University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

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..
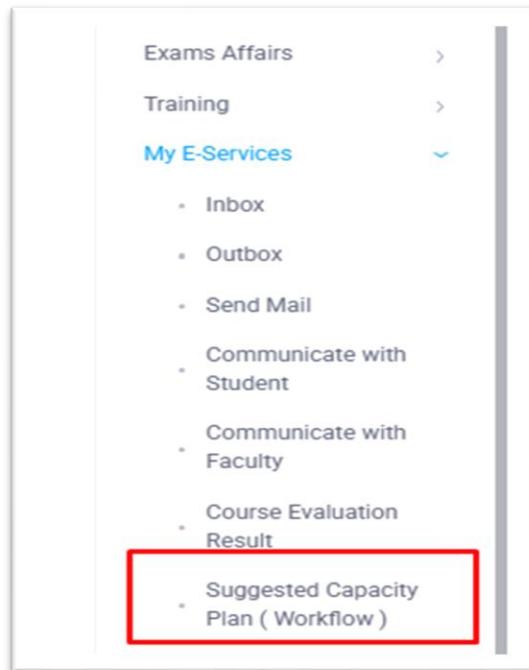

-                    **Figure 1 – Suggest capacity plan (workflow)**

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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
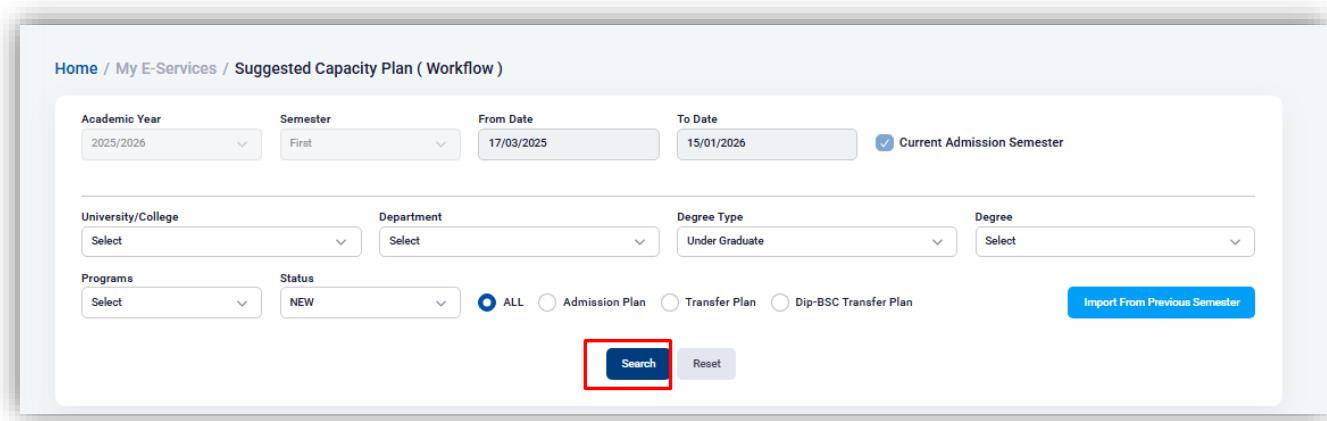
Figure 2 – Search for students
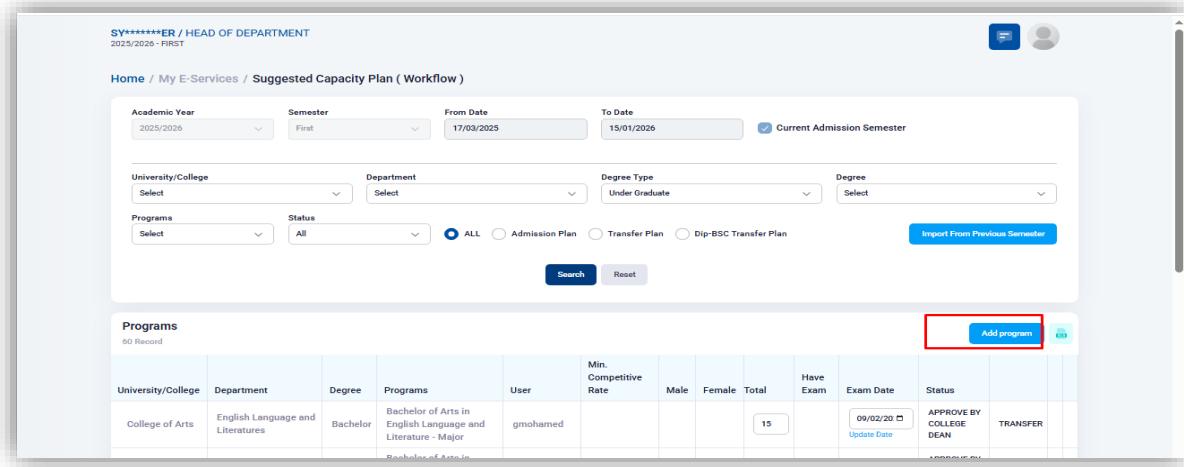
Figure 3 – Add program

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

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

3. Click Add.
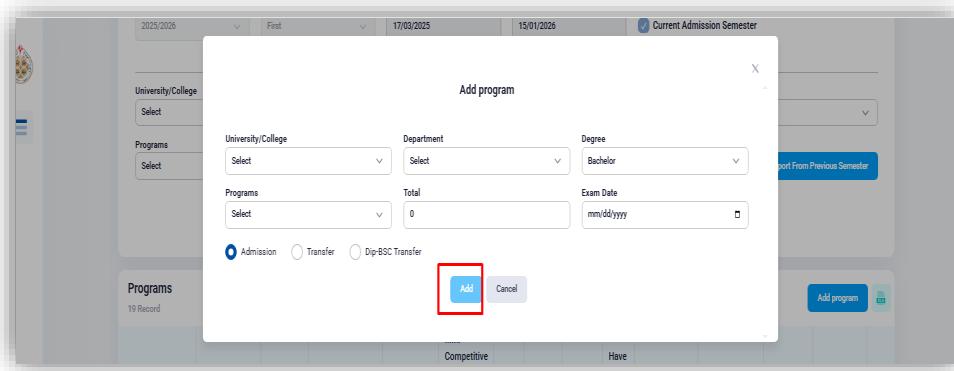
Figure 4 – Add button

4. The college dean can prove or reject students rejected by admission.
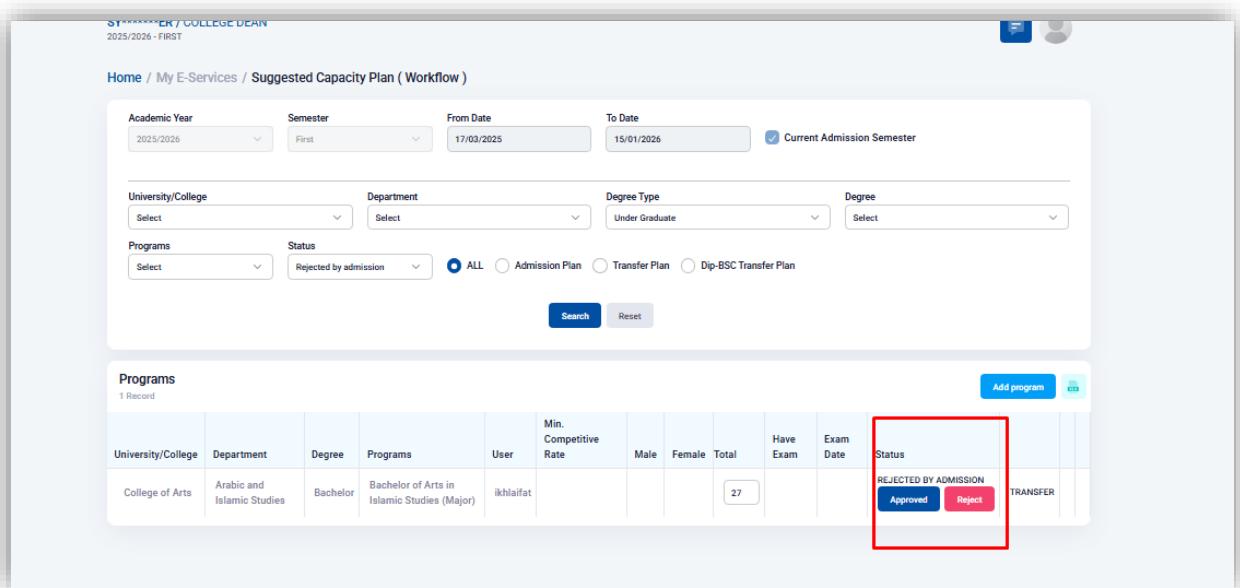
Figure 5 – Approve and Reject button

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

Figure 6 – anther status college dean can approve and reject

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