



New Student Information System User Manual

User Account: Head of Department

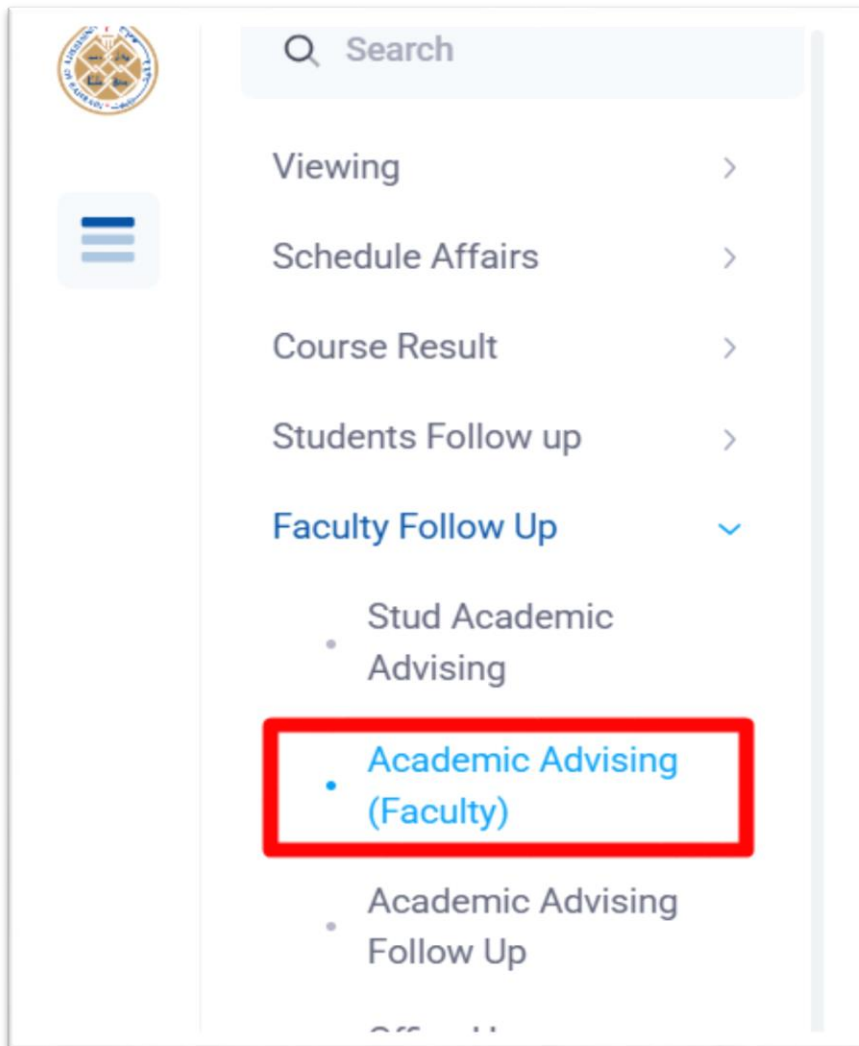
Function: Academic Advising(Faculty)

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.

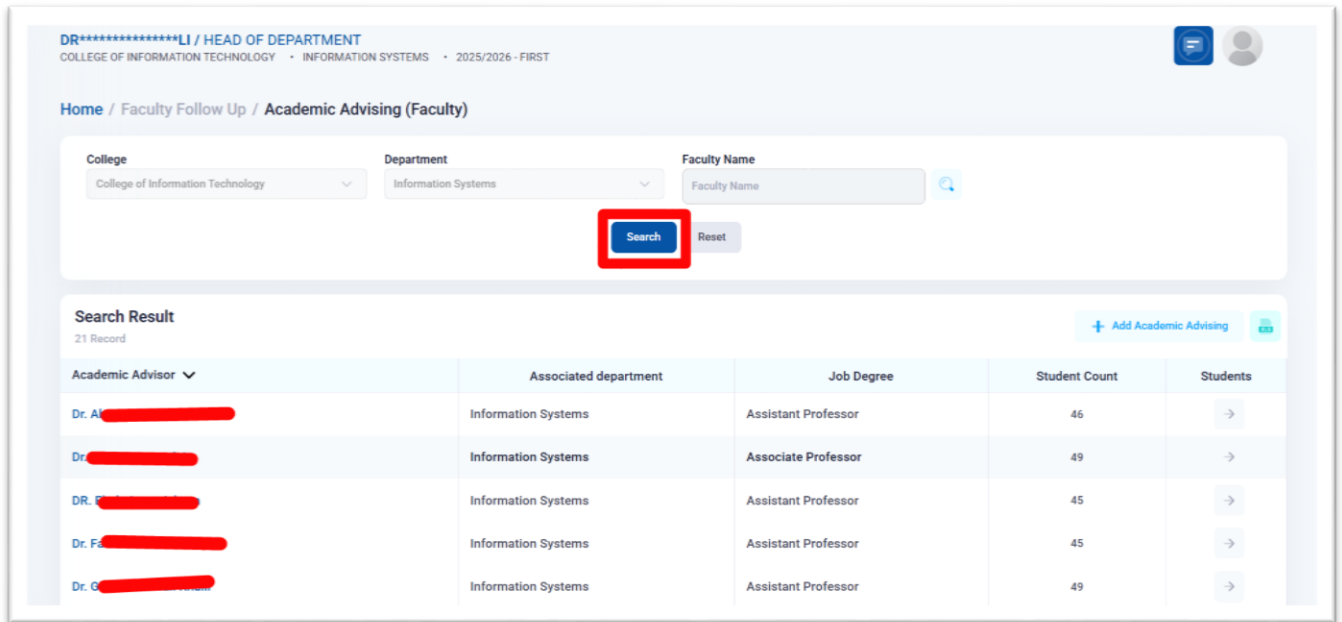


- Figure 1 – Academic Advising (Faculty)

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: College of Information Technology
Department: Information Systems
Faculty Name: Faculty Name

Search Reset

Search Result
21 Record

+ Add Academic Advising

Academic Advisor	Associated department	Job Degree	Student Count	Students
Dr. A. [REDACTED]	Information Systems	Assistant Professor	46	→
Dr. [REDACTED]	Information Systems	Associate Professor	49	→
DR. [REDACTED]	Information Systems	Assistant Professor	45	→
Dr. F. [REDACTED]	Information Systems	Assistant Professor	45	→
Dr. C. [REDACTED]	Information Systems	Assistant Professor	49	→

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

College: College of Information Technology

Department: Information Systems

ADM Year: All

Major: All

Course:

Section: select

Student ID: Student ID

Student Name: Contains

Search

Reset

Search Result

720 Record

<input type="checkbox"/>	Student	College	Major	Accum CH	CGPA
<input type="checkbox"/>	ID: MO*****MI	College of Information Technology	Master of Science in Cybersecurity		
<input type="checkbox"/>	ID: HO*****JI	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.

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

Home / Faculty Follow Up / Academic Advising (Faculty)

College: College of Information Technology Department: Information Systems Faculty Name: Faculty Name

Search Reset

Search Result
21 Record

+ Add Academic Advising

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

Figure 4 – Students

ACADEMIC ADVISOR: DR. AHMED

Students
42 Record

+ Add Students

Student	Major	Accum CH	CGPA	Students
ID: BA*****ZI	Bachelor of Science in Information Systems	50	2.24	■
ID: MA*****LI	Bachelor of Science in Information Systems	93	1.9	■
ID: IN*****LA	Bachelor of Science in Cybersecurity	113	2.67	■
ID: FA*****NO	Bachelor of Science in Cybersecurity	117	2.7	■
ID: AL*****LI	Bachelor of Science in Cybersecurity	114	3.27	■

1 2 3 4 5 6 ... 9 5

Figure 5 – delete students

College

College of Information Technology

Department

Information Systems

ADM Year

All

Major

All

Course

Section

select

Student ID

Student ID

Student Name

Contains

Student Name

Search

Reset

Search Result

720 Record

Student	College	Major	Accum CH	CGPA
<input checked="" type="checkbox"/> ID: 20 MO*****MI	College of Information Technology	Master of Science in Cybersecurity		
<input checked="" type="checkbox"/> ID: 2 HQ*****JI	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
<input type="checkbox"/> ID: 2 AY*****EI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		
<input type="checkbox"/> ID: 2 HA*****AN	College of Information Technology	Doctor of Philosophy in Computing and Information Sciences		
<input type="checkbox"/> ID: 2 AB*****QI	College of Information Technology	Master of Science in Machine Learning and Computational Intelligence		

1

2

3

4

5

6

...

144

>

5

Save

Cancel

+ Add Students

Accum CH	CGPA
50	2.24
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

Figure 6- Add students to Academic Advisor