



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:

The screenshot displays a web application interface for a department head. On the left is a sidebar menu with options like 'Viewing', 'Schedule Affairs', 'Course Result', and 'Students Follow up'. The 'Students Follow up' section is expanded, showing various student-related tasks, with 'Approve expected to graduate' highlighted by a red rectangle. The main content area is titled 'Home / Students Follow up / Approve expected to graduate'. It features a form with filters for 'College' (College of Information Technology), 'Department' (Information Systems), 'Expected Graduation Year' (2023/2024), and 'Semester' (First). Below these are fields for 'Program' (Select), 'Status' (All), and 'Student ID' (Student ID). An 'Enrollment Status' dropdown is set to 'All', and there is a checkbox for 'Students Fulfilled Graduation Requirements'. 'Search' and 'Reset' buttons are at the bottom of the form. The 'Search Result' section shows '0 Record' and an 'Export To Excel' button. A cartoon character with a magnifying glass is visible at the bottom right of the interface.

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

Program: Select
Enrollment Status: All ☐ Students Fulfilled Graduation Requirements

Search

Status: All (dropdown menu open)

Student ID:

Search Result: 125 Record

By Department ☒ By Advisor ☐

Student	Major	Accum Passed CH	MCGPA
ID: 20161604 RA*****IS	Bachelor of Science in Information Systems	134	2.17
ID: 20161851 SU*****IS	Bachelor of Science in Information Systems	117	1.89

Selected

Fulfillment Cond. Notes Note

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

Program: Select
Status: New
Student ID:

Enrollment Status: All ☐ Students Fulfilled Graduation Requirements

1

Search Result: 96 Record

By Department ☒ By Advisor ☐

Student	Major	Accum Passed CH	MCGPA	Sem. Total CH	CGPA	Request Status	Fulfillment Cond.	Notes	Note
2 ID: 20162669 MU*****LI	Bachelor of Science in Information Systems	135	1.75	12	1.94	New	->	<input type="button" value="Notes"/>	3 <input type="button" value="Note"/>

4-select approve or reject

Figure 3 – search result

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:

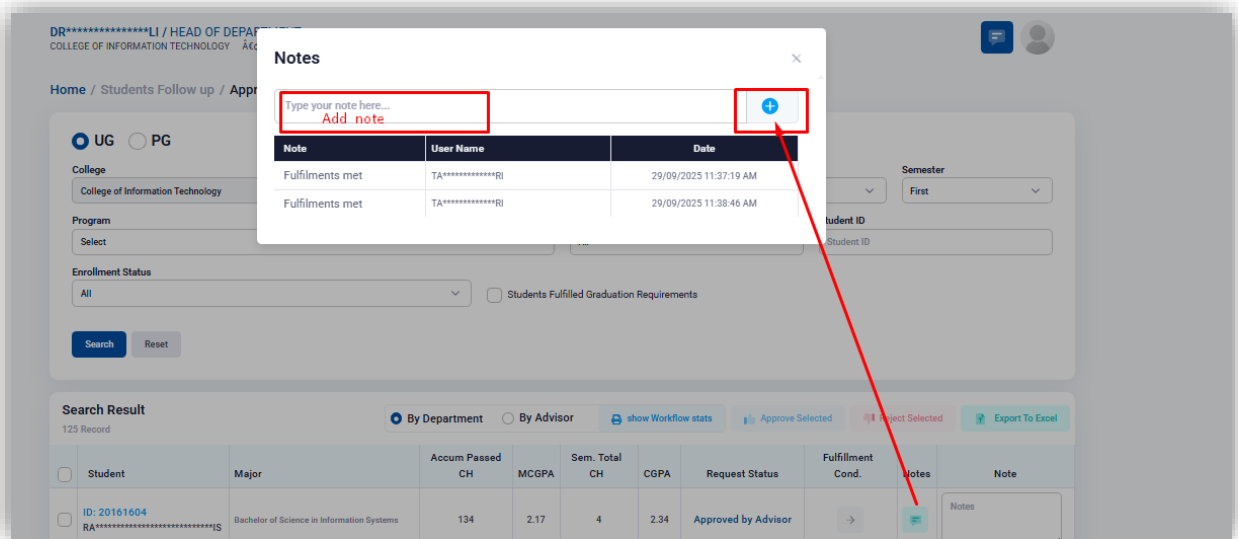


Figure 6 - Note

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:

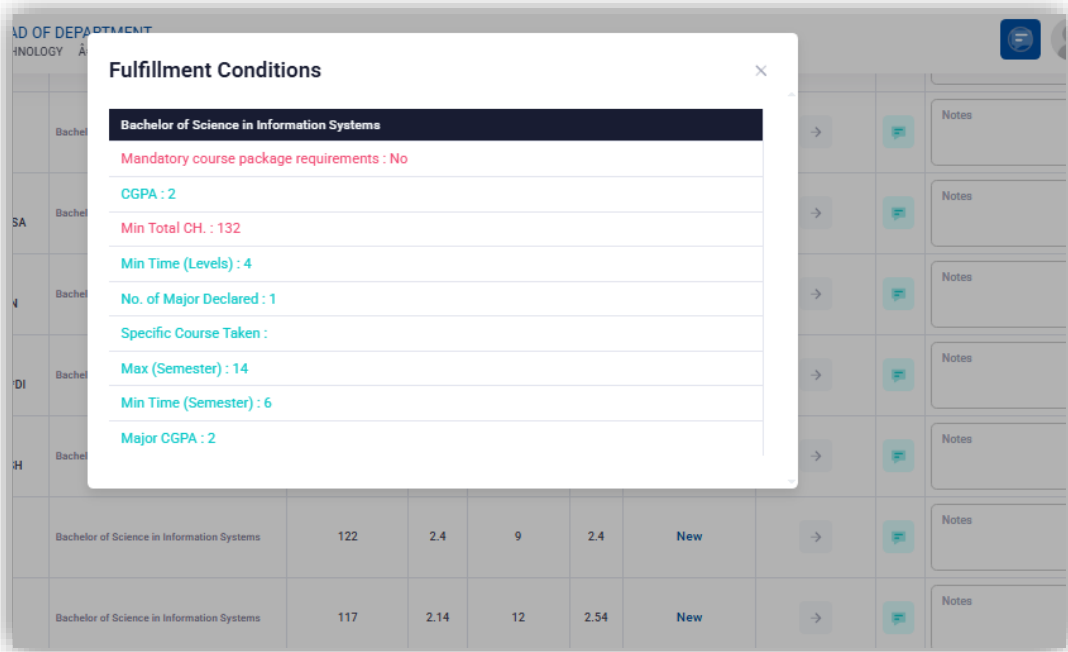


Figure 7 - Fulfillment conditions

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.

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

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:

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

figure 9 – Reject

6-Show workflow stats

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

The screenshot shows a web interface for searching workflow results. At the top, there's a 'Search Result' header with '125 Record'. Below it, a red text prompt says 'select on type of report'. There are two radio buttons: 'By Department' (unselected) and 'By Advisor' (selected). A red box highlights the 'show Workflow stats' button, with a red arrow pointing to it and the text '2-press on button'. To the right of the button are 'Approve Selected', 'Reject Selected', and 'Export To Excel' buttons. Below the buttons is a table with the following columns: Student, Major, Accum Passed CH, MCGPA, Sem. Total CH, CGPA, Request Status, Fulfillment Cond., Notes, and Note. The table contains three rows of student data.

Student	Major	Accum Passed CH	MCGPA	Sem. Total CH	CGPA	Request Status	Fulfillment Cond.	Notes	Note
<input type="checkbox"/> ID: 202005235 QA*****ED	Bachelor of Science in Information Systems	117	3.16	15	3.25	New	->		Notes
<input type="checkbox"/> ID: 202005429 MQ*****EL	Bachelor of Science in Information Systems	123	1.8	9	2.29	Rejected by Advisor	->		Notes
<input type="checkbox"/> ID: 202005690 JE*****AR	Bachelor of Science in Information Systems	123	1.9	12	2.14	New	->		Notes

Figure 10 – Show workflow status

The screenshot shows a report titled 'Expected to graduate workflow statistics' for the University of Bahrain, Head of Department. The report is for the First semester of 2025/2026. It is filtered by '1- College of Information Technology'. The table shows statistics for 'Information Systems' across four categories: Approved by Advisor, Approved by Registration, New, and Rejected by Advisor.

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	14	13	96	7

Figure 11 – By Department

Expected to graduate workflow statistics					University of Bahrain
First - 2025/2026					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 Juma Adwan			6	
	Dr. Fatema Yusuf Alsebaie			5	
	Dr. Ghadeer Ismail Khalil		5	5	
	Dr. Ghassan Mohamed Alkouriti	1	2	3	1
	Dr. Haroun Abdulla Al-Ryalat			5	
	Dr. Jafah Hassan Al-Ammari			7	
	Dr. MAAN MUBARAK ALJAWDER			8	
	Dr. Noora Hassan Alghatam			6	
	Dr. Orlando Jr. Caluiran		1	5	
	Dr. Roem Nasser Al-Kaabi	8	4		
	Mr. Dawood Abbas Hasan		1	5	
	Mr. Mohammed Abduraheem Siddique	4			1
	Mrs. Batool Saleh Fadul			5	
	Mrs. Fatema Hasan AlJazeeri			4	
	Mrs. Fatema Yusuf Abbas			16	
	Mrs. Ghazwah Bader Sulatibeekh			3	
	Mrs. Shaikha Ali Ahmed			1	
	Mrs. Tara Fryad Henari	1		5	5

Figure 12 – By Advisor

7-Approve expected to graduate Workflow

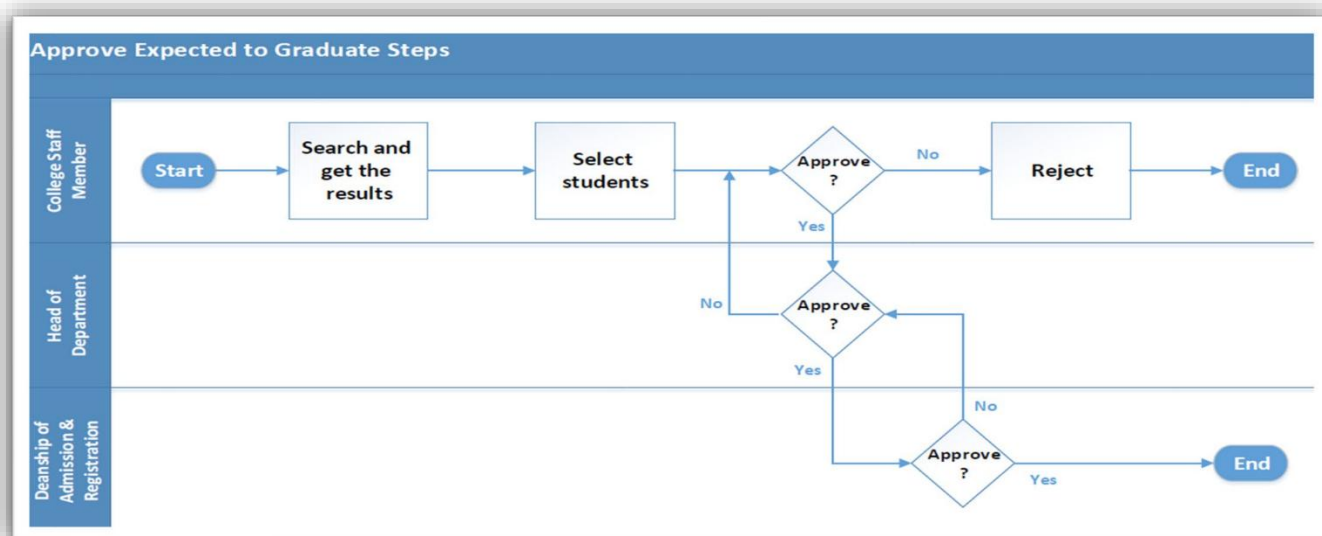


Figure 13 - Approve expected to graduate Workflow

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 Status: Under Supervisor Student ID: Student ID

Enrollment Status: All ☐ Students Fulfill

Search Result
12 Record ☒ By Department ☐ By Advisor

<input type="checkbox"/>	Student	Major	Accum Passed CH	MCGPA	Status	Fulfillment Cond.	Notes	Note
<input type="checkbox"/>	ID: 20188095 BA*****H	Bachelor of Science in Information Systems	137	2.04	Approved by Registration			Notes
<input type="checkbox"/>	ID: 202100506	Bachelor of Science in Information Systems	117	2.61	Approved by Registration			Notes

Figure 14 - Search sample