



New Student Information System User Manual

User Account: Head of Department
Function: Class Lists

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A. System Overview

- From the Faculty Follow-up menu, the head of department can select the screen “**Class Lists**” to preview students by the courses he teaches per section.

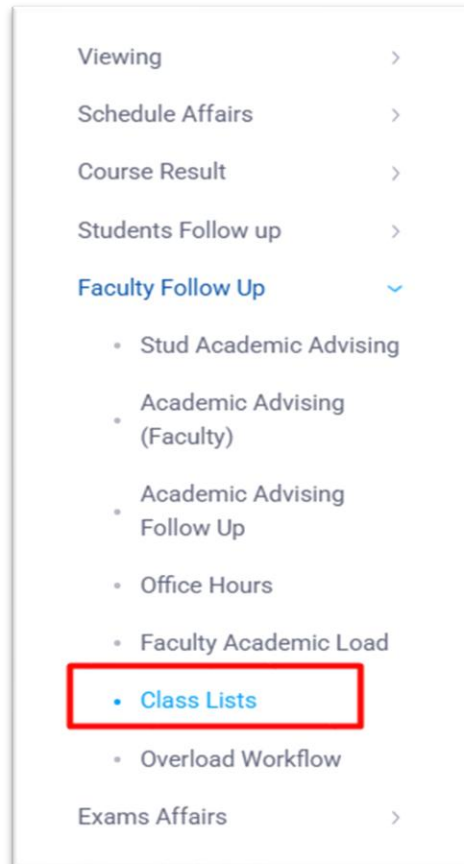


Figure 1- Class List

B. Instructions

This screen allows the Head of Department to preview students by the courses he teaches per section.

1. Search for Students:

Home / Faculty Follow Up / Class Lists

Degree Type
☒ UG ☐ PG

Academic Year
2025/2026

Semester
First

Course
FINANCIAL ACCOUNTING

Section
All

Schedule Approved
☒ YES ☐ NO

Search Reset

Statistical (All Courses)

Search Result
77 Record

Detailed Report Statistical Report Statistical Report (Major) Details with Contacts and Addresses

Student	Status	Collage	Major	Study Method
☐ ID: 202401036 LA*****OR	-	College of Applied Studies	Associate Degree in Accounting (2024)	Physical
☐ ID: 202403244 RA*****NI	-	College of Applied Studies	Associate Degree in Accounting (2024)	Physical

Figure 2- search for students

2. preview Detailed Report:

1 of 4
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University of Bahrain

Head of Department



Students Registered in section Academic status

Academic Year :2025/2026 Semester :First

Students whose schedules have been approved

ACA112--FINANCIAL ACCOUNTING I

Section Number:01

Staff Name:MOHAMMED SAEED ALBANNA

No	Student ID	Student Name	Status
1	202401036	LA*****OR	
2	202403244	RA*****NI	
3	202403254	FA*****AN	
4	202404012	ZA*****DI	
5	202404170	SA*****EM	
6	202404186	RI*****AD	
7	202404634	MA*****ZI	
8	202404948	MA*****EL	
9	202405027	NO*****AZ	
10	202406474	HA*****FA	
11	202407901	ZA*****AN	
12	202408088	AL*****OB	
13	202408152	NA*****ED	
14	202408182	MO*****IN	
15	202408385	FA*****BI	
16	202408416	IS*****ZA	
17	202408533	AB*****AR	
18	202408583	FA*****OQ	
19	202408794	MO*****WI	
20	202408832	YO*****LI	
21	202408833	AH*****ED	
22	202408914	HA*****BI	

Figure 3 – Detailed Report

3. Preview Statistical Report:

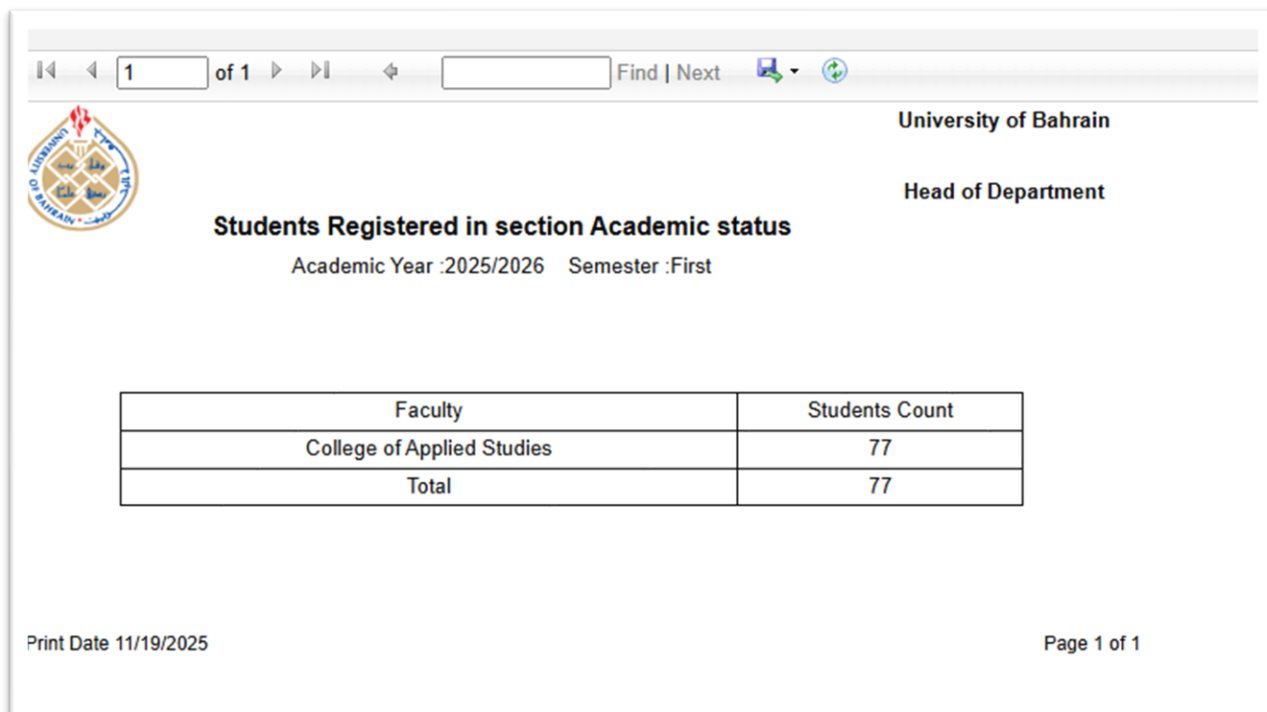


Figure 4- Statistical Report

4. Preview Statistical Report (Major):

1 of 1
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University of Bahrain

Head of Department

Students Registered in section Academic status
 Academic Year :2025/2026 Semester :First

Faculty	Major	Students Count
College of Applied Studies	Associate Degree in Accounting	72
	Associate Diploma in Accounting	5
	Total	77

Print Date 11/19/2025
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Figure 5- Statistical Report (Major)

5. Preview Details with Contacts and Addresses:

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University of Bahrain
Head of Department

Students Registered in section with contacts and addresses
Academic Year :2025/2026 Semester :First
Students whose schedules have been approved

ACA112-FINANCIAL ACCOUNTING I Section Number:01
Staff Name:MOHAMMED SAEED ALBANNA

No	Student ID	Student Name	Status	SMS Mobile	Mobile	Phone	Address
1	202401036	LA*****OR		00*****32	00*****32		PO*****0
2	202403244	RA*****NI		00*****59	00*****59	33****52	P*****22
3	202403254	FA*****AN		00*****40	00*****40	39****02	P*****12
4	202404012	ZA*****DI		00*****61	00*****61	37****27	P*****0
5	202404170	SA*****EM		00*****02	00*****02	39****86	P*****0
6	202404186	RJ*****AD		00*****56	00*****56	36****61	P*****1
7	202404634	MA*****ZI		00*****08	00*****63	39****15	P*****0
8	202404948	MA*****EL		00*****60	00*****60	33****81	P*****0
9	202405027	NO*****AZ		00*****49	00*****49	39****41	P*****0
10	202406474	HA*****FA		00*****90	00*****90	36****63	P*****12
11	202407901	ZA*****AN		00*****03	00*****32	39****32	P*****33
12	202408088	AL*****OB		00*****74	00*****74	36****25	P*****t
13	202408152	NA*****ED		00*****95	00*****95	37****95	P*****0
14	202408182	MO*****IN		00*****02	00*****02	33****55	P*****0
15	202408385	FA*****BI		00*****38	00*****38	39****88	P*****0

Figure 6 - Details with Contacts and Addresses

6. Preview Statistical (All Courses):

1 of 1
Find | Next



University of Bahrain
Head of Department

Students Registered in section Academic status
Academic Year :2025/2026 Semester :First

Faculty	Department	Course	Students Count
Total			

Print Date 11/19/2025
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Figure 7 - Statistical (All Courses)