



New Student Information System User Manual

User Account: Head of Department
Function: Approve expected to graduate

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A-System Overview

The system provides authority to the college staff member to view and review the students expected to graduate, and to view the students according to their status, as shown below:

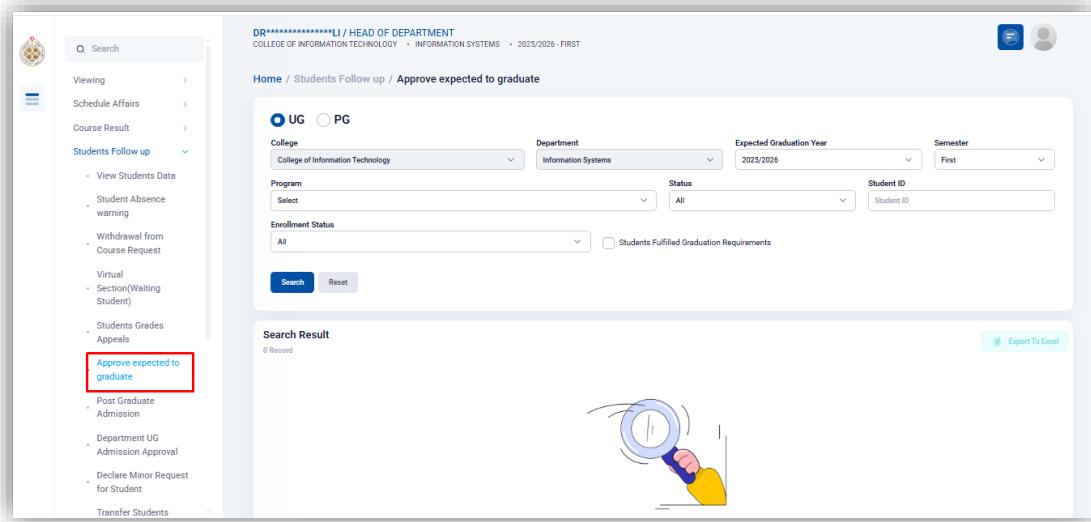


Figure 1 – Approve expected to graduate

B-Instructions

After selecting “Approve expected to graduate” from “My academic duties” as shown on figure (1), “Expected or fulfilled students(s)” screen will appear so the user will choose search criteria’s such as program, enrollment status, student id, and status as shown below:

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

Home / Students Follow up / Approve expected to graduate

UG PG

College	Department	Expected Graduation Year	Semester
College of Information Technology	Information Systems	2025/2026	First

Program	Status	Student ID
Select	All	Student ID

Enrollment Status	<input type="checkbox"/> Students Fulf.	
All		

Search Result
125 Record

<input type="checkbox"/> Student	Major	Accum Passed CH	MCGPA	<input checked="" type="radio"/> By Department <input type="radio"/> By Advisor
<input type="checkbox"/> ID: 20161604 RA*****IS	Bachelor of Science in Information Systems	134	2.17	
<input type="checkbox"/> ID: 20161851 SU*****RI	Bachelor of Science in Information Systems	117	1.89	

Status

- All
- All
- New
- Approve No Change
- Approve With Change
- Approved by Advisor
- Approved by committee
- Approved by dean
- Approved by Force
- Approved by Head of Dep
- Approved by Referrer
- Approved by Registration
- Approved by Reviewer
- Approved by Supervisor
- ClosedByRegistration
- Grade changed for student

Buttons:
Selected Reject Selected Export To Excel

Fulfillment Cond.	Notes	Note
<input type="checkbox"/>	<input type="checkbox"/>	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Notes

Figure 2 - Search screen

To view the new students expected to graduate for approval, the user will select “Nonregulations as shown below:

UG PG

College	Department	Expected Graduation Year	Semester
College of Information Technology	Information Systems	2025/2026	First

Program	Status	Student ID
Select	New	Student ID

Enrollment Status	<input type="checkbox"/> Students Fulfilled Graduation Requirements
All	

Search Result
96 Record

<input type="checkbox"/> Student	Major	Accum Passed CH	MCGPA	Sem. Total CH	CGPA	Request Status	Fulfillment Cond.	Notes	<input checked="" type="checkbox"/> Approve Selected <input type="checkbox"/> Reject Selected <input type="checkbox"/> Export To Excel
<input checked="" type="checkbox"/> ID: 20162669 MU*****U	Bachelor of Science in Information Systems	135	1.75	12	1.94	New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Note

Annotations:

- 1 Search
- 2 ID: 20162669 MU*****U
- 3 Note
- 4 Approve Selected Reject Selected Export To Excel

Figure 3 – search result

Figure 4 – student data

1-Student ID:

To view student information by pressing the id for a particular student, for example the user can view “Degree audit” as shown below:

Figure 5 - Degree audit

2-Note:

In order to approve or reject the students, the user must fill the note box with the required information.

Also, by pressing the note icon, the user can view and add new notes for the particular student as shown below:

The screenshot shows a user interface for managing student approvals. At the top, there is a navigation bar with 'DR*****LI / HEAD OF DEPARTMENT' and 'COLLEGE OF INFORMATION TECHNOLOGY'. Below this is a search form with fields for 'UG' (selected), 'PG', 'College' (College of Information Technology), 'Program' (Select), 'Enrollment Status' (All), and buttons for 'Search' and 'Reset'. To the right of the search form is a 'Notes' modal window. The modal has a red box around the 'Add note' button and a red arrow pointing to it from the text above. The modal contains a table with columns 'Note', 'User Name', and 'Date'. Two entries are listed: 'Fulfillments met' (User Name: TA*****RI, Date: 29/09/2025 11:37:19 AM) and 'Fulfillments met' (User Name: TA*****RI, Date: 29/09/2025 11:38:46 AM). Below the modal is a 'Search Result' table with 125 records. The table has columns: Student (checkbox), Major, Accum. Passed CH, MCGPA, Sem. Total CH, CGPA, Request Status, Fulfillment Cond., Votes, and Note. A row is selected, showing 'ID: 20161604' and 'Bachelor of Science in Information Systems'. The 'Votes' column for this row contains a red box and a red arrow pointing to it from the text above. The 'Note' column for this row is empty.

Figure 6 - Note

3-Fulfillment Cond:

By pressing “->” , the user can view the fulfilment conditions to pass the program, where the Red color indicates for not-fulfilled and the Green color indicates for fulfilled as shown below:

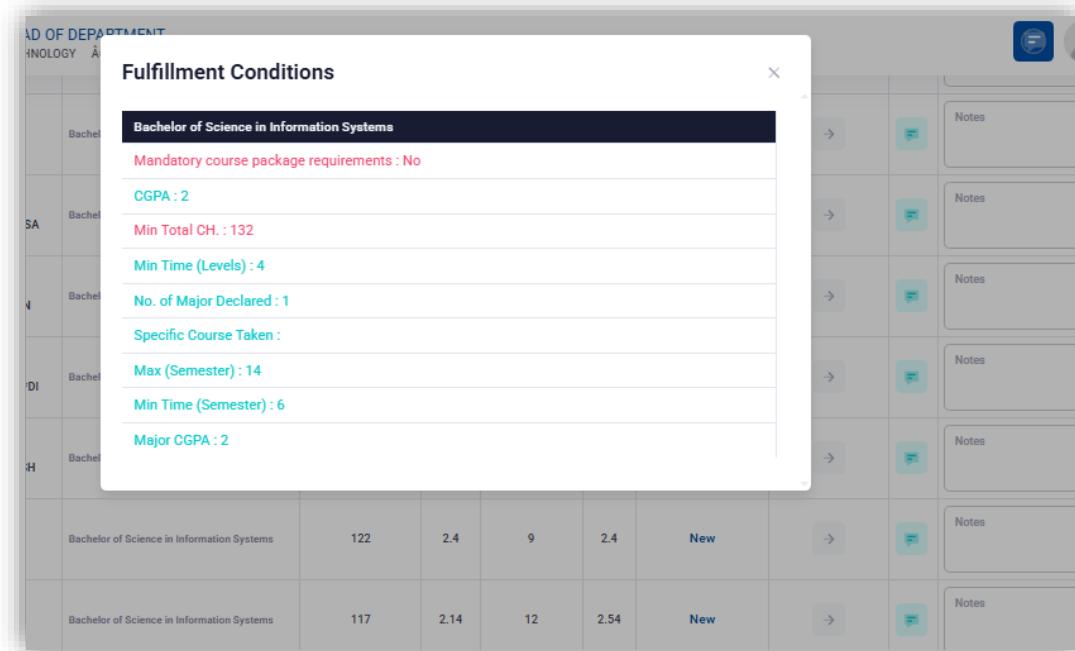


Figure 7 - Fulfillment conditions

4-Approve:

After selection of the students as shown on figure (3) and filling the Note box, the user will click “Approve” button to complete the process as shown below on figure (8), then the process will move to head of department for the appropriate action. Figure (10) illustrates the process steps.

Search Result									Click Button	Approve Selected	Reject Selected	Export To Excel
	Student	Major	Accum Passed CH	MCGPA	Sem. Total CH	CGPA	Request Status	Fulfillment Cond.	Notes	Note		
<input type="checkbox"/>	1 ID: 20192005 HI*****AR	B.Sc. in Banking and Finance - Accounting	128	2.47	6	2.71	New	→	<input type="button" value=""/>	Approve Note 1 Approve Note 2 Notes Notes	2 Type Notes	
<input checked="" type="checkbox"/>	2 ID: 20192789 HA*****HI	B.Sc. in Banking and Finance - International Business	125	1.67	12	2.16	New	→	<input type="button" value=""/>			
<input type="checkbox"/>	3 ID: 20192860 SA*****ED	B.Sc. in Banking and Finance - Accounting	113	2.52	15	2.84	New	→	<input type="button" value=""/>			
<input type="checkbox"/>	4 ID: 20193039 GH*****RI	B.Sc. in Banking and Finance - Marketing	119	2.06	9	2.93	New	→	<input type="button" value=""/>			

Figure 8 – Approve

Note:

In case of the student did not achieve some of the fulfillment conditions, the user can approve the student to be as an expected to graduate by force and type the reason according to the regulations.

5-Reject:

After selection of the students as shown on figure (3) and filling the Note box, the user will click “Reject” button to complete the process as shown below:

Search Result									Click Button	Approve Selected	Reject Selected	Export To Excel
	Student	Major	Accum Passed CH	MCGPA	Sem. Total CH	CGPA	Request Status	Fulfillment Cond.	Notes	Note		
<input type="checkbox"/>	1 ID: 20192005 HI*****AR	B.Sc. in Banking and Finance - Accounting	128	2.47	6	2.71	New	→	<input type="button" value=""/>	Approve Note 1 Approve Note 2 Notes Notes	2 Type Notes	
<input checked="" type="checkbox"/>	2 ID: 20192789 HA*****HI	B.Sc. in Banking and Finance - International Business	125	1.67	12	2.16	New	→	<input type="button" value=""/>			
<input type="checkbox"/>	3 ID: 20192860 SA*****ED	B.Sc. in Banking and Finance - Accounting	113	2.52	15	2.84	New	→	<input type="button" value=""/>			
<input type="checkbox"/>	4 ID: 20193039 GH*****RI	B.Sc. in Banking and Finance - Marketing	119	2.06	9	2.93	New	→	<input type="button" value=""/>			

figure 9 – Reject

6-Show workflow stats

After select the type of report (by department or by advisor) click on button to show report

Search Result		select on type of report		1 <input type="radio"/> By Department <input checked="" type="radio"/> By Advisor		show Workflow stats		Approve Selected		Reject Selected		Export To Excel	
						2-press on button							
125 Record				Accum Passed CH	MCGPA	Sem. Total CH	CGPA	Request Status		Fulfillment Cond.	Notes		Note
<input type="checkbox"/>	Student	Major		117	3.16	15	3.25	New	→				
<input type="checkbox"/>	ID: 202005235 QA*****ED	Bachelor of Science in Information Systems		123	1.8	9	2.29	Rejected by Advisor	→				
<input type="checkbox"/>	ID: 202005429 MO*****EL	Bachelor of Science in Information Systems		123	1.9	12	2.14	New	→				
<input type="checkbox"/>	ID: 202005690 JE*****AR	Bachelor of Science in Information Systems											

Figure 10 – Show workflow status

Expected to graduate workflow statistics										University of Bahrain		
First - 2025/2026										Head of Department		
1- College of Information Technology												
Information Systems		Approved by Advisor		Approved by Registration		New		Rejected by Advisor				
		14		13		96		7				

Figure 11 – By Department

Expected to graduate workflow statistics

First - 2025/2026

University of Bahrain

Head of Department

1- College of Information Technology

	Approved by Advisor	Approved by Registration	New	Rejected by Advisor
Information Systems	Dr. Ahmed Mohammed Zeki		6	
	Dr. Ali Hussein Zolait		1	
	DR. Ehab Jums Adwan		6	
	Dr. Fatema Yusul Alsebaie		5	
	Dr. Ghadeer Ismail Khalil	5	5	
	Dr. Ghassan Mohamed Alkourrelli	1	2	1
	Dr. Haroun Abdulla Al-Riyalat		5	
	Dr. Jafah Hassan Al-Amri		7	
	DR. MAAN MUBARAK ALJAWDER		8	
	Dr. Noora Hassan Alghatani		6	
	Dr. Orlando Jr. Caturan	1	5	
	Dr. Reem Nasser Al-Kaabi	8	4	
	Mr. Dawood Abbas Hassan		1	5
	Mr. Mohammed Abduraheem Siddique	4		1
	Mrs. Batool Saleh Fadhl		5	
	Mrs. Fatema Hasan ALJazeera		4	
	Mrs. Fatema Yusuf Abbas		16	
	Mrs. Ghazalah Bader Sulaiheekh		3	
	Mrs. Shaikha Ali Ahmed		1	
	Mrs. Tara Fryad Henari	1		5

Figure 12 – By Advisor

7-Approve expected to graduate Workflow

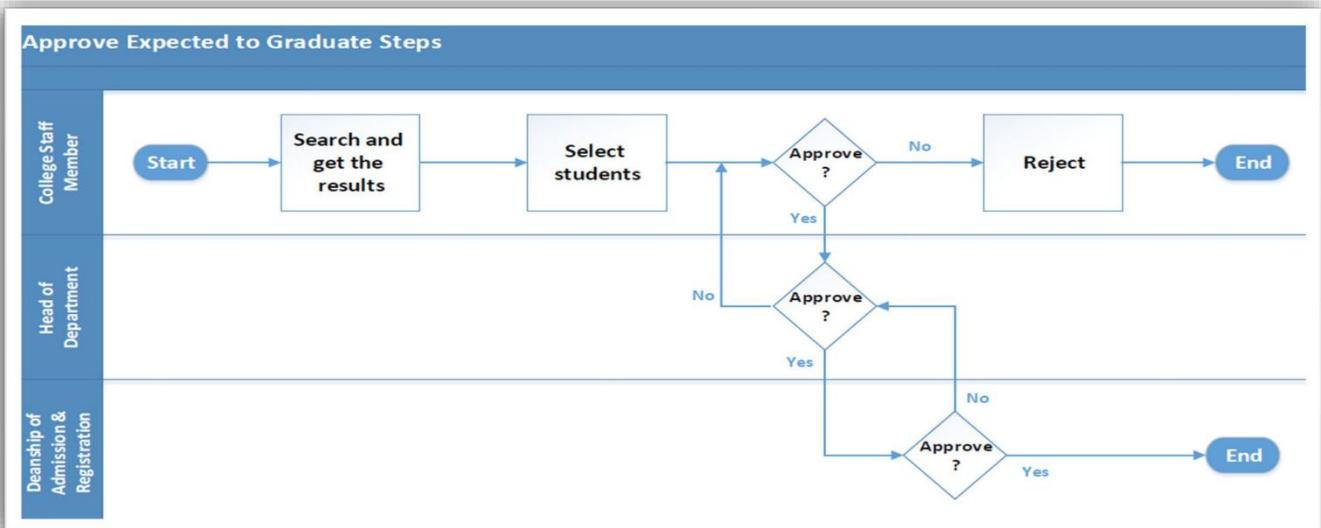


Figure 13 - Approve expected to graduate Workflow

8-Search samples:

The search can be done by several criteria, such as: Approved by Registration and Rejected by Registration, as shown below:

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

Home / Students Follow up / Approve expected to graduate

UG PG

College: College of Information Technology | Department: Information Systems | Expected Graduation Year: 2025/2026 | Semester: First

Program: Select | Enrollment Status: All | Students Fulfillment:

Status: Under Supervisor (dropdown menu open, showing: Approve No Change, Approve With Change, Approved by Advisor, Approved by committee, Approved by dean, Approved by Force, Approved by Head of Dep, Approved By Referrer, Approved by Registration, Approved By Reviewer, Approved by Supervisor, ClosedByRegistration, Grade changed for student, Grade Entered)

Student ID: Student ID

Search | Reset | Export To Excel

Search Result: 12 Record | By Department | By Advisor

Student	Major	Accum Passed CH	MCGPA
ID: 20188095 BA*****HI	Bachelor of Science in Information Systems	137	2.04
ID: 202100506	Bachelor of Science in Information Systems	117	2.41

Selected | Reject Selected | Export To Excel

Figure 14 - Search sample