



New Student Information System User Manual

User Account: College dean
Function: Suggested Capacity Plan

Contents

First: System Overview	3
Second: Brief about the request-----	4
Third: Steps of using the request-----	4

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..

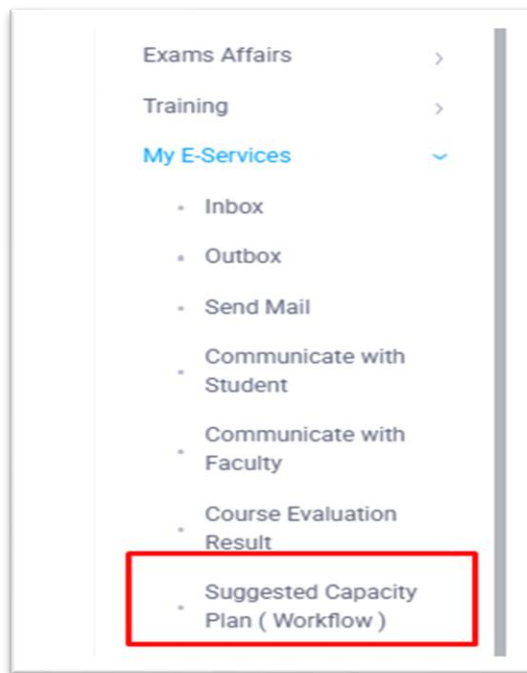


Figure 1 – Suggest capacity plan (workflow)

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

Figure 2 – Search for students

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	gmohamed				15		09/02/2025 <small>Update Date</small>	APPROVE BY COLLEGE DEAN	TRANSFER

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.

University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status
College of Arts	Arabic and Islamic Studies	Bachelor	Bachelor of Arts in Islamic Studies (Major)	ikhlaifat				27			REJECTED BY ADMISSION Approved Reject

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: 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: ☒ Approved By Head of Department ☐ ALL ☐ Admission Plan ☐ Transfer Plan ☐ Dip-BSC Transfer Plan

[Search](#) [Reset](#)

Programs
11 Record [Add program](#)

University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status	
College of Engineering	Civil Engineering	Bachelor	Bachelor of Science in Civil Engineering	mjahjoush				20			APPROVED BY HEAD OF DEPARTMENT Approved Reject	TRANSFER
College of Engineering	Electrical and Electronics Engineering	Bachelor	Bachelor of Science in Electrical Engineering	zkbahri				5			APPROVED BY HEAD OF DEPARTMENT Approved Reject	TRANSFER
College of Engineering	Electrical and Electronics Engineering	Bachelor	Bachelor of Science in Electronics and Communications Engineering	zkbahri				5			APPROVED BY HEAD OF DEPARTMENT Approved Reject	TRANSFER
											APPROVED BY HEAD OF	

Figure 6 – another status college dean can approve and reject

