



New Student Information System User Manual

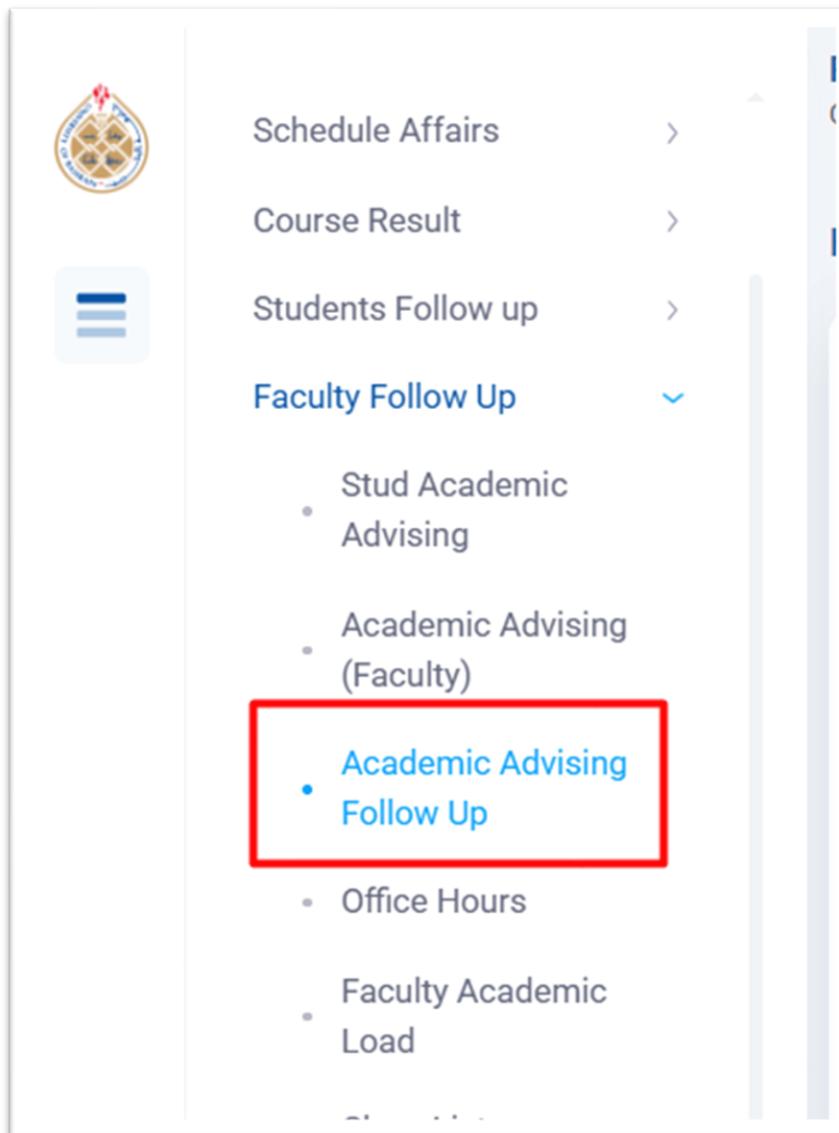
User Account: Head of Department
Function: Academic Advising Follow up

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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.

The screenshot shows a search interface for academic advising. At the top, there are dropdown menus for 'Scientific Degree' (All, UG, PG), 'Academic Advisor' (input field with a search icon), 'Academic Year' (2025/2026), and 'Semester' (First). Below these are sections for 'College' (College of Business Administration), 'Degree' (Economic and Finance), 'Major' (Select), 'Minor' (All), 'Minor/Specialization' (All), 'Student ID' (input field with 'Contains' dropdown), 'Student Name' (input field with 'Contains' dropdown), 'CPR' (CPR), 'Academic Status' (Select), 'Acad. Warning' (All), 'Enrollment Status' (Select), 'CGPA' (input field with colon), 'No. of Registered Courses' (input field with colon), 'Accum Passed CH' (input field with colon), 'Registered ch. between' (input field with colon), 'Repeat Failed' (input field with colon), 'Student progress %' (input field with colon), 'Repeat Succeeded' (input field with colon), 'Join Year / Semester' (Select / Select), 'Taken Training Courses Before' (All), 'Paid' (All), 'Under Academic Load Semester' (All), 'Advising Category' (All), 'Approved Courses' (All), 'Absence Warning' (All), 'Allow Register' (All), and checkboxes for 'Students in waiting list', 'Student not have Minor', and 'Student not have Specialization'. At the bottom are 'Search' and 'Reset' buttons.

Figure 2 – Search for students

2. Advising Data

Also the HOD can see student's advising data.

Figure 3 – Advising Data

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.

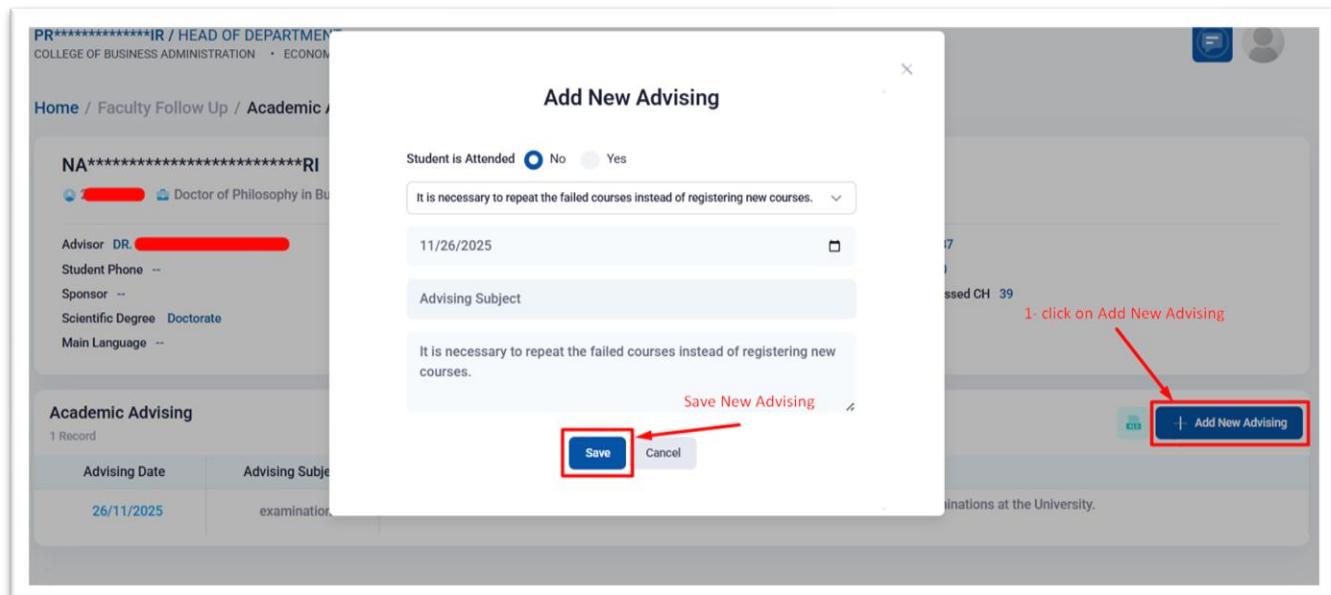


Figure 5 – Add New Advising