



New Student Information System

User Manual

User Account: College dean

Function: Suggested Capacity Plan

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First: System Overview

From the(my E-services)menu, the college dean can select the screen “**Suggested capacity plan (workflow)**” can suggest student numbers to be accepted for each program for both newly admitted students and transfer students, and send the suggestions for approval..

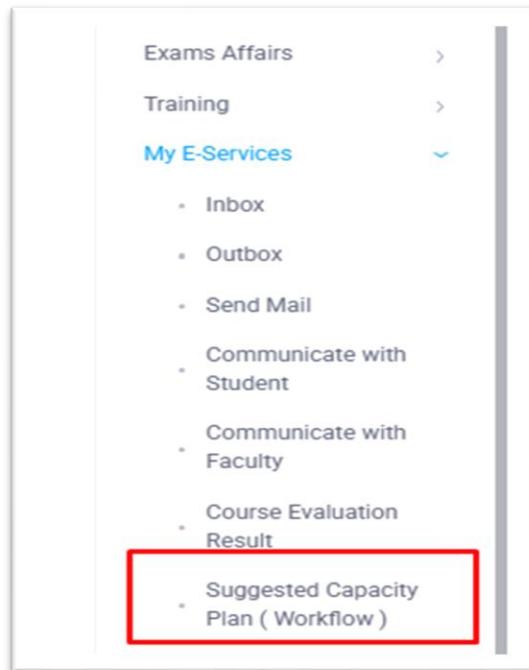
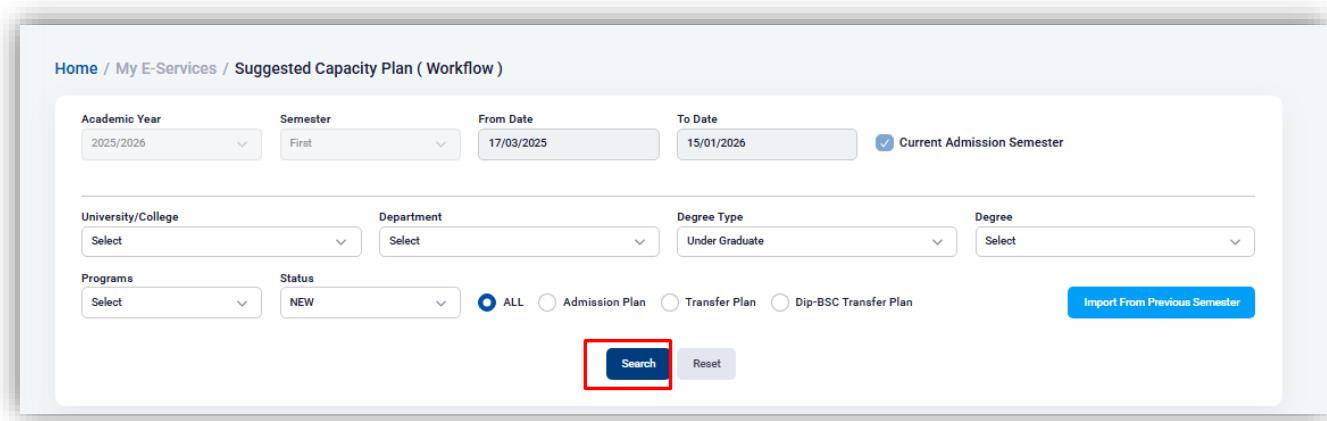


Figure 1 – Suggest capacity plan (workflow)

Second: Brief about the request

This screen is used to specify student numbers to be accepted for each program for both newly admitted students and transfer students. In addition, Heads of Departments, College Deans, and the Dean of Registration and Admission must approve these quota numbers..

Third: Steps of using the request



Home / My E-Services / Suggested Capacity Plan (Workflow)

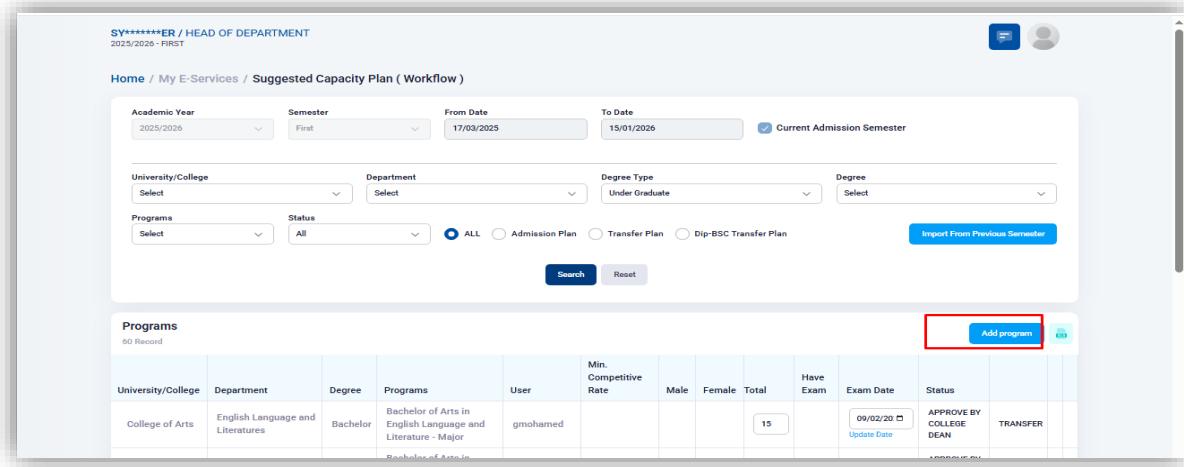
Academic Year: 2025/2026 Semester: First From Date: 17/03/2025 To Date: 15/01/2026 Current Admission Semester

University/College: Select Department: Select Degree Type: Under Graduate Degree: Select

Programs: Select Status: NEW ALL Admission Plan Transfer Plan Dip-BSC Transfer Plan Import From Previous Semester

Search **Reset**

Figure 2 – Search for students



SY*****ER / HEAD OF DEPARTMENT
2025/2026 - FIRST

Home / My E-Services / Suggested Capacity Plan (Workflow)

Academic Year: 2025/2026 Semester: First From Date: 17/03/2025 To Date: 15/01/2026 Current Admission Semester

University/College: Select Department: Select Degree Type: Under Graduate Degree: Select

Programs: Select Status: All ALL Admission Plan Transfer Plan Dip-BSC Transfer Plan Import From Previous Semester

Search **Reset**

Programs
60 Record

| University/College | Department | Degree | Programs | User | Min. Competitive Rate | Male | Female | Total | Have Exam | Exam Date | Status |
|--------------------|----------------------------------|----------|--|----------|-----------------------|------|--------|-------|---------------------------|-------------------------|----------|
| College of Arts | English Language and Literatures | Bachelor | Bachelor of Arts in English Language and Literature - Major Bachelor of Arts in | gmohamed | | | | 15 | 09/02/2025 Update Data | APPROVE BY COLLEGE DEAN | TRANSFER |

Add program

Figure 3 – Add program

1. Begin by specifying all the following (College, Department, Degree, Program, Quota Total).

2. Select Admission if this quota is for newly admitted students, or Transfer if this quota is for transfer students.

3. Click Add.

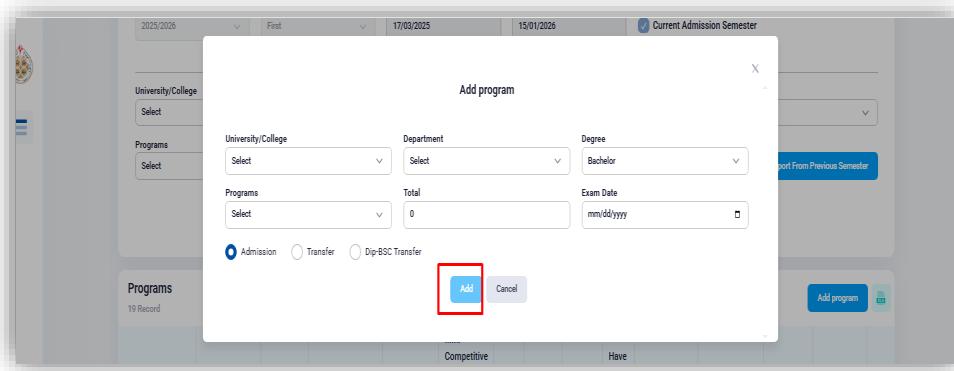


Figure 4 – Add button

4. The college dean can prove or reject students rejected by admission.

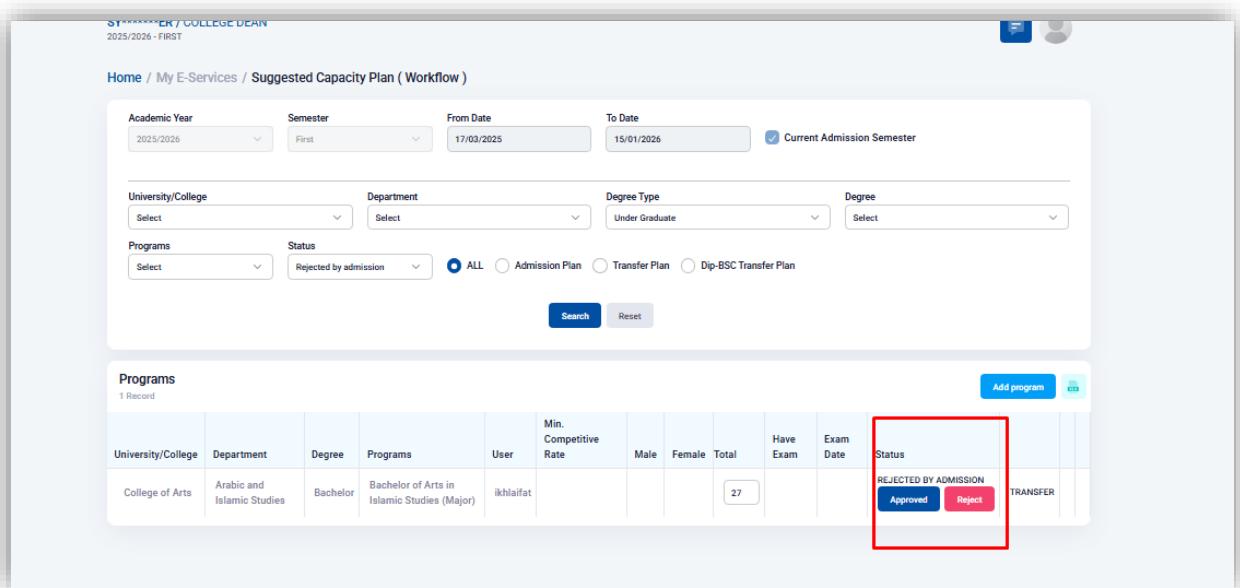


Figure 5 – Approve and Reject button

5- The college dean can prove or reject students approved by the head of the department

Home / My E-Services / Suggested Capacity Plan (Workflow)

| Academic Year | Semester | From Date | To Date | | | | |
|--|--------------------------------|---|------------|--|--|--|--|
| 2025/2026 | First | 17/03/2025 | 15/01/2026 | <input checked="" type="checkbox"/> Current Admission Semester | | | |
| University/College | Department | Degree Type | Degree | | | | |
| Select | Select | Under Graduate | Select | | | | |
| Programs | Status | | | | | | |
| Select | Approved By Head of Department | <input checked="" type="radio"/> ALL <input type="radio"/> Admission Plan <input type="radio"/> Transfer Plan <input type="radio"/> Dip-BSC Transfer Plan | | | | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | | | | | |

Programs
11 Record

| University/College | Department | Degree | Programs | User | Min. Competitive Rate | Male | Female | Total | Have Exam | Exam Date | Status | TRANSFER |
|------------------------|--|----------|---|----------|-----------------------|------|--------|--------|-----------|-----------|--------------------------------|---|
| College of Engineering | Civil Engineering | Bachelor | Bachelor of Science in Civil Engineering | mjahjouh | | | | 20 | | | APPROVED BY HEAD OF DEPARTMENT | <input type="button" value="Approved"/> <input type="button" value="Reject"/> |
| College of Engineering | Electrical and Electronics Engineering | Bachelor | Bachelor of Science in Electrical Engineering | zkbahri | | | | 5 | | | APPROVED BY HEAD OF DEPARTMENT | <input type="button" value="Approved"/> <input type="button" value="Reject"/> |
| College of Engineering | Electrical and Electronics Engineering | Bachelor | Bachelor of Science in Electronics and Communications Engineering | zkbahri | | | | 5 | | | APPROVED BY HEAD OF DEPARTMENT | <input type="button" value="Approved"/> <input type="button" value="Reject"/> |
| Others | Others | Others | Others | Others | | | | Others | | | APPROVED BY HEAD OF DEPARTMENT | |

Figure 6 – another status college dean can approve and reject

