



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.

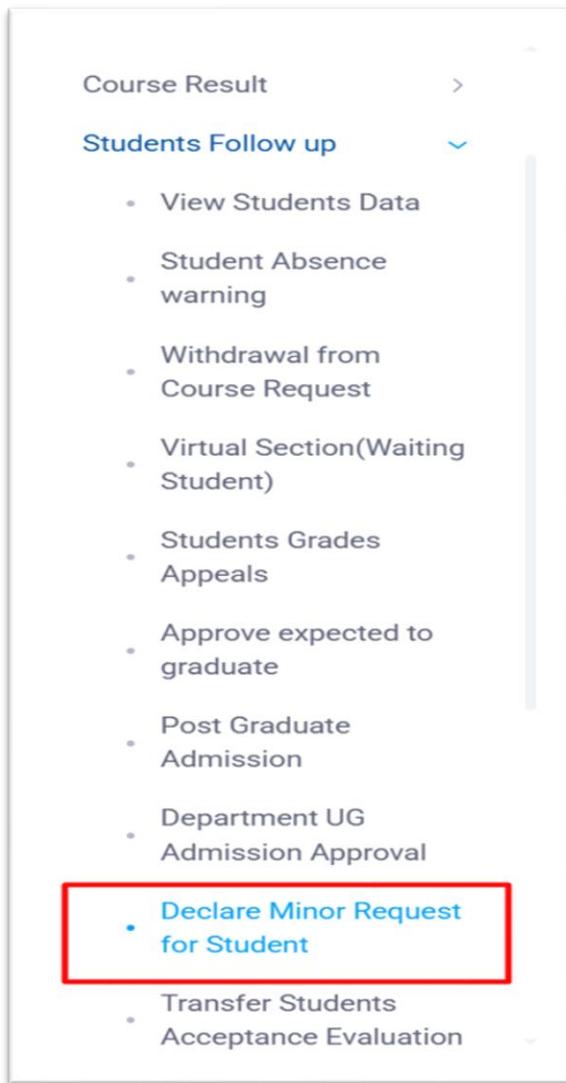


Figure 1-Declare Minor Request for Student

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.

Search Result															
3462 Record															
	Student ID	Major	Minor	Specialization	Request Date	Status	Interview Status	CH	CGPA	Is Applied	Last Applied	Minor Times	Minor Times Flag	Details	Audit Details
<input type="checkbox"/>	ID:202205060 EM*****RI	Bachelor of Arts in English Language and Literature - Major -2020/2021	Minor in American Studies -2008/2009		11-02-2025	Approved		26	1.71	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	→	→

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 .

The screenshot shows a web-based application for managing student minor requests. At the top, there are dropdown filters for College (All), Department (All), Academic Year (2025/2026), and Semester (First). Below these are fields for Student ID, Request Status (Select), Interview Status (All), and Has Declared Minor (radio buttons for All, Yes, No). A search result table is visible on the left, showing a single record for a student with ID ID:202203750 and major Bachelor of Science in Chemical Engineering -2022/2023. The main area displays a modal dialog with a question mark icon and the text: "You are about to delete student, would you like to continue?". Below the dialog are three buttons: "Yes" (highlighted with a red box), "No", and "Reject", "Approve In Current Semester", and "Approve In Next Semester". A red arrow points from the "Yes" button to the "Delete" icon in the student table. The table columns include Student ID, Major, Specification, Date, Status, CGPA, Is Applied, Last Applied, Minor Times, and Audit Details.

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”.

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College	Department	Academic Year	Semester
All	All	2025/2026	First
Student ID	Request Status	Interview Status	<input type="checkbox"/> Is Applied
202203485	Select	All	
Requested by Student	Has Declared Minor	Minor Times	CH
<input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No	All	From : To
<input type="button" value="Search"/> <input type="button" value="Reset"/>			
+ Add New			

Search Result
1 Record

	Student ID	Major	Minor/Specialization	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"/>	→	Reject	Approve in Current Semester	Approve in Next Semester	Audit

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Student ID	Search
202203485	<input type="button" value="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**

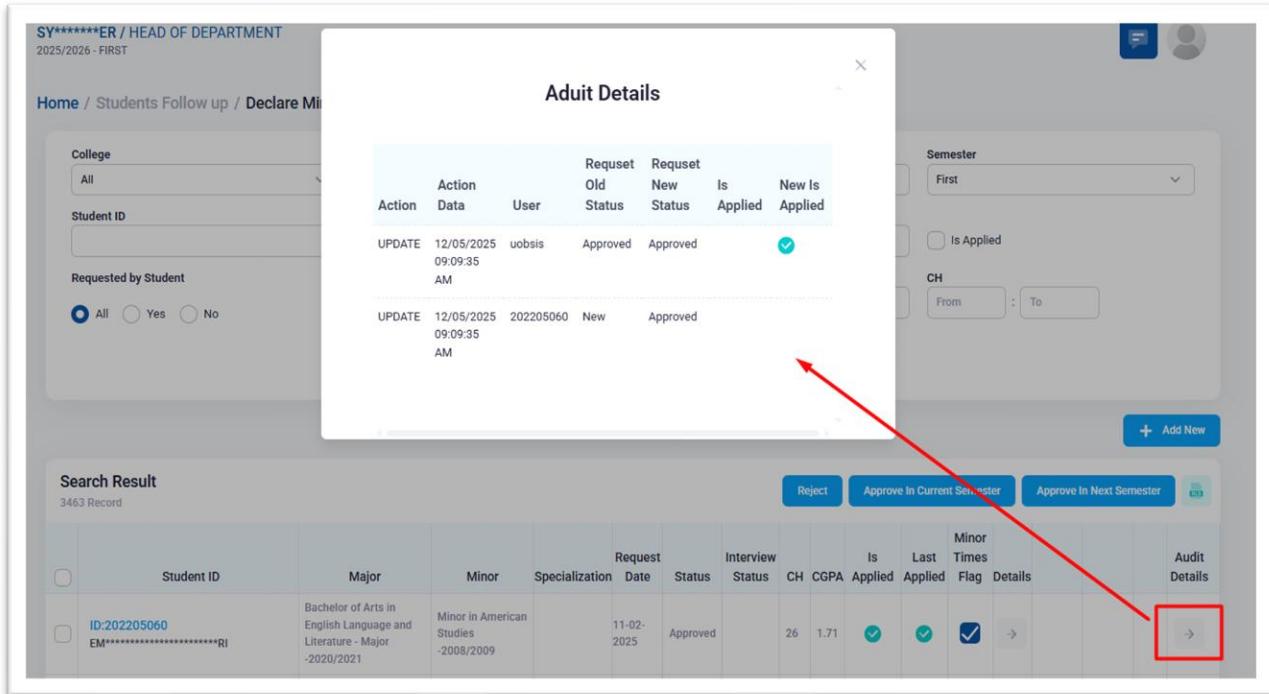
202203485 Secondary Certificate (Public) - Unified Tracks Commercial College of Applied Studies

Orientation Level: 0	Admission Year:
CGPA 2.1	Passed Ch 47
Major	Associate Diploma in Accounting
Minor	Select
Specialization	Select
<input type="button" value="Save"/> <input type="button" value="Reject"/> <input type="button" value="Approve in Current Semester"/> <input type="button" value="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.



The screenshot shows a web-based application interface for managing student requests. A modal window titled "Audit Details" is open, displaying two rows of audit log entries. The columns in the table are: Action, Data, User, Request Old Status, Request New Status, Is Applied, and New Is Applied. The first entry shows an UPDATE on 12/05/2025 at 09:09:35 AM by user 'uobsis' with status Approved. The second entry shows an UPDATE on 12/05/2025 at 09:09:35 AM by user '202205060' with status Approved. A red arrow points from the "Audit Details" text in the caption below to the "Audit Details" button in the modal header.

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

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Audit Details

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	<input checked="" type="checkbox"/>	
UPDATE	12/05/2025 09:09:35 AM	202205060	New	Approved		

College: All
Student ID:
Requested by Student: All Yes No

Semester: First
Is Applied:
CH: From: To:

Search Result
3463 Record

	Student ID	Major	Minor	Specialization	Request Date	Status	Interview Status	CH	CGPA	Is Applied	Last Applied	Minor Times	Flag	Details	Audit Details
<input type="checkbox"/>	ID:202205060 EM*****R1	Bachelor of Arts in English Language and Literature - Major -2020/2021	Minor in American Studies -2008/2009		11-02-2025	Approved		26	1.71	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**” .

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College	Department	Academic Year	Semester
All	All	2025/2026	First
Student ID	Request Status	Interview Status	
202203485	Select	All	<input type="checkbox"/> Is Applied
Requested by Student	Has Declared Minor	Minor Times	CH
<input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> All <input type="radio"/> Yes <input type="radio"/> No	All	From : To
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Search Result
1 Record

	Student ID	Major	Minor Specialization	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						

[+ Add New](#)

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Student ID	<input type="text" value="202203485"/>	<input type="button" value="Search"/>
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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: 2018/2019 Without T or M BSC

CGPA: 2.1 Passed Ch: 47

Major: Associate Diploma in Accounting Academic Plan Year: Select

Minor: Select Academic Plan Year: Select

Specialization: Select Academic Plan Year: Select

Figure 6- Add New