



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.

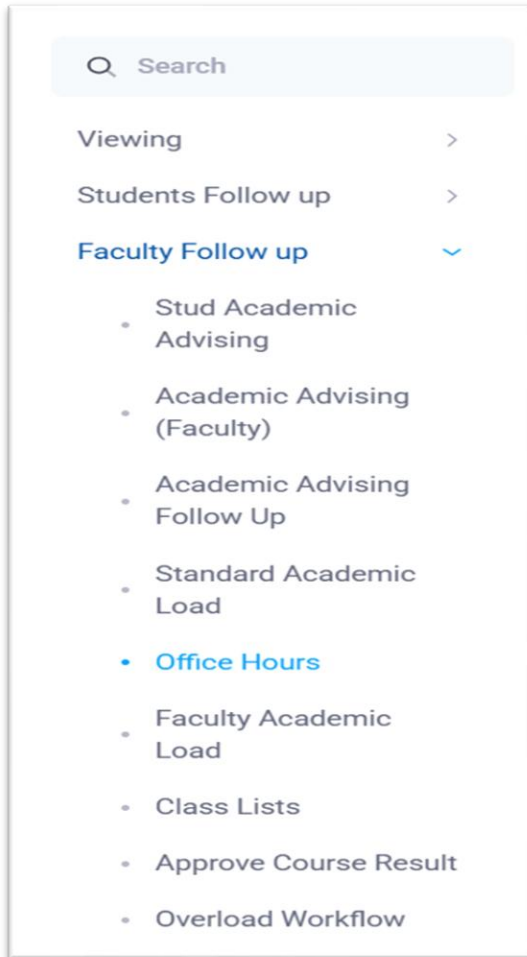


Figure 1-office hours

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 :

Home / Faculty Follow Up / Office Hours

Academic Year: 2025/2026
Semester: First
College: University
Department: All
Week Days: select

Faculty Staff: Faculty Staff

Search Reset

TO BE ANNOUNCED
No Data Found

DR.
No Data Found

11051
No Data Found


No Data Found

Figure 2- search for office hours

2. Search for office hours for specific staff:

Home / Faculty Follow Up / Office Hours

Academic Year: 2025/2026 Semester: First College: University Department: All Week Days: select

Faculty Staff: Faculty Staff  select

Search Reset

Faculty Staff Advanced Search







College: Select Department: Select Job Degree: Select Job Status: Active Staff Name: Staff Name

Staff Code: Staff Code CPR: CPR

Search Reset

Search Result



1778 Record

Staff Name	Associated department	Job Degree
<input type="checkbox"/> 	Management and Marketing	Assistant Professor
<input checked="" type="checkbox"/> 	Arabic and Islamic Studies	Associate Professor
<input type="checkbox"/> 	Nursing	Instructor
<input type="checkbox"/> 	Bahrain Teachers College	Instructor
<input type="checkbox"/> 	English Language Center	Instructor
<input type="checkbox"/> 	Nursing	Instructor

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Home / Faculty Follow Up / Office Hours

Academic Year: 2025/2026 Semester: First College: College of Engineering Department: Architecture and Interior Design Week Days: select

Faculty Staff:   D N

Search Reset

Week Days	From	To
Wednesday	11:30 AM	01:30 PM

Figure 3: Search for office hours for specific staff