



New Student Information System User Manual

User Account: Head of Department

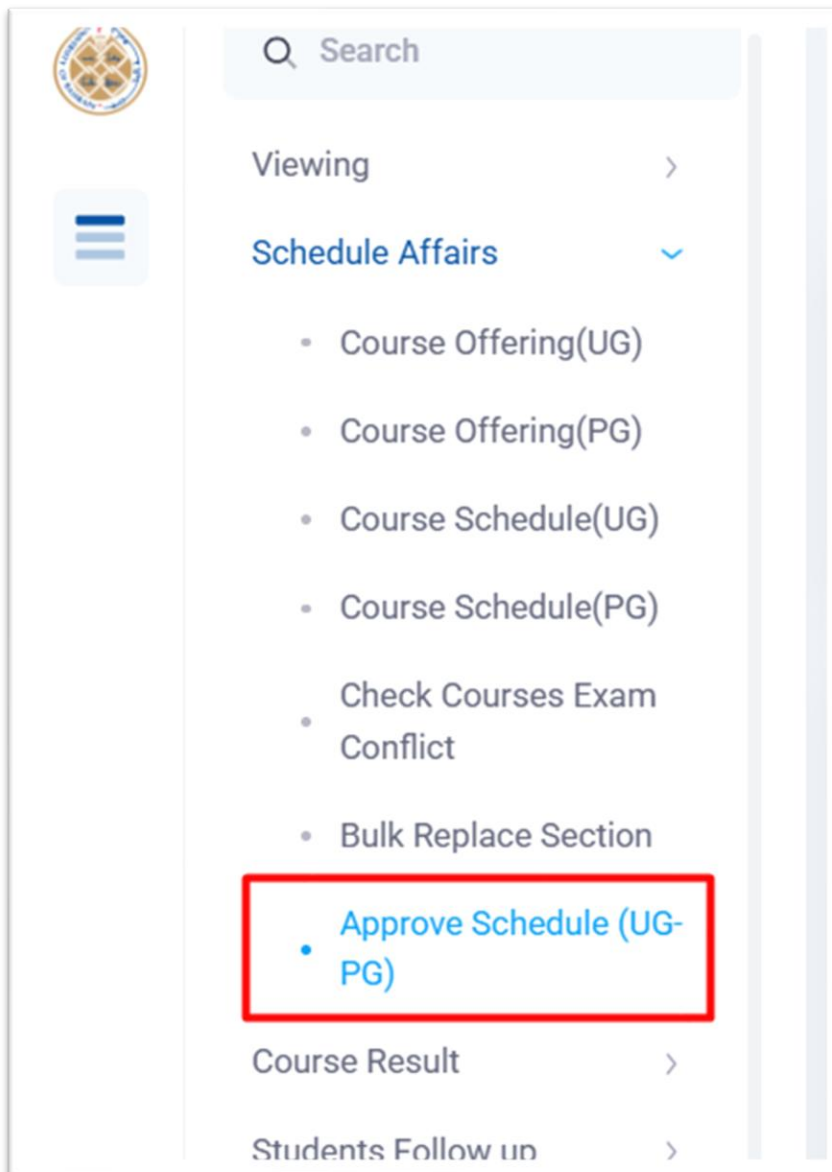
Function: Approve Schedule (UG-PG)

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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.

Scientific Degree: ☒ UG ☐ PG

Academic Year: 2025/2026

Semester: First

College: All

Department: All

Search Reset

Search Result
39 Record

<input type="checkbox"/>	Department	Schedule Status	Exam Status	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Administration Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Engineering Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	Technical Programs	Under Head of Department	Exam Approved	Check Schedules	Approve Schedules	Reject Schedules
<input type="checkbox"/>	English Language and Literatures	Under Schedule Affairs	Exam Approved	Check Schedules		
<input type="checkbox"/>	Arabic and Islamic Studies	Under Schedule Affairs	Exam Approved	Check Schedules		
<input type="checkbox"/>	Social Sciences	Under Schedule Affairs	Exam Un Approved	Check Schedules		

Figure 2 – Search for schedules

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

Scientific Degree: ☒ UG ☐ PG
Academic Year: 2025/2026
Semester: First
College: All
Department: All

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

Search Result
39 Record

open report for checking schedule

approve schedule

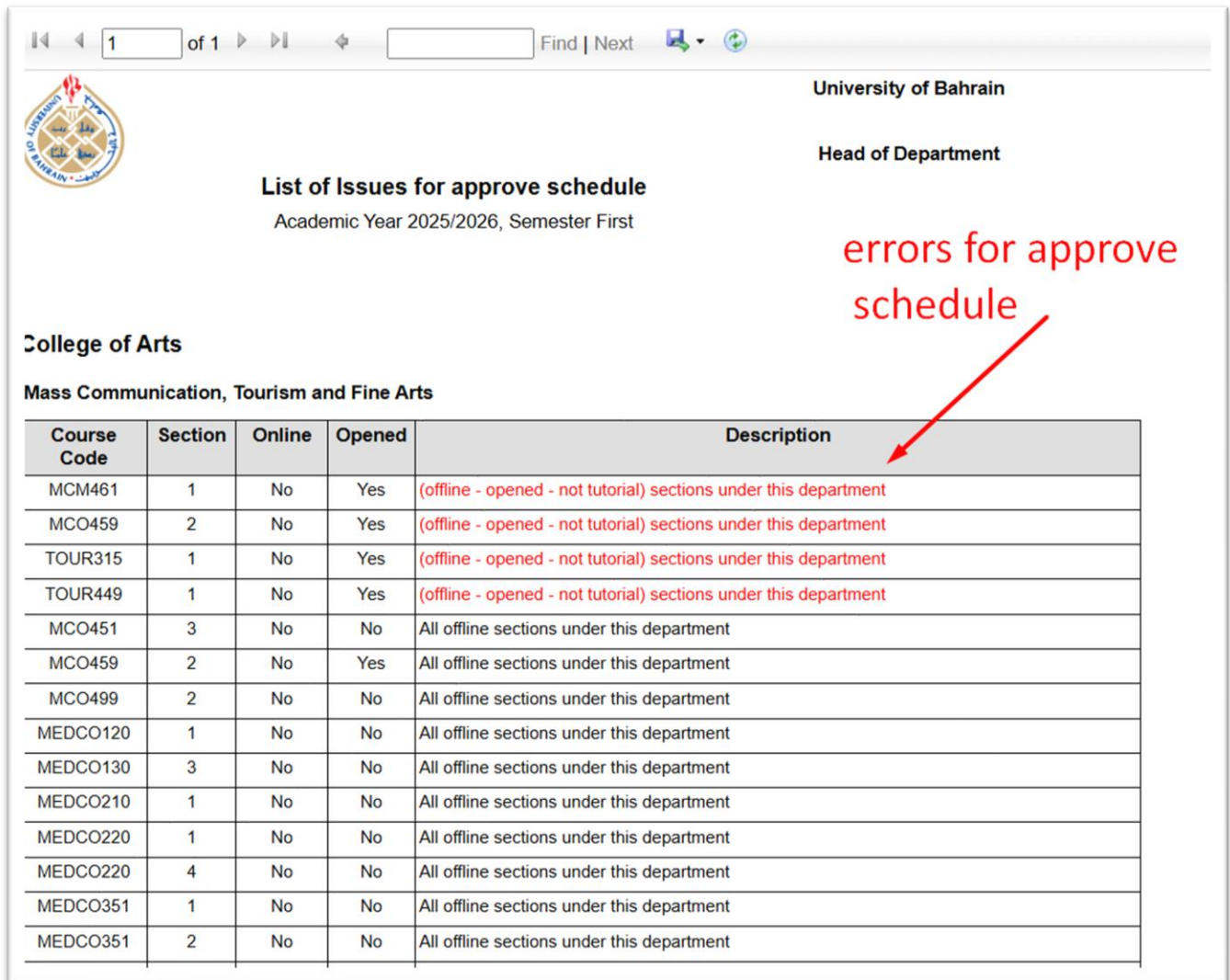
reject schedule

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

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

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

errors for approve schedule

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: ☒ UG ☐ PG

Academic Year: 2025/2026

Semester: First

College: All

Department: All

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

Search Result
39 Record

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

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
39 Record

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

< 1 2 3 4 > 10 ▾

Figure 6 – Reject Schedule