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.

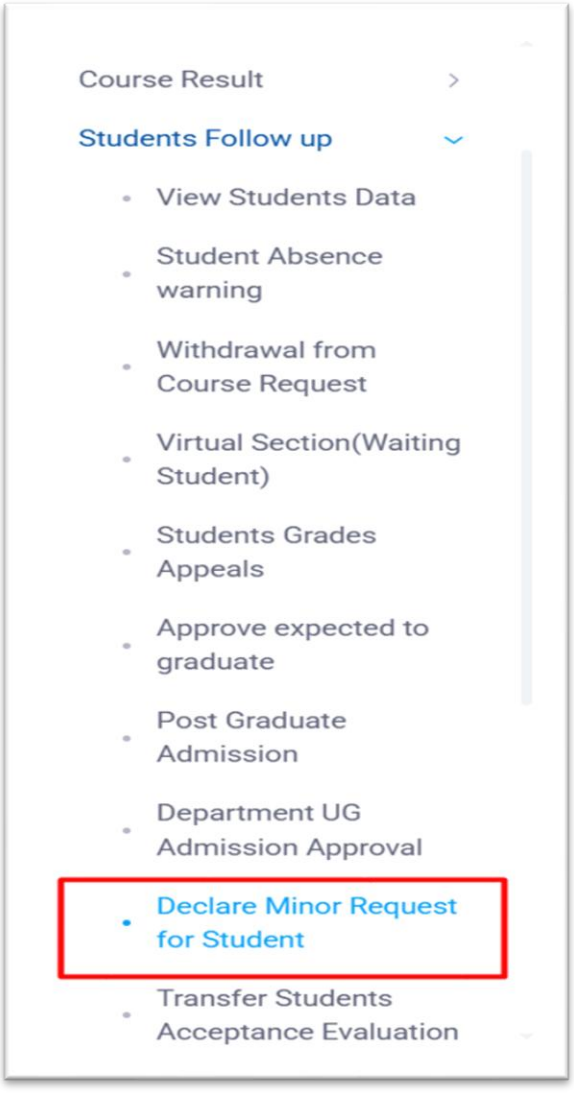

Figure 1-Declare Minor Request for Student

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.

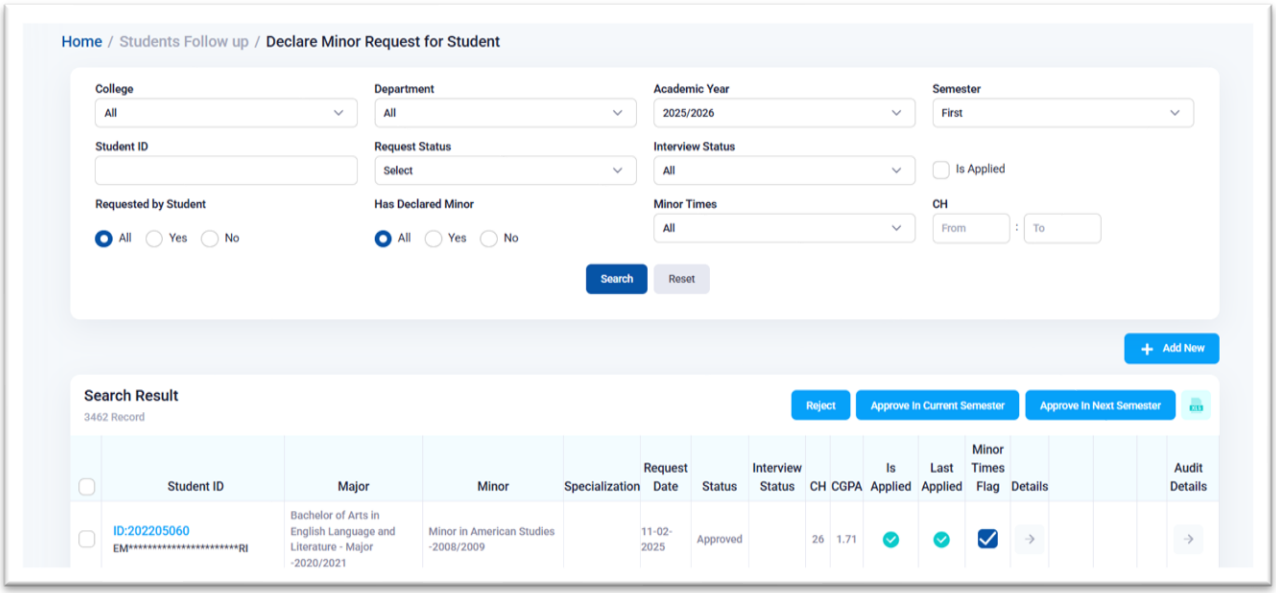

Figure 2 – Search for students

2. Delete Request :

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

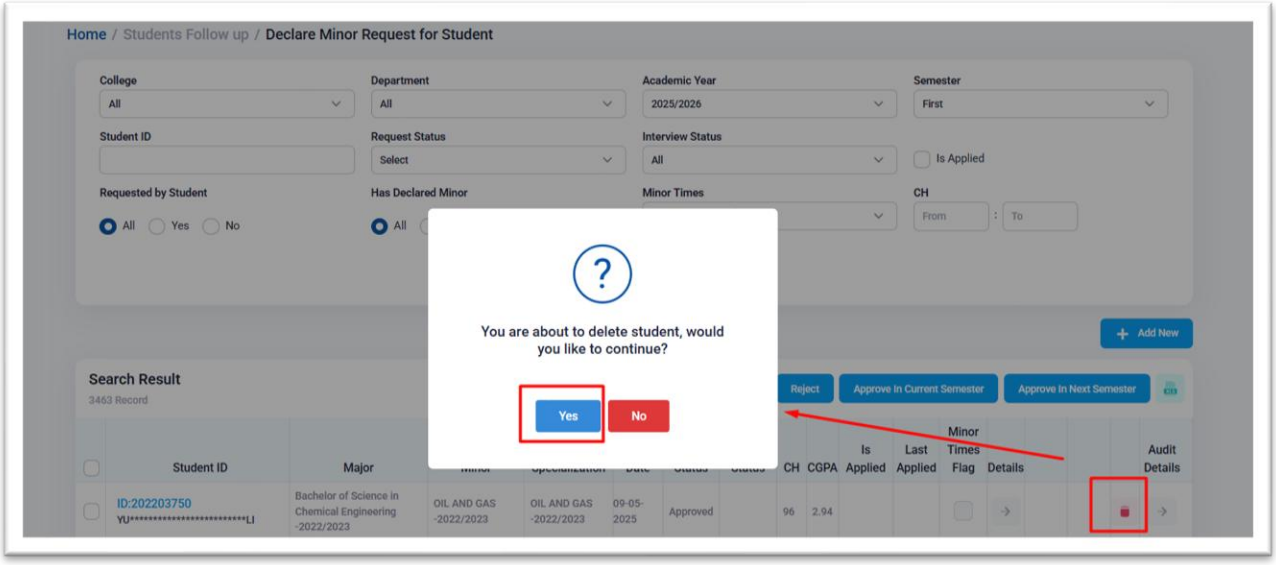

Figure 3- Delete Request

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**”.

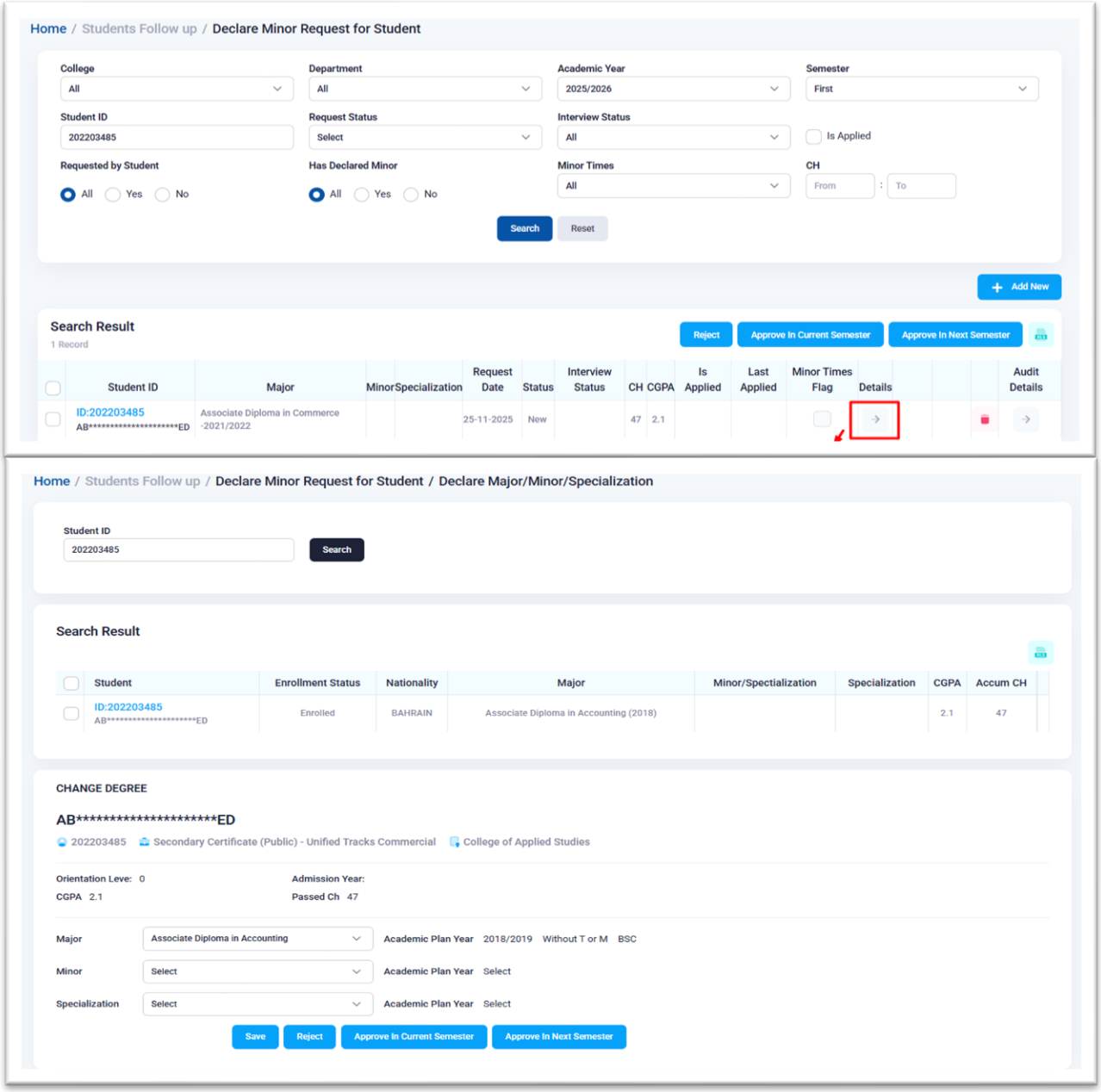

Figure 4- Request Details

4. Preview the Request Actions :

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

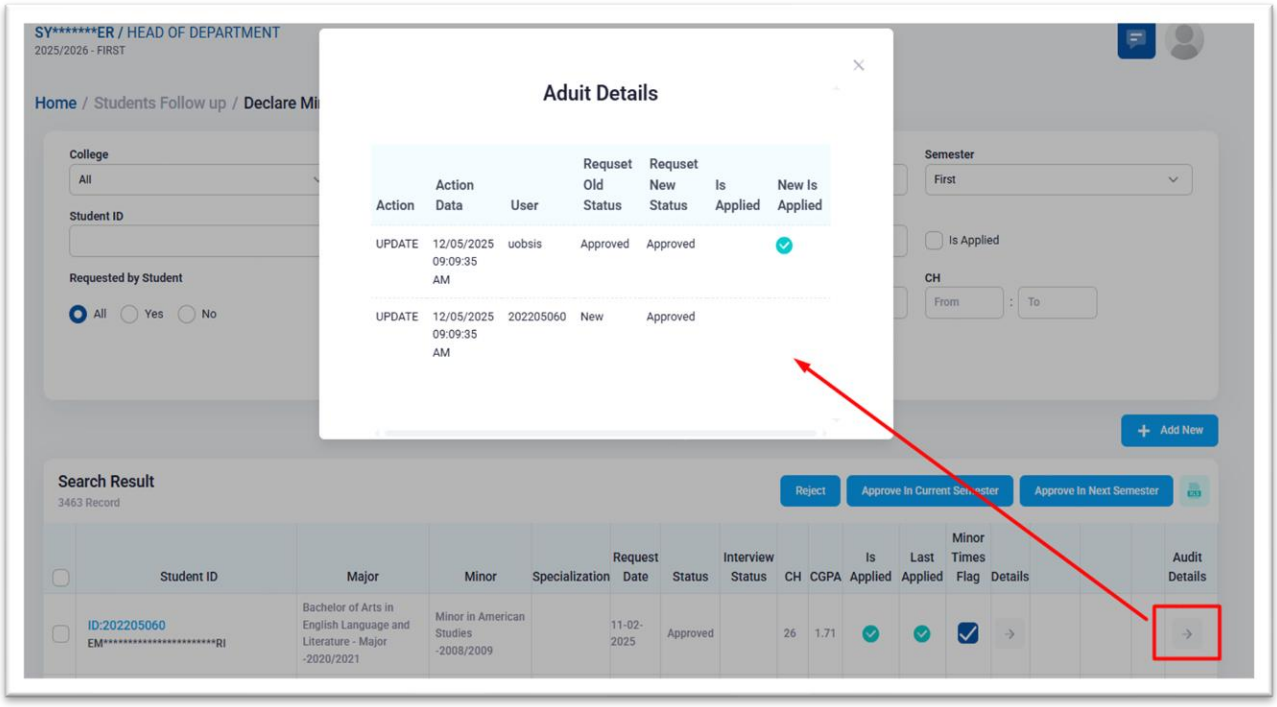

Figure 5- Audit Details

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** " .

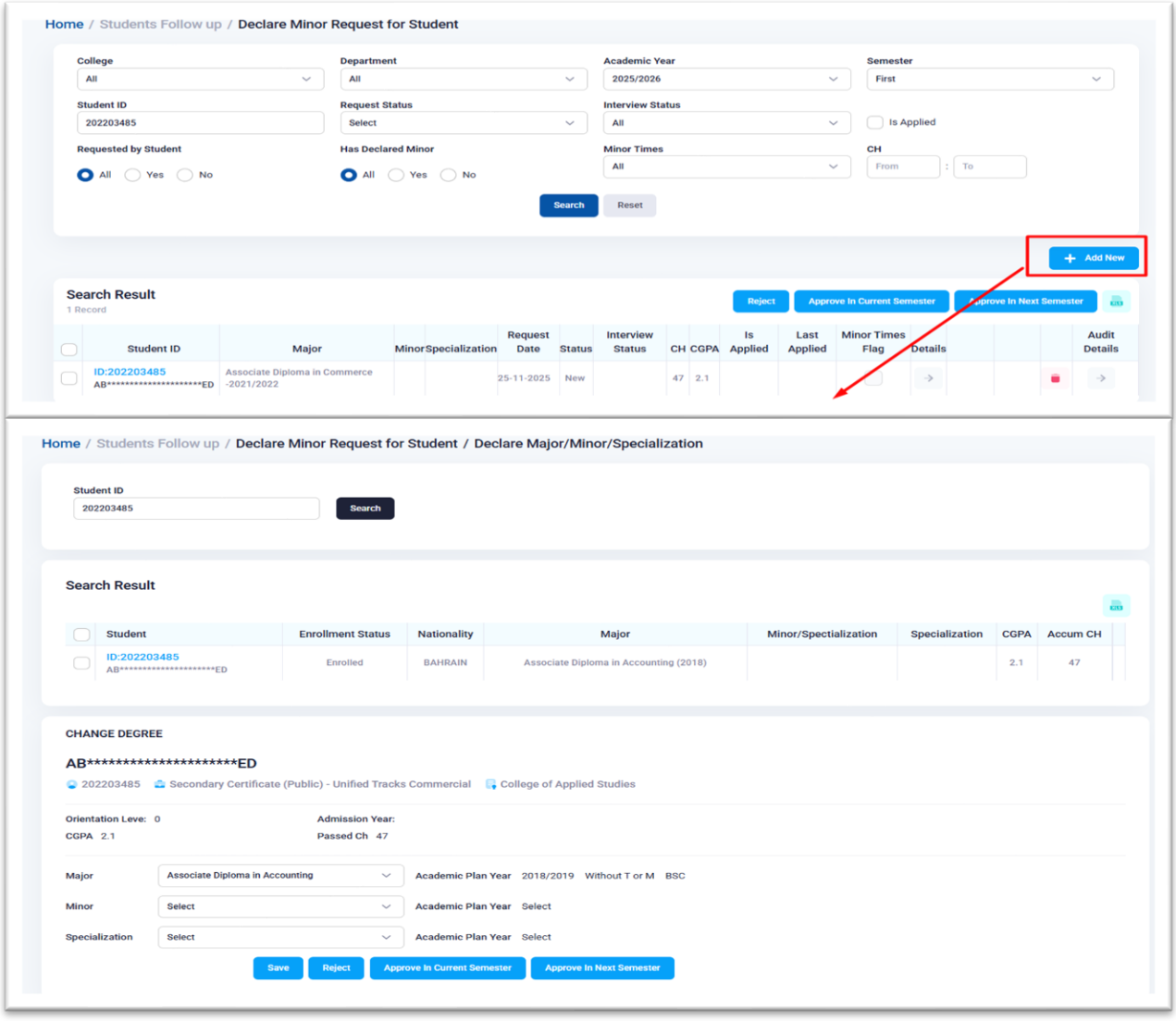

Figure 6- Add New