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:

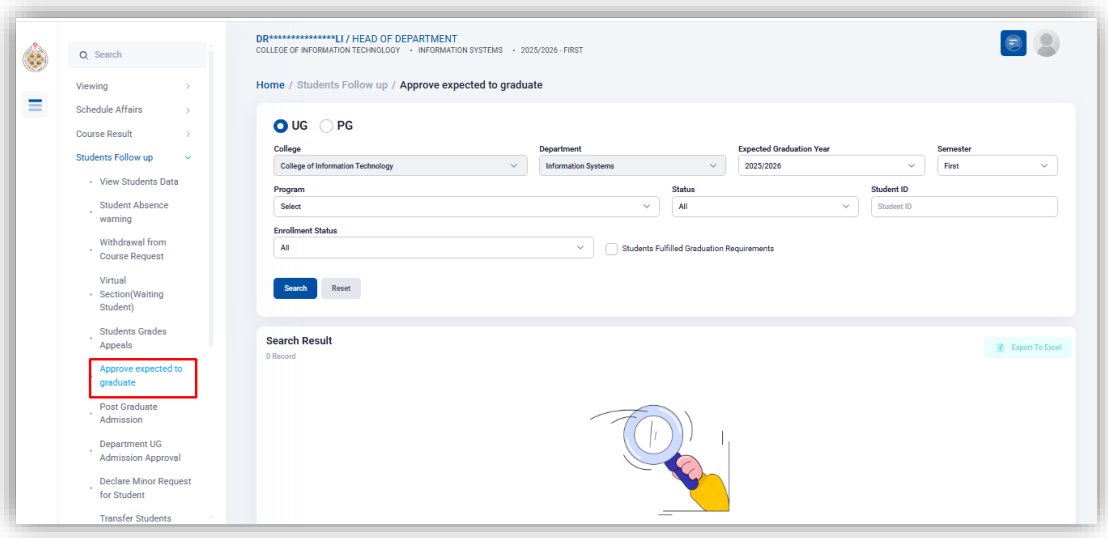


Figure 1 – Approve expected to graduate

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:

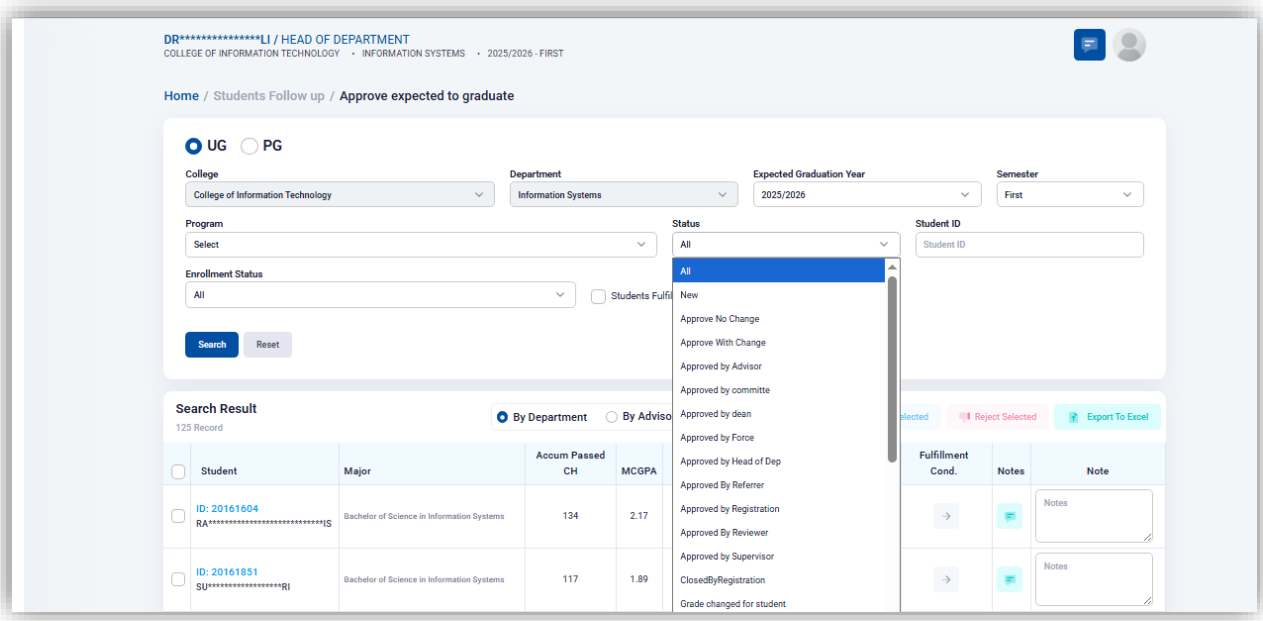


Figure 2 - Search screen

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

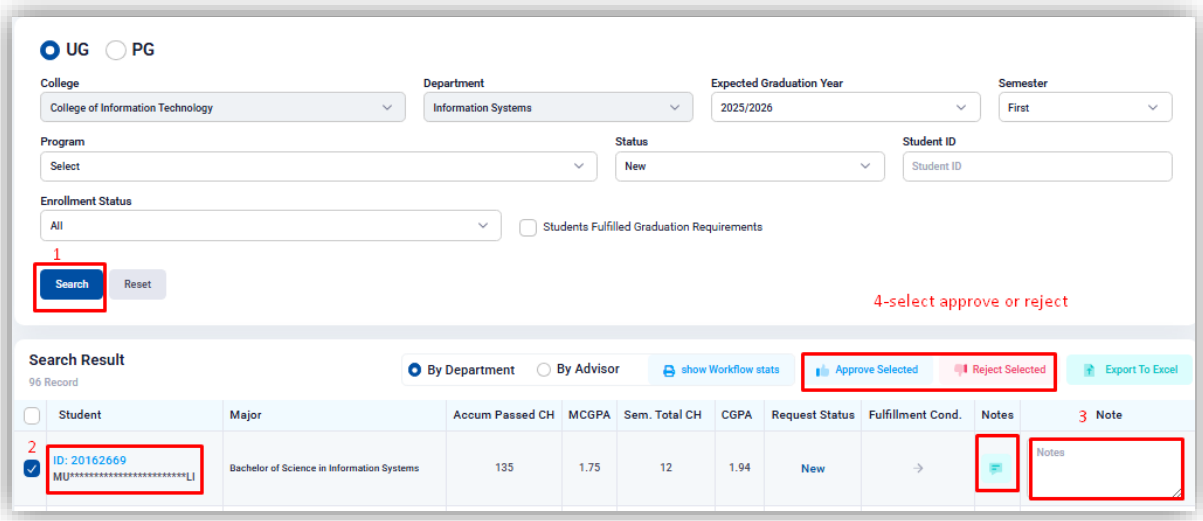


Figure 3 – search result

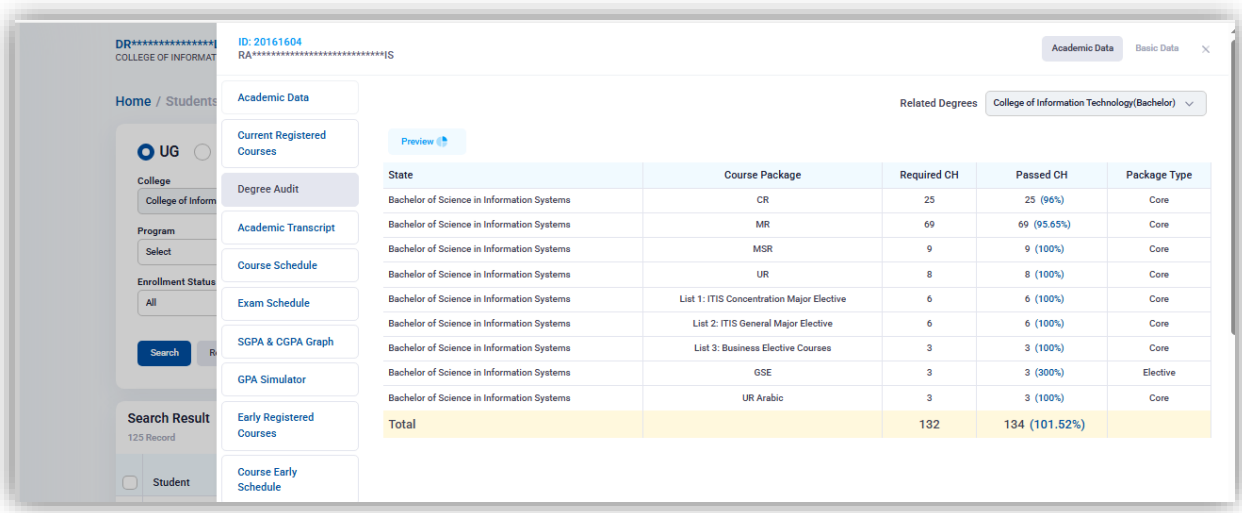
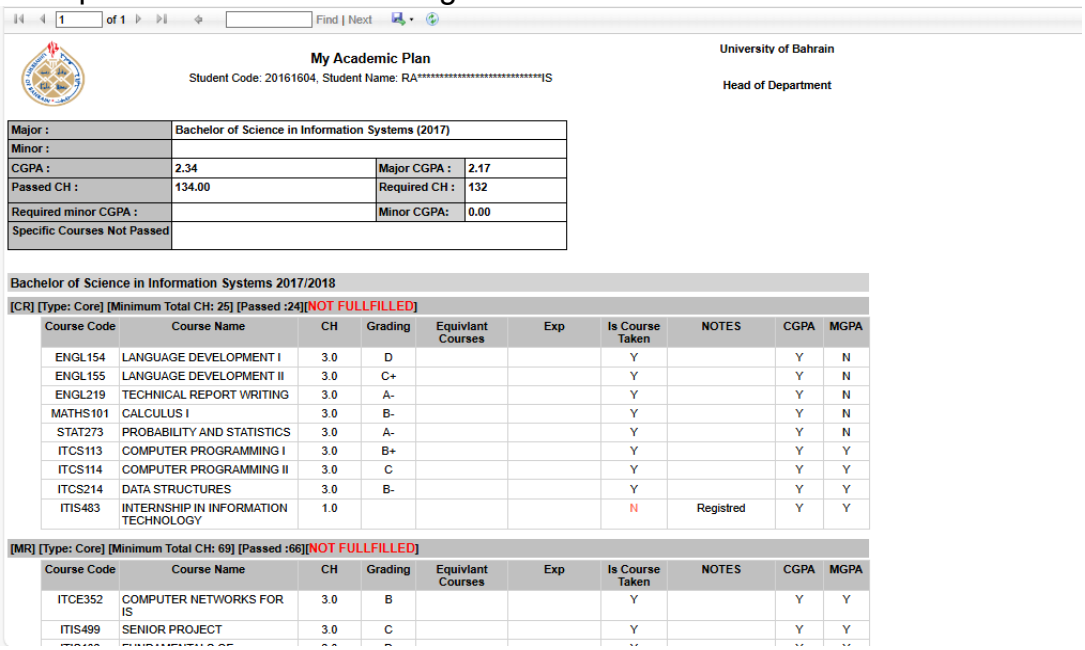


Figure 4 – student data

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:



My Academic Plan
Student Code: 20161604, Student Name: RA**********IS

University of Bahrain
Head of Department

Major :	Bachelor of Science in Information Systems (2017)		
Minor :			
CGPA :	2.34	Major CGPA :	2.17
Passed CH :	134.00	Required CH :	132
Required minor CGPA :		Minor CGPA:	0.00
Specific Courses Not Passed			

Bachelor of Science in Information Systems 2017/2018

[CR] [Type: Core] [Minimum Total CH: 25] [Passed :24][NOT FULLFILLED]

Course Code	Course Name	CH	Grading	Equivlant Courses	Exp	Is Course Taken	NOTES	CGPA	MGPA
ENGL154	LANGUAGE DEVELOPMENT I	3.0	D			Y		Y	N
ENGL155	LANGUAGE DEVELOPMENT II	3.0	C+			Y		Y	N
ENGL219	TECHNICAL REPORT WRITING	3.0	A-			Y		Y	N
MATHS101	CALCULUS I	3.0	B-			Y		Y	N
STAT273	PROBABILITY AND STATISTICS	3.0	A-			Y		Y	N
ITCS113	COMPUTER PROGRAMMING I	3.0	B+			Y		Y	Y
ITCS114	COMPUTER PROGRAMMING II	3.0	C			Y		Y	Y
ITCS214	DATA STRUCTURES	3.0	B-			Y		Y	Y
ITIS483	INTERNSHIP IN INFORMATION TECHNOLOGY	1.0				N	Registred	Y	Y

[MR] [Type: Core] [Minimum Total CH: 69] [Passed :66][NOT FULLFILLED]

Course Code	Course Name	CH	Grading	Equivlant Courses	Exp	Is Course Taken	NOTES	CGPA	MGPA
ITCE352	COMPUTER NETWORKS FOR IS	3.0	B			Y		Y	Y
ITIS499	SENIOR PROJECT	3.0	C			Y		Y	Y

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:

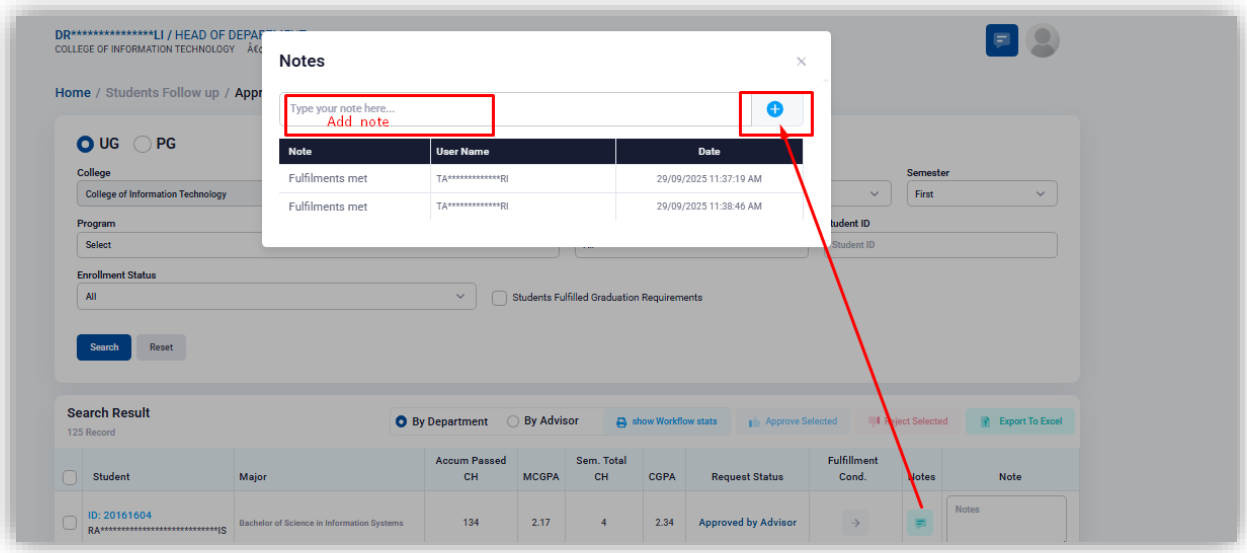


Figure 6 - Note

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:

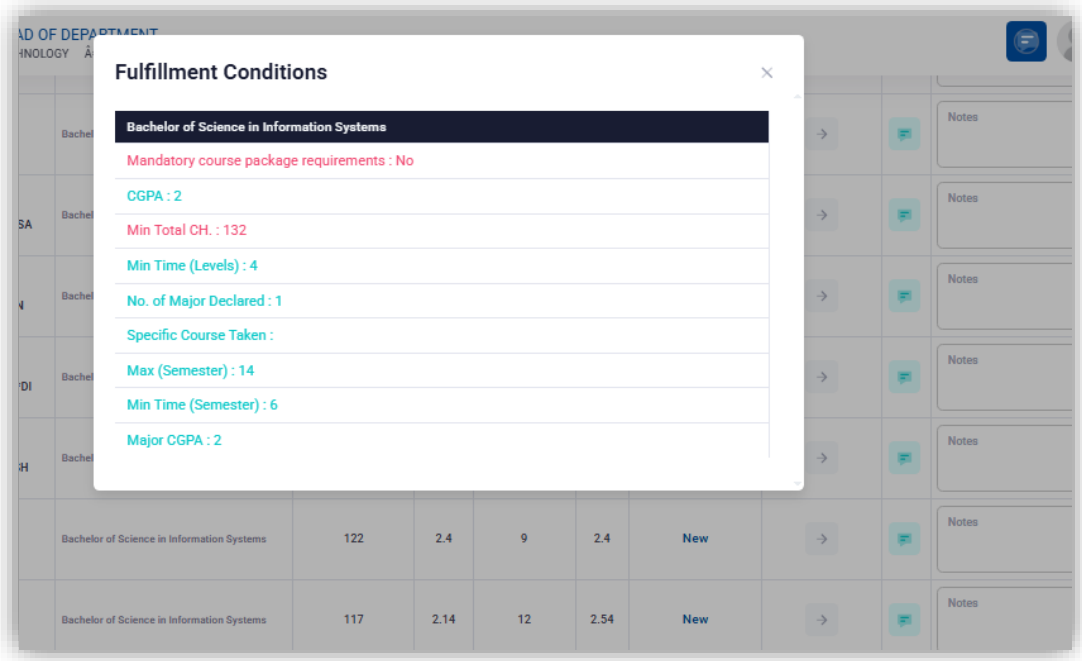


Figure 7 - Fulfillment conditions

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.

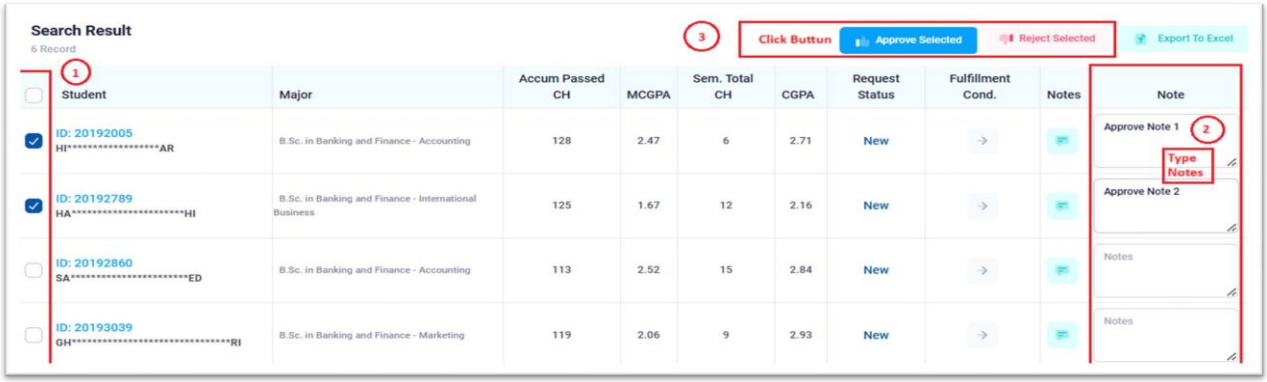


Figure 8 – Approve

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:

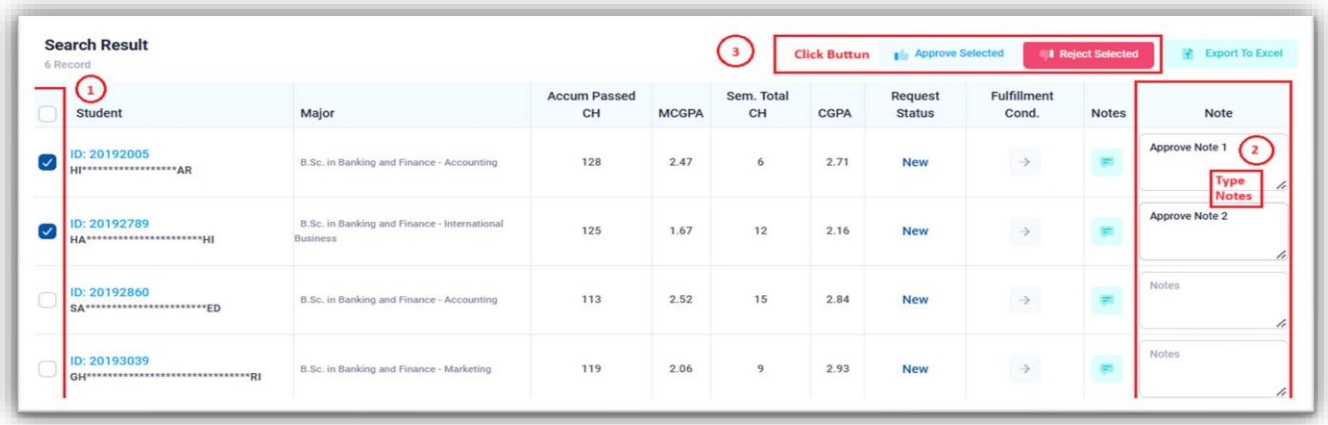


figure 9 – Reject

6-Show workflow stats

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

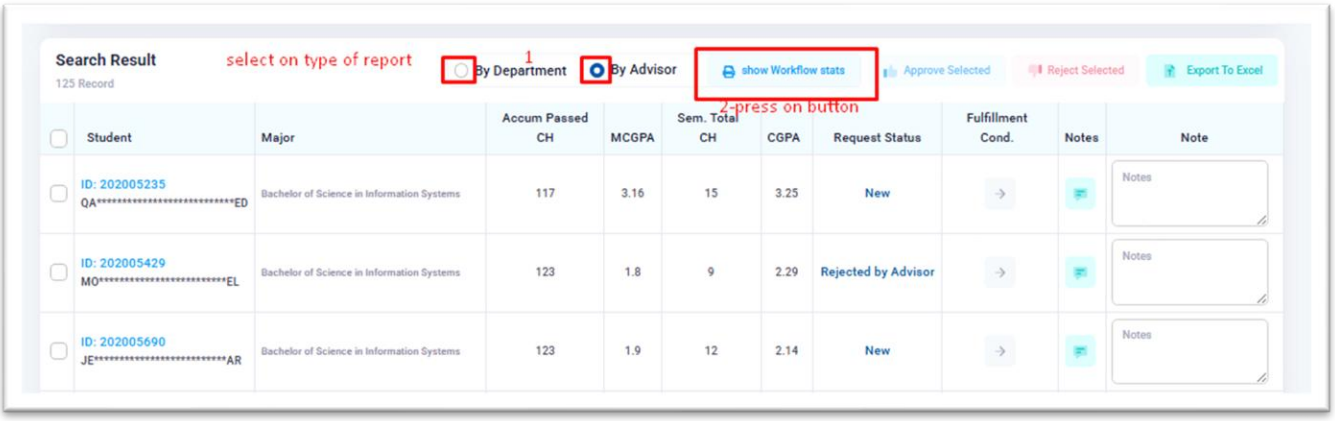


Figure 10 – Show workflow status

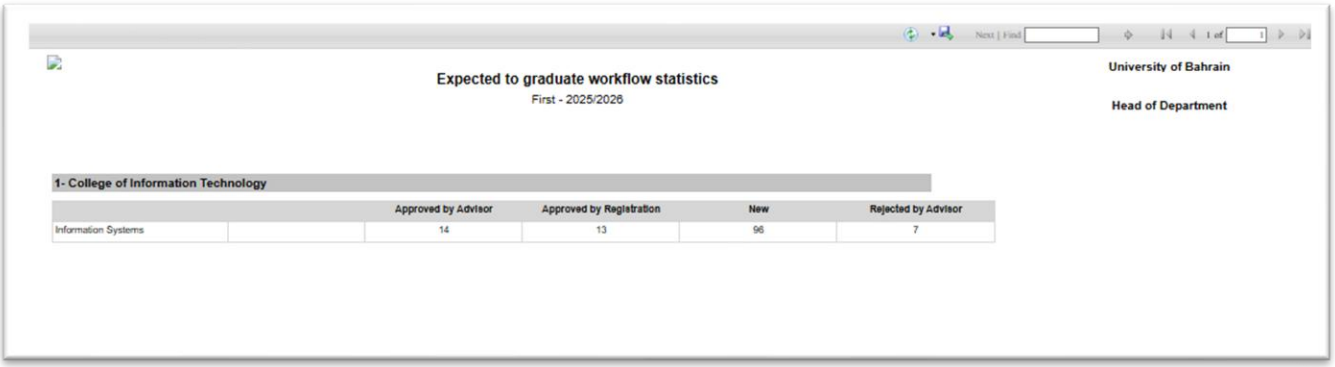


Figure 11 – By Department

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 Juma Adwan			6	
	Dr. Fatema Yusuf Alsebaie			5	
	Dr. Ghadeer Ismail Khalil		5	5	
	Dr. Ghassan Mohamed Alkoureiti	1	2	3	1
	Dr. Haroun Abdulla Al-Ryalat			5	
	Dr. Jaflah Hassan Al-Ammari			7	
	DR. MAAN MUBARAK ALJAWDER			8	
	Dr. Noora Hassan Alghatam			6	
	Dr. Orlando Jr. Catuiran		1	5	
	Dr. Reem Nasser Al-Kaabi	8	4		
	Mr. Dawood Abbas Hasan		1	5	
	Mr. Mohammed Abduraheem Siddique	4			1
	Mrs. Batool Saleh Fadhul			5	
	Mrs. Fatema Hasan AlJazeeri			4	
	Mrs. Fatema Yusuf Abbas			16	
	Mrs. Ghazwah Bader Sulaibeekh			3	
	Mrs. Shaikha Ali Ahmed			1	
	Mrs. Tara Fryad Henari	1		5	5

Figure 12 – By Advisor

7-Approve expected to graduate Workflow

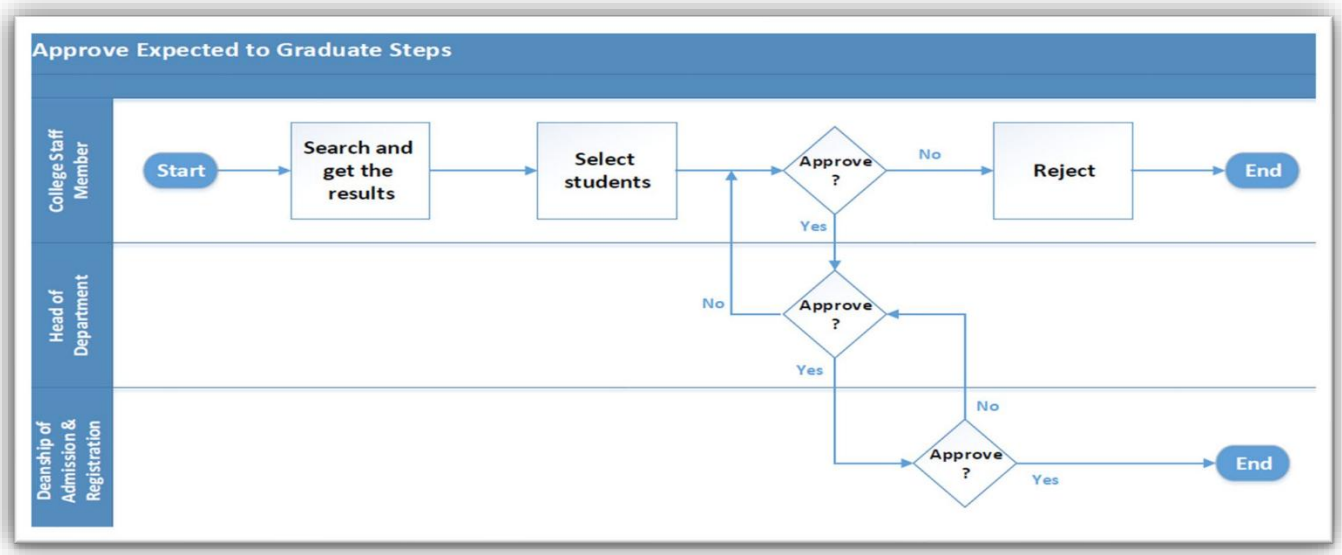


Figure 13 - Approve expected to graduate Workflow

8-Search samples:

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

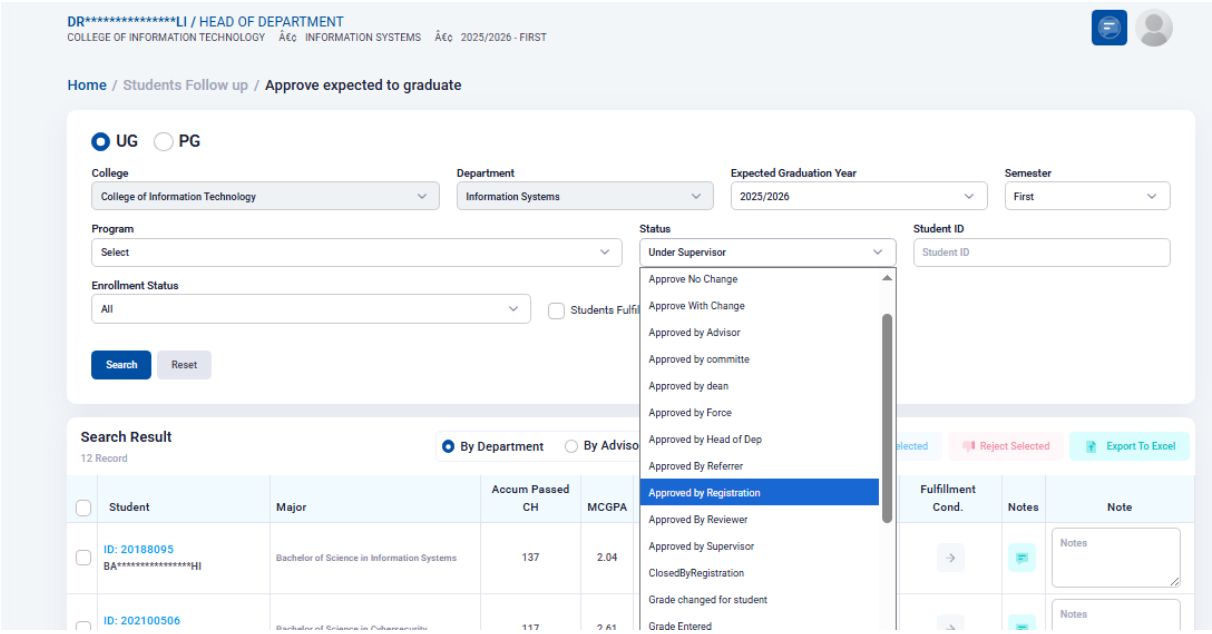


Figure 14 - Search sample