



## New Student Information System User Manual

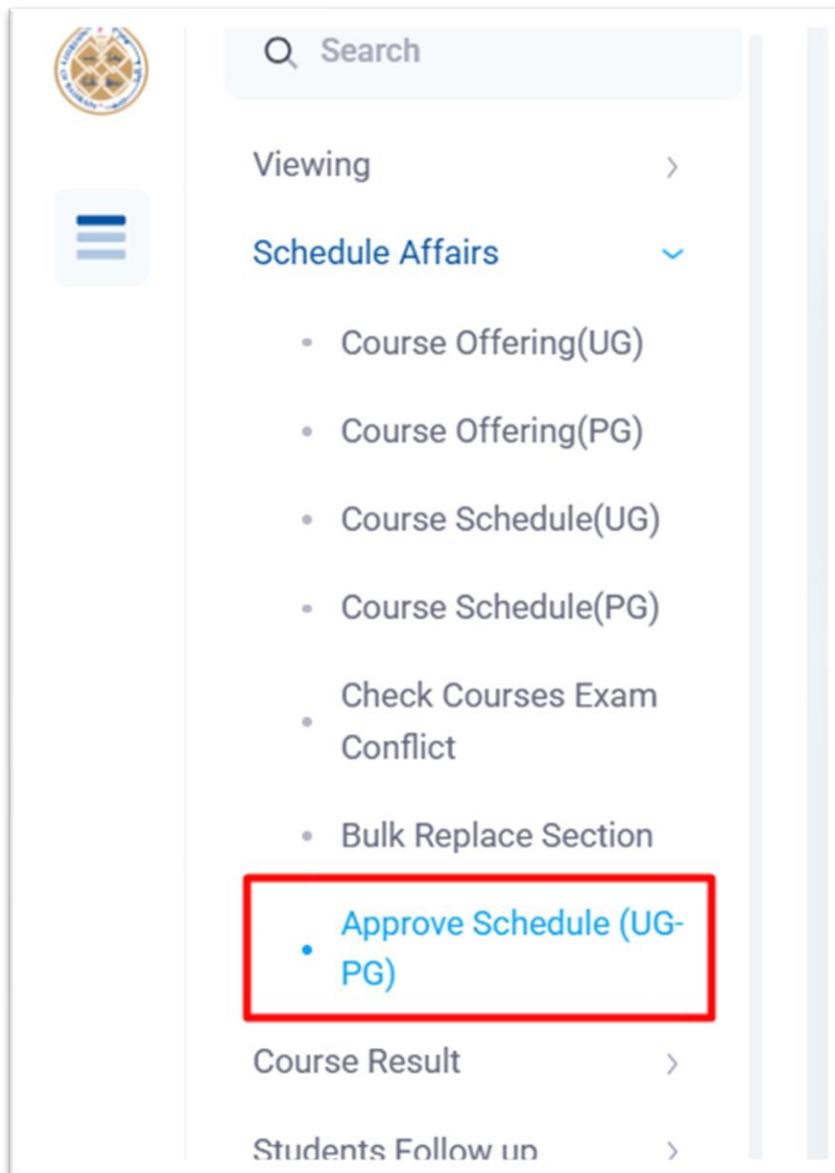
User Account: Head of Department  
Function: Approve Schedule (UG-PG)

## Contents

|                                 |   |
|---------------------------------|---|
| <b>A. System Overview</b> ..... | 3 |
| <b>B. Instructions</b> .....    | 4 |
| 1. Search for Schedules: .....  | 4 |
| 2. Check schedules .....        | 6 |
| 3. Approve Schedules .....      | 7 |
| 4. Reject schedules .....       | 8 |

## A. System Overview

- From the Schedule Affairs menu, the head of department can select the screen **“Approve Schedule (UG – PG)”** to approve schedules (sections and exams) for UG and PG.



- Figure 1 – Approve Schedule (UG – PG)

## B. Instructions

This screen allows the Head of Department to Search for Schedules, check and approve them.

### 1. Search for Schedules:

HOD can select scientific degree to check schedules and approve it.

| Department                       | Schedule Status          | Exam Status      | Check Schedules | Approve Schedules | Reject Schedules |
|----------------------------------|--------------------------|------------------|-----------------|-------------------|------------------|
| Administration Programs          | Under Head of Department | Exam Approved    | Check Schedules | Approve Schedules | Reject Schedules |
| Engineering Programs             | Under Head of Department | Exam Approved    | Check Schedules | Approve Schedules | Reject Schedules |
| Technical Programs               | Under Head of Department | Exam Approved    | Check Schedules | Approve Schedules | Reject Schedules |
| English Language and Literatures | Under Schedule Affairs   | Exam Approved    | Check Schedules |                   |                  |
| Arabic and Islamic Studies       | Under Schedule Affairs   | Exam Approved    | Check Schedules |                   |                  |
| Social Sciences                  | Under Schedule Affairs   | Exam Un Approved | Check Schedules |                   |                  |

Figure 2 – Search for schedules

Home / Schedule Affairs / Approve Schedule (UG-PG)

| Scientific Degree  | Academic Year | Semester | College | Department |
|--|---------------|----------|---------|------------|
| <input checked="" type="radio"/> UG <input type="radio"/> PG | 2025/2026     | First    | All     | All        |

[Search](#) [Reset](#)

**open report for checking schedule**

**Search Result**  
39 Record

|                          | Department                                | Schedule Status          | Exam Status      | Check Schedules                 | Approve Schedules                 | Reject Schedules                 |
|--------------------------|---|--------------------------|------------------|---------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> | Administration Programs                   | Under Head of Department | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | Engineering Programs                      | Under Head of Department | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | Technical Programs                        | Under Head of Department | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | English Language and Literatures          | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Arabic and Islamic Studies                | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Social Sciences                           | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Mass Communication, Tourism and Fine Arts | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Psychology                                | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |

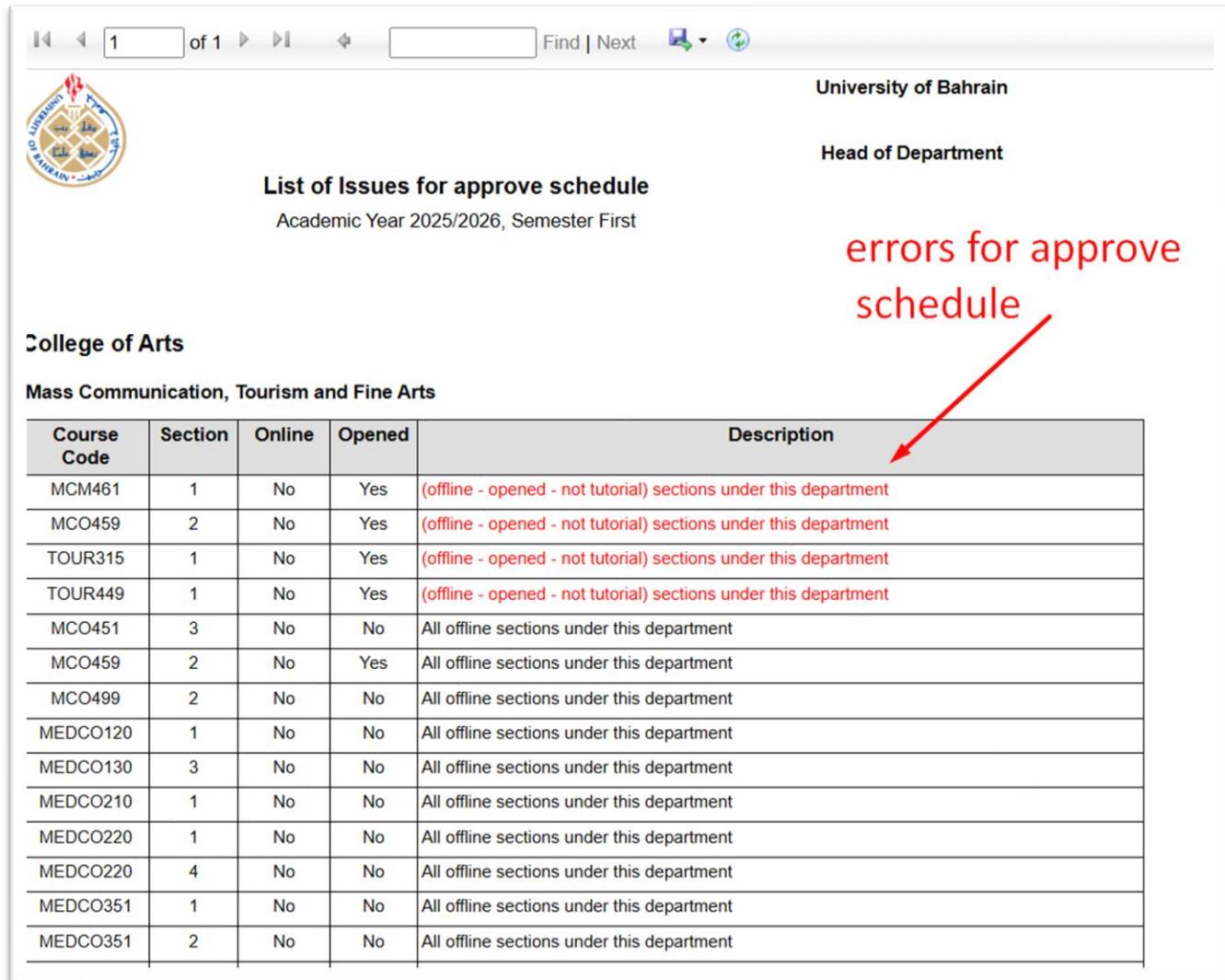
**approve schedule**

**reject schedule**

Figure 3 – Search Result

## 2. Check schedules

Also the HOD can check schedule by clicking on Check Schedules button. Then system opens report in new tab, showing the issues for approving schedule.



University of Bahrain

Head of Department

**List of Issues for approve schedule**

Academic Year 2025/2026, Semester First

errors for approve schedule

College of Arts

Mass Communication, Tourism and Fine Arts

| Course Code | Section | Online | Opened | Description  |
|-------------|---------|--------|--------|--|
| MCM461      | 1       | No     | Yes    | (offline - opened - not tutorial) sections under this department |
| MCO459      | 2       | No     | Yes    | (offline - opened - not tutorial) sections under this department |
| TOUR315     | 1       | No     | Yes    | (offline - opened - not tutorial) sections under this department |
| TOUR449     | 1       | No     | Yes    | (offline - opened - not tutorial) sections under this department |
| MCO451      | 3       | No     | No     | All offline sections under this department                       |
| MCO459      | 2       | No     | Yes    | All offline sections under this department                       |
| MCO499      | 2       | No     | No     | All offline sections under this department                       |
| MEDCO120    | 1       | No     | No     | All offline sections under this department                       |
| MEDCO130    | 3       | No     | No     | All offline sections under this department                       |
| MEDCO210    | 1       | No     | No     | All offline sections under this department                       |
| MEDCO220    | 1       | No     | No     | All offline sections under this department                       |
| MEDCO220    | 4       | No     | No     | All offline sections under this department                       |
| MEDCO351    | 1       | No     | No     | All offline sections under this department                       |
| MEDCO351    | 2       | No     | No     | All offline sections under this department                       |

Figure 4 – check schedules

### 3. Approve Schedules

HOD can approve schedule by clicking on approve Schedule button if schedule status is **Under Head of Department**. After approving, the schedule Status changed to **Under Dean of College**.

Home / Schedule Affairs / Approve Schedule (UG-PG)

| Scientific Degree  | Academic Year | Semester | College | Department |
|--|---------------|----------|---------|------------|
| <input checked="" type="radio"/> UG <input type="radio"/> PG | 2025/2026     | First    | All     | All        |
| <button>Search</button> <button>Reset</button>               |               |          |         |            |

Search Result  
39 Record

|                          | Department                                | Schedule Status          | Exam Status      | Check Schedules                 | Approve Schedules                 | Reject Schedules                 |
|--------------------------|---|--------------------------|------------------|---------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> | Administration Programs                   | Under Dean Of College    | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | Engineering Programs                      | Under Head of Department | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | Technical Programs                        | Under Head of Department | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | English Language and Literatures          | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Arabic and Islamic Studies                | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Social Sciences                           | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Mass Communication, Tourism and Fine Arts | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |

Figure 5 – Approve Schedule

#### 4. Reject schedules

HOD can approve schedule by clicking on approve Schedule button if schedule status is **Under Head of Department**. After rejecting, the schedule Status changed to **Under Schedule Affairs**.

| Search Result            |   |                          |                  |                                 |                                   |                                  |
|--------------------------|---|--------------------------|------------------|---------------------------------|-----------------------------------|----------------------------------|
|                          | Department                                | Schedule Status          | Exam Status      | Check Schedules                 | Approve Schedules                 | Reject Schedules                 |
| <input type="checkbox"/> | Administration Programs                   | Under Dean Of College    | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Technical Programs                        | Under Head of Department | Exam Approved    | <a href="#">Check Schedules</a> | <a href="#">Approve Schedules</a> |                                  |
| <input type="checkbox"/> | English Language and Literatures          | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   | <a href="#">Reject Schedules</a> |
| <input type="checkbox"/> | Arabic and Islamic Studies                | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Social Sciences                           | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Mass Communication, Tourism and Fine Arts | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Psychology                                | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Management and Marketing                  | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Economic and Finance                      | Under Schedule Affairs   | Exam Un Approved | <a href="#">Check Schedules</a> |                                   |                                  |
| <input type="checkbox"/> | Accounting                                | Under Schedule Affairs   | Exam Approved    | <a href="#">Check Schedules</a> |                                   |                                  |

Figure 6 – Reject Schedule