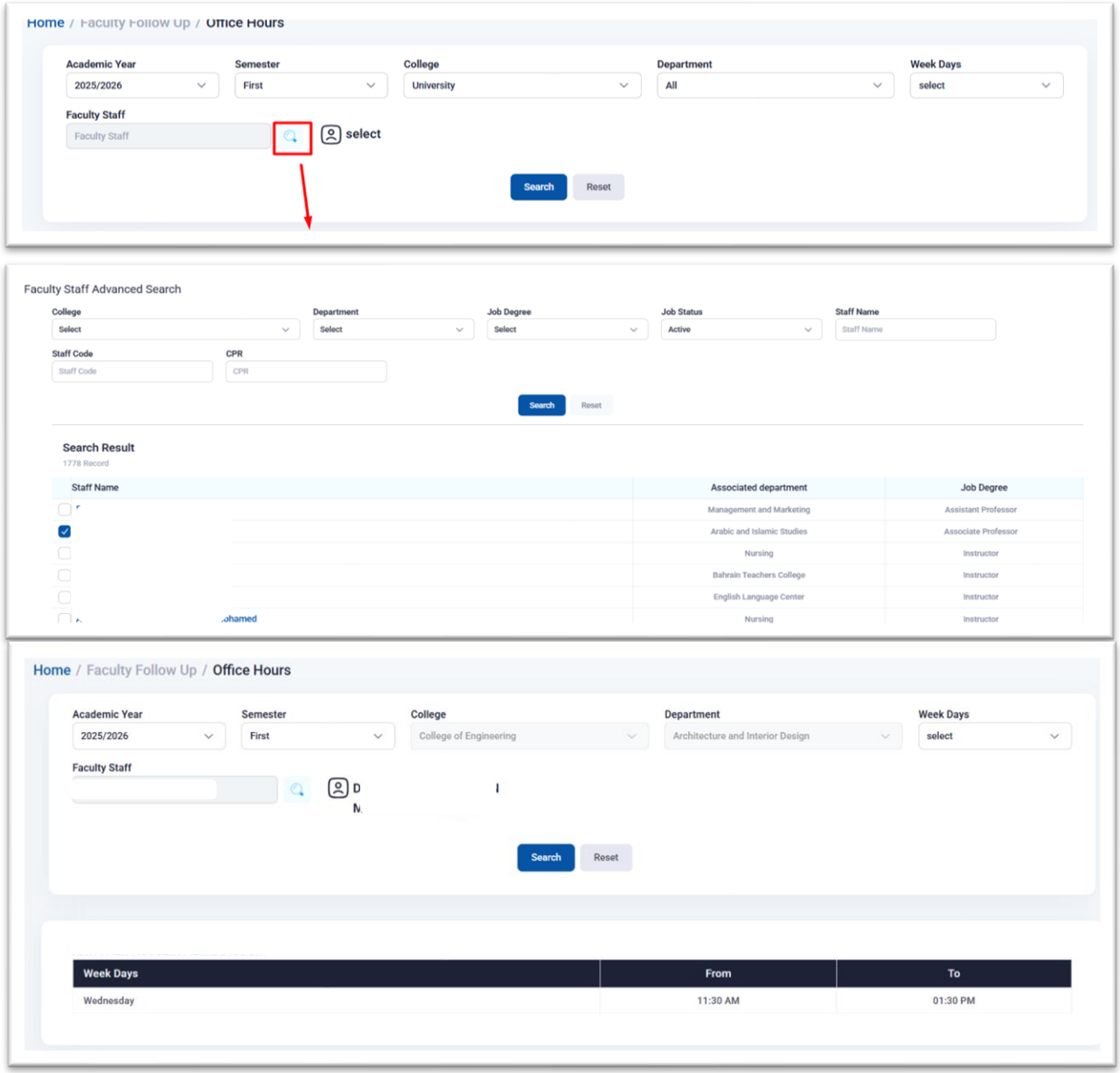

Figure 3: Search for office hours for specific staff