



New Student Information System User Manual

User Account: Head of Department

Function: Academic Advising Follow up

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A. System Overview

- From the Faculty Follow-up menu, the head of department can select the screen “**Academic Advising Follow Up**” to search for the students included in academic advising, and show their advising Data.

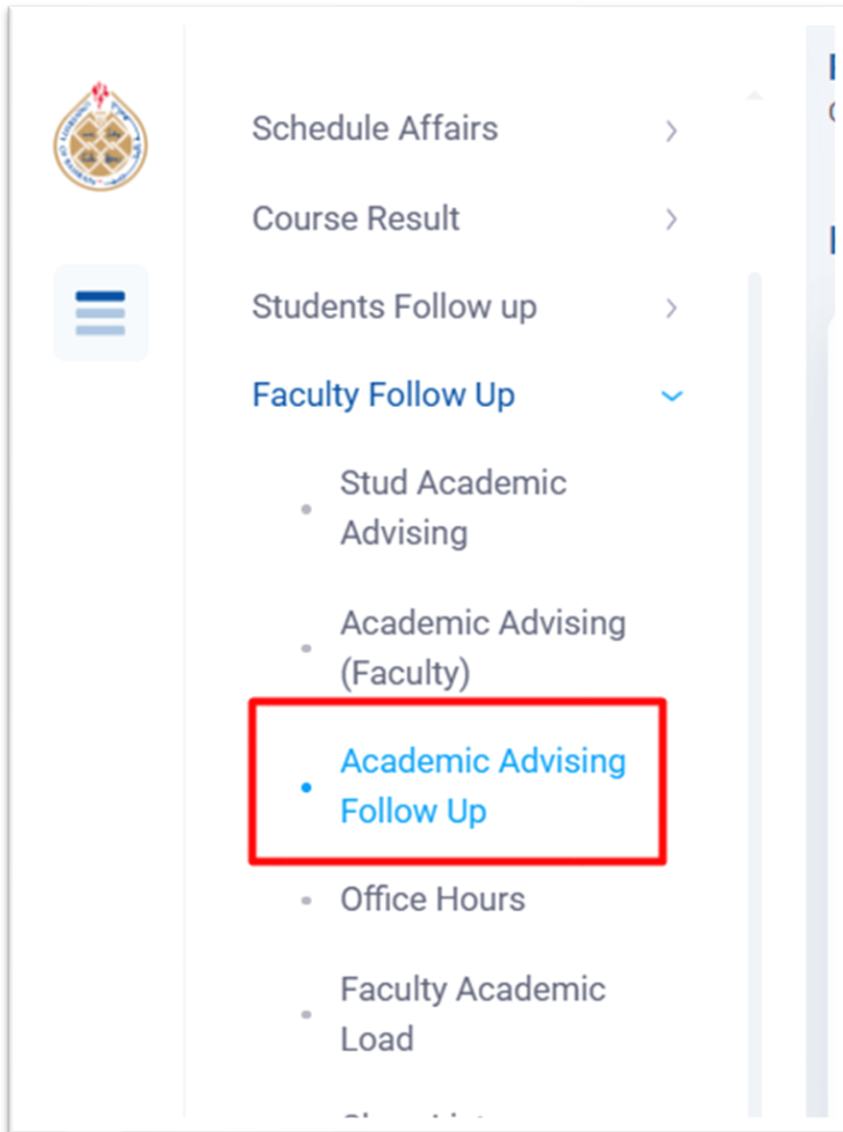


Figure 1 – Academic Advising Follow Up

B. Instructions

This screen allows the Head of Department to filter students based on many criteria, which help him/her to check students under academic advising and see the advising Data.

1. Search for students:

Search for students under advising using search criteria.

Home / Faculty Follow Up / Academic Advising Follow Up

Scientific Degree <input checked="" type="radio"/> All <input type="radio"/> UG <input type="radio"/> PG	Academic Advisor <input type="text" value="Academic Advisor"/>	Academic Year <input type="text" value="2025/2026"/>	Semester <input type="text" value="First"/>
College <input type="text" value="College of Business Administration"/>	Department <input type="text" value="Economic and Finance"/>	Degree <input type="text" value="All"/>	Major <input type="text" value="Select"/>
Minor/Specialization <input type="text" value="All"/>	Student ID <input type="text" value="Student ID"/>	Student Name <input type="text" value="Contains"/> <input type="text" value="Student Name"/>	CPR <input type="text" value="CPR"/>
Acad. Warning <input type="text" value="All"/>	Enrollment Status <input type="text" value="Select"/>	CGPA <input type="text" value=""/> : <input type="text" value=""/>	No. of Registered Courses <input type="text" value=""/> : <input type="text" value=""/>
Accum Passed CH <input type="text" value=""/> : <input type="text" value=""/>	Registered ch. between <input type="text" value=""/> : <input type="text" value=""/>	Repeat Failed <input type="text" value=""/> : <input type="text" value=""/>	Student progress % <input type="text" value=""/> : <input type="text" value=""/>
Repeat Succeeded <input type="text" value=""/> : <input type="text" value=""/>	Join Year / Semester <input type="text" value="Select"/> / <input type="text" value="Select"/>	Taken Training Courses Before <input type="text" value="All"/>	Paid <input type="text" value="All"/>
Under Academic Load Semester <input type="text" value="All"/>	Advising Category <input type="text" value="All"/>	Approved Courses <input type="text" value="All"/>	Absence Warning <input type="text" value="All"/>
Allow Register <input type="text" value="All"/>	<input type="checkbox"/> Students in waiting list <input type="checkbox"/> Student not have Minor <input type="checkbox"/> Student not have Specialization		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Figure 2 – Search for students

2. Advising Data

Also the HOD can see student's advising data.

Under Academic Load Semester: All
Advising Category: All
Approved Courses: All
Absence Warning: All

Allow Register: All
☐ Students in waiting list ☐ Student not have Minor ☐ Student not have Specialization

1- click on search → **Search** **Reset**

Search Result
1093 Record

2- click on details icon

Student	Major	Academic Advisor	Advising Data	Abs.Dtl.
ID : 1 YA*****MA	Doctor of Philosophy in Business Analytics (Finance)	Dr. Sumathi Kumaraswamy	→	0
ID : NA*****RI	Doctor of Philosophy in Business Analytics (Finance)	Dr. Sumathi Kumaraswamy	→	0
ID : MA*****QI	Doctor of Philosophy in Business Analytics (Finance)	Dr. Sumathi Kumaraswamy	→	0
ID : 2 YA*****LA	Doctor of Philosophy in Business Analytics (Finance)	Dr. Sumathi Kumaraswamy	→	0
ID : HA*****ED	Master of Science in Real Estate Development and Property Management	Dr. Ammar Barham	→	0

< 1 2 3 4 5 6 ... 219 > 5

Figure 3 – Advising Data

Home / Faculty Follow Up / Academic Advising Follow Up / Advising data

NA*****RI
Doctor of Philosophy in Business Analytics (Finance) (2021) (2021/2022) College of Business Administration

Advisor: DR. S
Student Phone: --
Sponsor: --
Scientific Degree: Doctorate
Main Language: --

Minor: --
Enrollment Status: ENROLLED
Academic Status: NORMAL STUDENT

CGPA: 3.87
MCGPA: 0
Accum Passed CH: 39

Academic Advising
1 Record

+ Add New Advising

Advising Date	Advising Subject	Adviser opinion
26/11/2025	examination	He/she was well-informed on the System of Study and Examinations at the University.

Figure 4 – Advising Data

3. Add New Advising

HOD can add new advising from Advising Data screen. After entering the advising data, the HOD can save the advising.

PR*****IR / HEAD OF DEPARTMENT
COLLEGE OF BUSINESS ADMINISTRATION • ECONOMIC

Home / Faculty Follow Up / Academic

NA*****RI
Doctor of Philosophy in Business Administration

Advisor DR. [REDACTED]
Student Phone --
Sponsor --
Scientific Degree Doctorate
Main Language --

Academic Advising
1 Record

Advising Date	Advising Subject
26/11/2025	examination

Student is Attended ☒ No ☐ Yes

It is necessary to repeat the failed courses instead of registering new courses.

11/26/2025

Advising Subject

It is necessary to repeat the failed courses instead of registering new courses.

Save New Advising

Save Cancel

1- click on Add New Advising

Add New Advising

Figure 5 – Add New Advising