



New Student Information System

User Manual

User Account: Head of Department

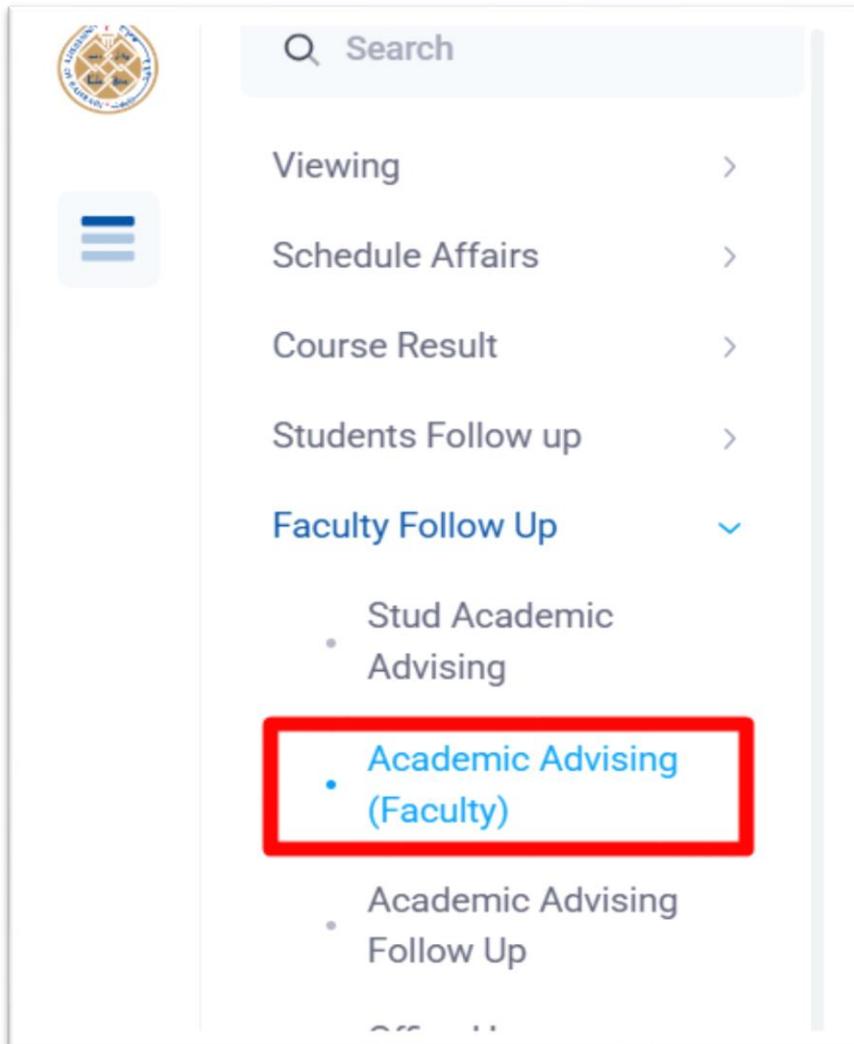
Function: Academic Advising(Faculty)

Contents

A. System Overview	3
B. Instructions	4
1. Search Academic Advisor:	4
2. Add Academic Advising.....	5
3. Update Students.....	6

A. System Overview

- From the Faculty Follow-up menu, the head of department can select the screen “**Academic Advising (Faculty)**” to search for the academic advisor.

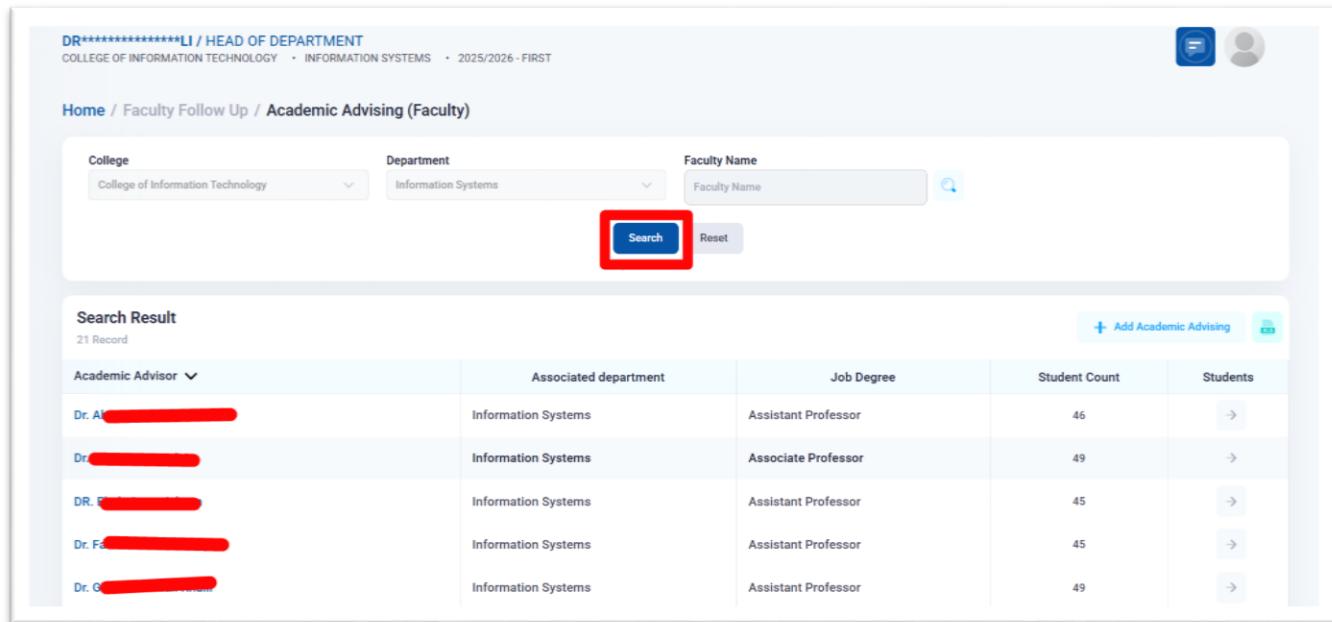


- Figure 1 – Academic Advising (Faculty)

B. Instructions

This screen allows the Head of Department to filter Academic Staff based on many criteria, which help him/her to assign academic advisor to students.

1. Search Academic Advisor:



DR*****LI / HEAD OF DEPARTMENT
COLLEGE OF INFORMATION TECHNOLOGY • INFORMATION SYSTEMS • 2025/2026 - FIRST

Home / Faculty Follow Up / Academic Advising (Faculty)

College	Department	Faculty Name	
College of Information Technology	Information Systems	Faculty Name	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Search Result
21 Record

Academic Advisor	Associated department	Job Degree	Student Count	Students
Dr. A [REDACTED]	Information Systems	Assistant Professor	46	<input type="button" value="→"/>
Dr. [REDACTED]	Information Systems	Associate Professor	49	<input type="button" value="→"/>
DR. F [REDACTED]	Information Systems	Assistant Professor	45	<input type="button" value="→"/>
Dr. F [REDACTED]	Information Systems	Assistant Professor	45	<input type="button" value="→"/>
Dr. G [REDACTED]	Information Systems	Assistant Professor	49	<input type="button" value="→"/>

[Add Academic Advising](#) 

Figure 2 – Search for Academic Advisors

2. Add Academic Advising

Also the HOD can select students from the search result to update their Advisor

- Select the required Advisor
- Search for Students
- Select students
- Press “Save” button.

Assign Academic Advisor to Students

Academic Advisor: Dr. Amal [redacted]

College: College of Information Technology Department: Information Systems ADM Year: All

Major: All Course: Section: select Student ID:

Student Name: Contains Student Name:

[+ Add Academic Advising](#)

Search Result: 720 Record

<input type="checkbox"/> Student	College	Major	Accum CH	CGPA
<input type="checkbox"/> ID: [redacted]	College of Information Technology	Master of Science in Cybersecurity		
<input type="checkbox"/> ID: [redacted]	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		

Figure 3 – Add Academic Advising

3. Update Students

This screen allows HOD to show display the advising list of the selected Advisor from the search result, then update the students in that list (Delete, add Students) to the Academic Advisor.

Academic Advisor	Associated department	Job Degree	Student Count	Students
Dr. A [REDACTED]	Information Systems	Assistant Professor	46	
Dr. A [REDACTED]	Information Systems	Associate Professor	49	

Figure 4 – Students

Student	Major	Accum CH	CGPA
<input type="checkbox"/> ID: [REDACTED]	Bachelor of Science in Information Systems	50	2.24
<input type="checkbox"/> ID: [REDACTED]	Bachelor of Science in Information Systems	93	1.9
<input type="checkbox"/> ID: [REDACTED]	Bachelor of Science in Cybersecurity	113	2.67
<input type="checkbox"/> ID: [REDACTED]	Bachelor of Science in Cybersecurity	117	2.7
<input type="checkbox"/> ID: [REDACTED]	Bachelor of Science in Cybersecurity	114	3.27

Figure 5 – delete students

Add Students to Academic Advisor

College	Department	ADM Year	Accum CH	CGPA
College of Information Technology	Information Systems	All	50	2.24
All			93	1.9
			113	2.67
			117	2.7
			114	3.27
			98	2.08
			117	2.48
			129	3.71
			129	3.22
			116	2.76

Search Result
720 Record

Student	College	Major	Accum CH	CGPA
ID: 26 MO*****MI	College of Information Technology	Master of Science in Cybersecurity		
ID: 25 HO*****JI	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
ID: 24 AY*****EI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		
ID: 23 HA*****AN	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
ID: 22 AB*****QI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		

Search Result (720 Record)

Save Cancel

Figure 6- Add students to Academic Advisor