



New Student Information System User Manual

User Account: Head of Department
Function: Bulk Replace Section

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A. System Overview

From the schedule affairs menu, the head of department can select the screen **“Bulk Replace Section”** allows users to search for a course and select an alternative section

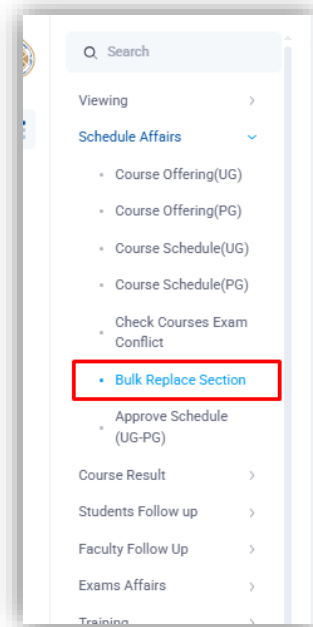


Figure 1 – Bulk Replace Section

A screenshot of the 'Bulk Replace Section' search form. The form is located at the bottom of the sidebar and contains several input fields: 'Academic Year' (set to 2025/2026), 'Semester' (set to First), 'College' (set to College of Information Technology), 'Department' (set to Information Systems), 'Course Code', and 'Section'. Below these fields are two buttons: 'Search' and 'Reset'. The 'Search' button is highlighted with a red rectangular box.

Figure 2 – search button

1. The main page

The Bulk Replace Section page allows users to filter and locate course sections before applying bulk updates. Can filter with(Academic Year , Semester, College, Department, Course Code, Section)

2. Search Result

The Search Result table lists all course sections that match the search filters. Each row shows the course code, section number, assigned instructor, section capacity, maximum allowable capacity, and the current student enrollment.

Home / Schedule Affairs / Bulk Replace Section

Academic Year

2025/2026

Semester

First

College

College of Information Technology

Department

Information Systems

Course Code

Section

Search

Reset

Search Result
137 Record

Course Code	Section	Staff Name	Capacity	Max Capacity	Student Count	
ITIS103	05	Dr. Haroun Abdulla Al-Ryalat	36	43	34/36	→
ITIS103	08	Dr. Ali Hussein Zolaft	35	35	28/35	→
ITIS103	09	Dr. Reem Nasser Al-Kaabi	34	34	32/34	→
ITIS213	01	Mrs. Fatema Yusuf Abbas	35	35	9/35	→
ITIS265	02	Mrs. Batool Saleh Fadhl	30	32	4/30	→
ITIS310	01	Dr. Ahmed Mohammed Zeki	37	37	5/37	→
ITIS360	02	Dr. Ali Hussein Zolaft	30	30	2/30	→
ITIS362	04	Dr. Orlando Jr. Catuiran	30	39	10/30	→

Figure 3 – search table

3. Table of details

Each row shows the Student ID, Student Name, Major, Registered, Credit Hours, Accumulated Credit Hours, Paid, and Drop.

Search Result							
34 Record							
☐	Student ID	Student Name	Major	Registered Credit Hours	Accumulated Credit Hours	CGPA	Paid Drop
☒	202305040	AB*****SI	Bachelor of Science in Cybersecurity (2024)	16			✓ x
☐	202306393	AL*****ED	Bachelor of Science in Computer Science (2016)	13	23	1.67	✓ x
☐	202308163	WA*****LI	Bachelor of Science in Software Engineering (2017)	16	6	1.2	✓ x
☐	202309307	AL*****TA	Bachelor of Science in Computer Science (2016)	16	24	2.24	✓ x
☐	202401431	BA*****IR	Bachelor of Science in Information Systems (2024)	16	0	0	✓ x
☐	202402475	AL*****IN	Bachelor of Science in Information Systems (2024)	16	0	0	✓ x
☐	202402671	RU*****RI	Bachelor of Science in Information Systems (2024)	12	0	0	✓ x
☐	202402738	KH*****VA	Bachelor of Science in Information Systems (2024)	16	0	0	✓ x
☐	202402840	HU*****HI	Bachelor of Science in Information Systems (2024)	13	0	0	✓ x
☐	202403186	SU*****RI	Bachelor of Science in Information Systems (2024)	16	0	0	✓ x

Figure 4 – details table

4. The Replace Section

Allows users to search for a course and select an alternative section. The Course Code field lets the user enter a specific course to filter results, while the table displays matching sections with key information: Course Code shows the course identifier, Section indicates the section number, Capacity shows how many seats are available, Max Capacity represents the maximum number of seats allowed, and Student Count displays how many students are currently enrolled out of the total capacity. Users can select a section from the list and confirm the change using the Replace button, or cancel the action if needed.

Search Result							
34 Record							
☐	Student ID	Student Name	Major	Registered Credit Hours	Accumulated Credit Hours	CGPA	Paid Drop
☒	202305040	AB*****SI	Bachelor of Science in Cybersecurity (2024)	16			✓ x
☐	202306393	AL*****ED	Bachelor of Science in Computer Science (2016)	13	23	1.67	✓ x
☐	202308163	WA*****LI	Bachelor of Science in Software Engineering (2017)	16	6	1.2	✓ x
☐	202309307	AL*****TA	Bachelor of Science in Computer Science (2016)	16	24	2.24	✓ x
☐	202401431	BA*****IR	Bachelor of Science in Information Systems (2024)	16	0	0	✓ x
☐	202402475	AL*****IN	Bachelor of Science in Information Systems (2024)	16	0	0	✓ x

Figure 5 – Replace button

SY***ER / HEAD OF DEPARTMENT**
2025/2026 - FIRST

Course Code	Section	Capacity	Max Capacity	Student Count
☒ CHEG111	04	25	44	0/25
☐ CHEG201	03	50	90	0/50
☐ RESV100	01			
☐ NUR317	01	0	5	0/0
☐ ITIS470	01	0	0	0/0
☐ RESV111	01			
☐ ICENG495	03	0	0	0/0
☐ ICENG495	05	0	0	0/0
☐ ICENG495	16	0	0	0/0
☐ CHEN495	04	0	0	0/0

Search Result
5 Record

Student ID	Student Name
☒ 202005364	AL*****
☐ 202100786	KA*****
☐ 202109690	ZA*****
☐ 202201150	FA*****
☐ 202209550	GH*****

Accumulated Credit Hours **CGPA** **Paid** **Drop**

89	2.26	✓	x
102	2.56	✓	x
93	2.15	✓	x
79	2.35	✓	x
81	2.39	✓	x

Replace Section

Course Code

Search **Reset**

Replace

Cancel

Figure 6 – Replace section