



# New Student Information System User Manual

User Account: Head of Department

Function: Course Offering (UG-PG)

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## A. System Overview

- From the Schedule Affairs menu, the head of department can select the screen “**Course Offering (UG-PG)**” to add the courses to be offered in the current academic semester or the next, for schedules creation purpose and to be available for registration by Students.

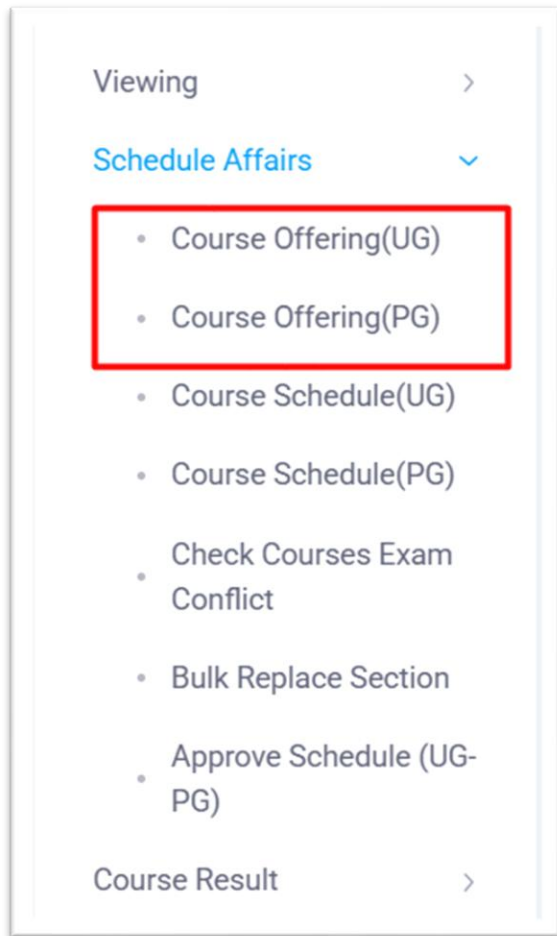


Figure 1- Course Offering (UG-PG)

## B. Instructions

This screen allows the Head of Department to filter Courses based on many criteria, which help him/her to add, modify and delete the courses to be offered if the offered period is open.

### 1. Search :

Home / Schedule Affairs / Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Arts Department: Select Course Code: Course Code

Add Expression: [Select] = [Select] Search Reset

Search Result 804 Record

Save All Add Course to Offering Offering All Courses From Cataloge Calc Expected Reg Count. EIS

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online		
Code:ARAB242 ARABIC POETRY IN THE RENAISSANCE PERIOD	3.0	10	200	1691	6	4	40	TO BE ANNOUNCED		<input checked="" type="checkbox"/>	Update
Code:MCO355 2D ANIMATION	3.0	10	200	0	35	35	35	TO BE ANNOUNCED		<input checked="" type="checkbox"/>	Update
Code:MCO429 GRADUATION PROJECT (RADIO AND TELEVISION)	3.0	10	200	0	32	27	35	TO BE ANNOUNCED		<input checked="" type="checkbox"/>	Update

Figure 2: Search

## 2. Modify in the search result :

- Head of Department can enter the “Min. # Stud”, “Max # Stud”.
- Press “Update” icon.

Home / Schedule Affairs / Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Law Department: Public Law Course Code:

Add Expression: [Select] = [Select] Search Reset

**Search Result**  
41 Record

Save All Add Course to Offering Offering All Courses From Cataloge Calc Expected Reg Count.

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online			
Code: LAW106 CONSTITUTIONAL LAW I	3.0	<input type="text" value="10"/>	<input type="text" value="200"/>	0	186	179	225	TO BE ANNOUNCEI		<input type="checkbox"/>	<input type="button" value="Update"/>	
Code: LAW109 INTRODUCTION TO INTERNATIONAL HUMAN RIGHTS LAW	2.0	<input type="text" value="10"/>	<input type="text" value="200"/>	0	105	76	135	TO BE ANNOUNCEI		<input type="checkbox"/>	<input type="button" value="Update"/>	

Figure 3 – Update

### 3. Select Co-Coordinator:

The department head can also select the "course coordinator" by clicking on the search icon, where a pop-up window will appear to select a faculty member.

**Search Result**  
41 Record

[Save All](#)
[Add Course to Offering](#)
[Offering All Courses From Catalogue](#)
[Calc Expected Reg Count.](#)

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online
Code: LAW106 CONSTITUTIONAL LAW I	3.0	10	200	0	186	179	225	TO BE ANNOUNCED	<input checked="" type="checkbox"/>
Code: LAW109 INTRODUCTION TO INTERNATIONAL HUMAN RIGHTS LAW	2.0	10	200	0	105	76	135	TO BE ANNOUNCED	<input checked="" type="checkbox"/>

**Faculty Staff Advanced Search**

College: College of Arts  
Department: Psychology  
Job Degree: Select  
Job Status: Active  
Staff Name:

Staff Code:  CPR:

**Search Result**  
11 Record

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Staff Name	Associated department	Job Degree
	Psychology	Associate Professor
	Psychology	Associate Professor
	Psychology	Assistant Professor
	Psychology	Professor
	Psychology	Associate Professor
	Psychology	Associate Professor
	Psychology	Assistant Professor
	Psychology	Assistant Professor
	Psychology	Assistant Professor
	Psychology	Associate Professor

Figure 4 :Select Co-Coordinator

## 4. Delete Course:

The offered course can be deleted by pressing the "Delete" button.

Home / Schedule Affairs / Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Arts Department: Select Course Code:

Add Expression: [Select] = [Select]

**Search Result**  [Add Course to Offering](#) [Offering All Courses From Cataloge](#) [Calc Expected Reg Count.](#)

804 Record

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online		
<a href="#">Code:ARAB242</a> ARABIC POETRY IN THE RENAISSANCE PERIOD	3.0	<input type="text" value="10"/>	<input type="text" value="200"/>	1691	6	4	40	TO BE ANNOUNCED	<input type="button" value="Search"/>	<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>
<a href="#">Code:MC0355</a> 2D ANIMATION	3.0	<input type="text" value="10"/>	<input type="text" value="200"/>	0	35	35	35	TO BE ANNOUNCED	<input type="button" value="Search"/>	<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Figure 5: Delete Course

## 5. Save All:

All changes can be saved by pressing the "Save All" button.

Home / Schedule Affairs / Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Information Technology Department: Information Systems Course Code: [Text Box]

Add Expression: [Select] = [Select] [Search] [Reset]

Search Result  
87 Record

**Save All** Add Course to Offering Offerring All Courses From Cataloge Calc Expected Reg Count.

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online	
Code:ITIS468 CYBER SECURITY	3.0	10	200	468	31	42	45	TO BE ANNOUNCED	<input type="checkbox"/>	Update
Code:ITIS417 KNOWLEDGE MANAGEMENT	3.0	10	200	471		0		TO BE ANNOUNCED	<input type="checkbox"/>	Update

Figure 6: Save All Changes



### 3. Adding a specific course to the offering :

- HOD can add a specific course to the offering by press **“Add Course to Offering”** link and the system open popup screen to search for course .

**Course Offering(UG)**

Academic Year: 2025/2026 Semester: First Collage: College of Information Technology Department: Information Systems Course Code: [Text Box]

Add Expression: [Select] = [Select] [Search] [Reset]

**Search Result**  
87 Record

[Save All] **Add Course to Offering** [Offering All Courses From Catalogue] [Calc Expected Reg Count.]

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online	
Code:ITIS468 CYBER SECURITY	3.0	10	200	468	1	42	45	TO BE ANNOUNCED		[Update]

**Course Advanced Search**

Collage: College of Information Technology Department: Information Systems

Programs: All Academic Plans: All Course Catalog: [Radio Button]

Course Code: [Text Box]

[Search] [Reset]

**Search Result**  
87 Record

[Export to Excel]

Course	CH	Min. # Stud.	Max. # Stud.	Co-Ordinator	Online
<input checked="" type="checkbox"/> Code:BIIS100 INTRODUCTION TO MICROCOMPUTERS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS101 INTRODUCTION TO COMPUTERS AND INFORMATION SYSTEMS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS111 PROGRAMMING FOR BUSINESS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS201 DATABASE SYSTEMS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS202					

[Save] [Cancel]

Figure 7- Add Course to offering

#### 4. Offering All Courses from Catalog :

- HOD can add all the courses in the defined catalog for the selected Academic Year, Semester to the offering by press **“Offering Add Courses from Catalog”** link.

Home / Schedule Affairs / Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Information Technology Department: Information Systems Course Code: [Text Box]

Add Expression: [Select] = [Select] [Search] [Reset]

**Search Result** 87 Record

[Save All] [Add Course to Offering] [Offering All Courses From Catalog] [Calc Expected Reg Count.] [Icon]

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online	
Code:ITIS468 CYBER SECURITY	3.0	10	200	468	31	42	45	TO BE ANNOUNCED	<input checked="" type="checkbox"/>	[Update] [Icon]
Code:ITIS417 KNOWLEDGE MANAGEMENT	3.0	10	200	471		0		TO BE ANNOUNCED	<input checked="" type="checkbox"/>	[Update] [Icon]

Figure 8- Offering All Courses from Catalog

## 5. Calc Expected Reg Count :

- HOD can press “**Calc Expected Reg Count.**” link calculate the expected number of students shall register for every course in the offering list.

Home / Schedule Affairs / Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Information Technology Department: Information Systems Course Code:

Add Expression: [Select] = [Select] Search Reset

**Search Result**  
87 Record

Save All Add Course to Offering Offering All Courses From Cataloge **Calc Expected Reg Count.**

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online	
Code:ITIS468 CYBER SECURITY	3.0	<input type="text" value="10"/>	<input type="text" value="200"/>	468	31	42	45	TO BE ANNOUNCED	<input type="checkbox"/>	<a href="#">Update</a>
Code:ITIS417 KNOWLEDGE MANAGEMENT	3.0	<input type="text" value="10"/>	<input type="text" value="200"/>	471		0		TO BE ANNOUNCED	<input type="checkbox"/>	<a href="#">Update</a>

Figure 9- Calc Expected Reg Count