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: Head of Department

Function: Academic Tree

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1-System Overview

From the viewing menu, the head of department can select the screen "**Academic Tree**" to view the academic tree for viewing only purpose.
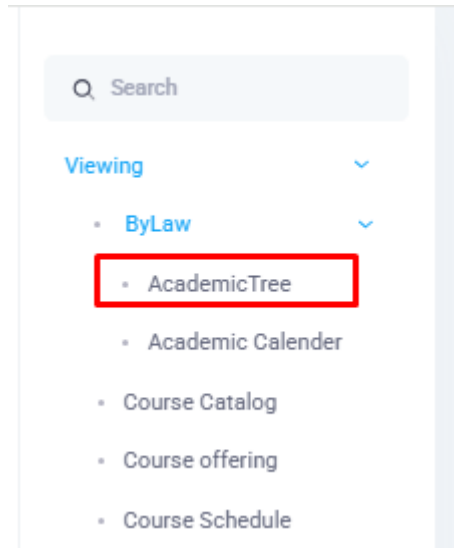

<div align="center">

Figure 1 – academic tree

</div>

2. Introduction

The *Academic Tree* interface allows users to navigate, view, and manage hierarchical academic structures—such as universities, colleges, departments, programs, and study levels.

The left panel displays the **tree structure**, and the right panel shows the **details of the selected entity**.
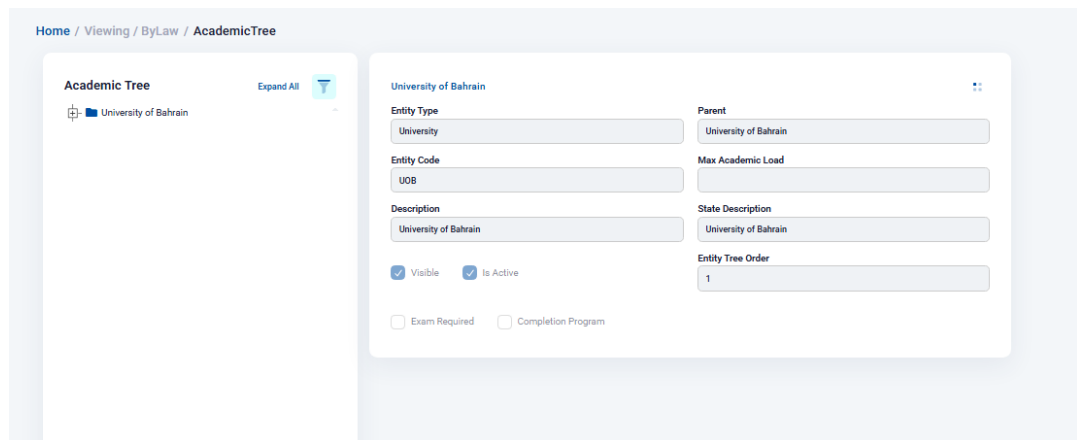
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3. Academic Tree Panel (Left Side)

Academic Tree

Displays the full hierarchy of academic entities in expandable and collapsible branches.

Tree Components

Each item in the tree represents an academic entity such as:

- University
- College
- Department
- Program
- Major / Minor
- Study Levels (e.g., First Year, Second Year)

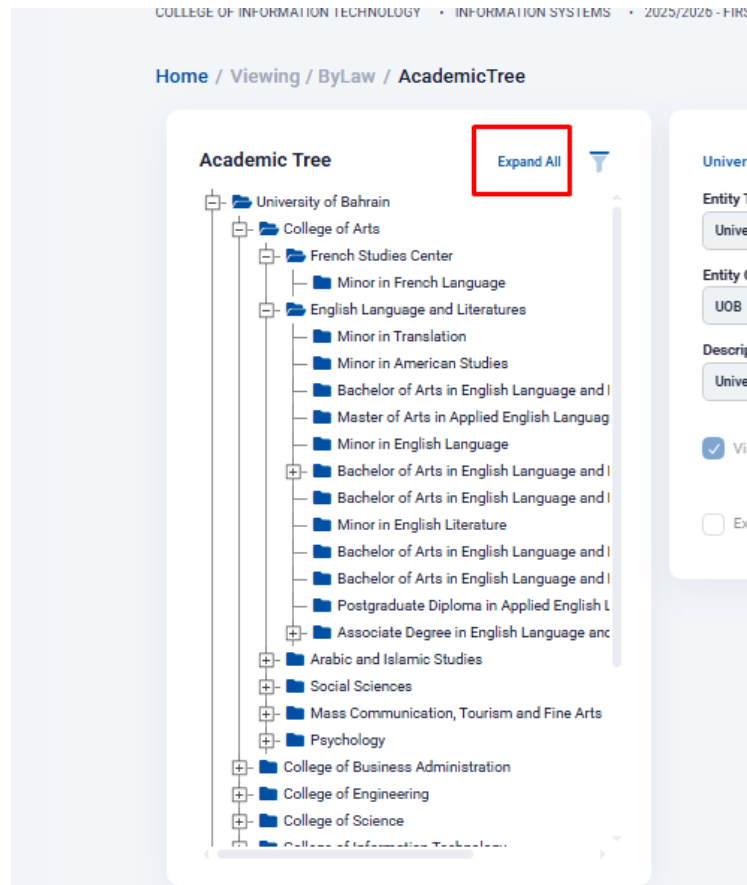Selecting any entity loads its details on the right side of the screen.

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Figure 3 – Expand All

Expand All

Expands all levels of the academic hierarchy so the user can view every entity at once

Figure 4 – Entity details

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4. Entity Details Panel (Right Side)

When an academic entity is selected from the tree, its information appears in the detail form.

Entity Type

Indicates the category of the selected academic entity (e.g., University, College, Department, Program).
Used to identify the structural role of the entity within the hierarchy.

Entity Code

A short code used to identify the entity in the system.
Useful for search, reporting, and integration with other academic modules.

Description

A text field providing the full or formal name of the entity.
Displayed in academic lists and internal system references.

Parent

Shows the entity directly above the selected item in the hierarchy.
Defines where the entity belongs within the academic structure.

Max Academic Load

Specifies the maximum allowed academic load related to the selected entity.
(Exact behavior depends on institutional rules; not elaborated here.)

State Description

Displays an alternative or internal description of the entity.
Often used for administrative or reporting clarity.

Entity Tree Order

Determines the display order of the entity among its siblings in the tree.
Lower numbers appear first.