



# New Student Information System User Manual

User Account: Head of Department  
Function: Declare Minor Request for  
Student

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## A. System Overview

- From the Students Follow-up menu, the head of department can select the screen **“Declare Minor Request for Student”** to add a Minor/Specialization for a student, or take action to Approve/Reject a request submitted by a student.

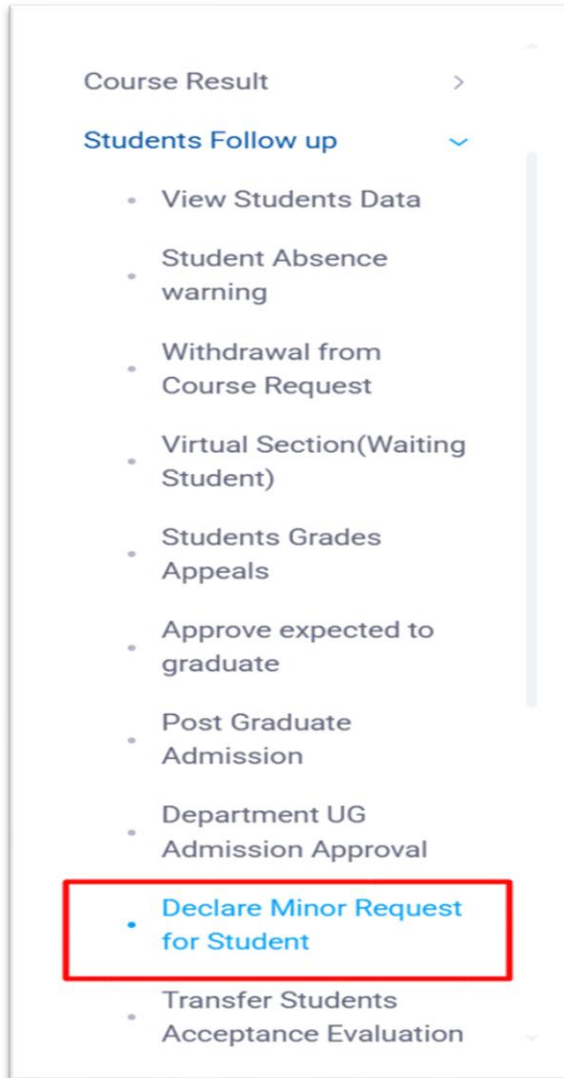


Figure 1-Declare Minor Request for Student

## B. Instructions

This screen allows the Head of Department to add a Minor/Specialization for a student, or take and action to Approve/Reject a request submitted by a student.

### 1. Search for students:

- Head of Department can select the search criteria then press “**Search**” button.

Home / Students Follow up / Declare Minor Request for Student

College  
All

Department  
All

Academic Year  
2025/2026

Semester  
First

Student ID

Request Status  
Select

Interview Status  
All

☐ Is Applied

Requested by Student  
☒ All ☐ Yes ☐ No

Has Declared Minor  
☒ All ☐ Yes ☐ No

Minor Times  
All

CH  
From : To

Search Reset

+ Add New

Search Result  
3462 Record

Reject Approve In Current Semester Approve In Next Semester

Figure 2 – Search for students

## 2. Delete Request :

For the new requests submitted by the students, Head of Department can press “Delete” icon to delete request .

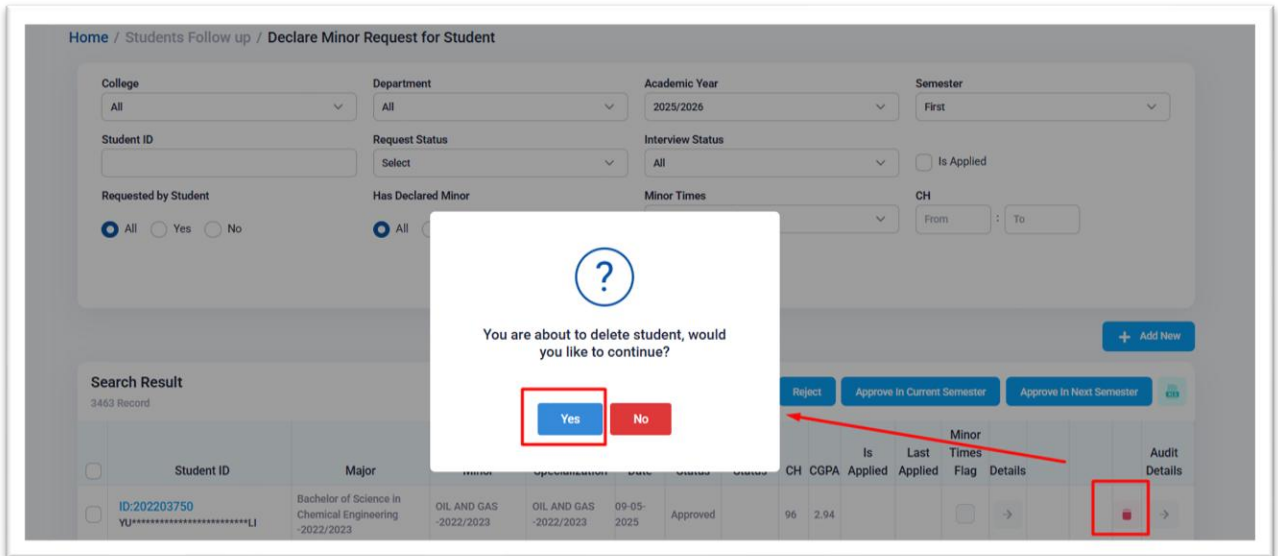


Figure 3- Delete Request

### 3. preview the request details :

HOD can press the “Details >>” icon to preview the request details as the system open page the screen “**Declare Major/Minor/Specialization**”.

Home / Students Follow up / Declare Minor Request for Student

College
All

Department
All

Academic Year
2025/2026

Semester
First

Student ID
202203485

Request Status
Select

Interview Status
All

☐ Is Applied

Requested by Student
☒ All ☐ Yes ☐ No

Has Declared Minor
☒ All ☐ Yes ☐ No

Minor Times
All



CH
From : To

Search
Reset

+ Add New

Search Result
1 Record

Reject
Approve in Current Semester
Approve in Next Semester

	Student ID	Major	MinorSpecialization	Request Date	Status	Interview Status	CH	CGPA	Is Applied	Last Applied	Minor Times Flag	Details	Audit Details
<input type="checkbox"/>	ID:202203485 AB*****ED	Associate Diploma in Commerce -2021/2022		25-11-2025	New		47	2.1			<input type="checkbox"/>		

Home / Students Follow up / Declare Minor Request for Student / Declare Major/Minor/Specialization

Student ID
202203485
Search

Search Result

	Student	Enrollment Status	Nationality	Major	Minor/Specialization	Specialization	CGPA	Accum CH
<input type="checkbox"/>	ID:202203485 AB*****ED	Enrolled	BAHRAIN	Associate Diploma in Accounting (2018)			2.1	47

CHANGE DEGREE

AB\*\*\*\*\*ED

202203485
Secondary Certificate (Public) - Unified Tracks Commercial
College of Applied Studies

Orientation Level: 0
Admission Year:
CGPA 2.1
Passed Ch 47

Major
Associate Diploma in Accounting
Academic Plan Year 2018/2019 Without T or M BSC

Minor
Select
Academic Plan Year Select

Specialization
Select
Academic Plan Year Select

Save
Reject
Approve in Current Semester
Approve in Next Semester

Figure 4- Request Details

#### 4. Preview the Request Actions :

Also HOD can press the “**Audit Details >>**” icon to preview the request actions taken by which users, and when.

**Audit Details**

Action	Action Data	User	Request Old Status	Request New Status	Is Applied	New Is Applied
UPDATE	12/05/2025 09:09:35 AM	uobsis	Approved	Approved		✓
UPDATE	12/05/2025 09:09:35 AM	202205060	New	Approved		

**Search Result**  
3463 Record

Student ID	Major	Minor	Specialization	Request Date	Status	Interview Status	CH	CGPA	Is Applied	Last Applied	Minor Times Flag	Audit Details
ID:202205060 EM*****R]	Bachelor of Arts in English Language and Literature - Major -2020/2021	Minor in American Studies -2008/2009		11-02-2025	Approved		26	1.71	✓	✓	✓	>

Figure 5- Audit Details

## 5. Add New Request :

HOD can add a request for specific student by press **"Add New"** button and the system open page **"Declare Major/Minor/Specialization"**:

1. Enter the **"Student ID"** and press **"Search"** button.
2. Select the **"Minor"**.
3. Select **"Specialization"**.
4. Press **"Save"** button.
5. **"Reject"**, or **"Approve in Cur. Semester"**, or **"Approve in next Semester"** .

Home / Students Follow up / Declare Minor Request for Student

College: All Department: All Academic Year: 2025/2026 Semester: First

Student ID: 202203485 Request Status: Select Interview Status: All Is Applied: ☐

Requested by Student: All Yes No Has Declared Minor: All Yes No Minor Times: All CH: From To

Search Reset

**+ Add New**

Search Result  
1 Record

Reject Approve In Current Semester Approve In Next Semester

Student ID	Major	MinorSpecialization	Request Date	Status	Interview Status	CH	CGPA	Is Applied	Last Applied	Minor Times Flag	Details	Audit Details
ID:202203485 AB*****ED	Associate Diploma in Commerce -2021/2022		25-11-2025	New		47	2.1					

Home / Students Follow up / Declare Minor Request for Student / Declare Major/Minor/Specialization

Student ID: 202203485 Search

Search Result

Student	Enrollment Status	Nationality	Major	Minor/Specialization	Specialization	CGPA	Accum CH
ID:202203485 AB*****ED	Enrolled	BAHRAIN	Associate Diploma in Accounting (2018)			2.1	47

CHANGE DEGREE

AB\*\*\*\*\*ED  
202203485 Secondary Certificate (Public) - Unified Tracks Commercial College of Applied Studies

Orientation Level: 0 Admission Year: Passed Ch 47

CGPA 2.1

Major: Associate Diploma in Accounting Academic Plan Year 2018/2019 Without T or M BSC

Minor: Select Academic Plan Year Select

Specialization: Select Academic Plan Year Select

Save Reject Approve In Current Semester Approve In Next Semester

Figure 6- Add New