



New Student Information System

User Manual

User Account: Head of Department

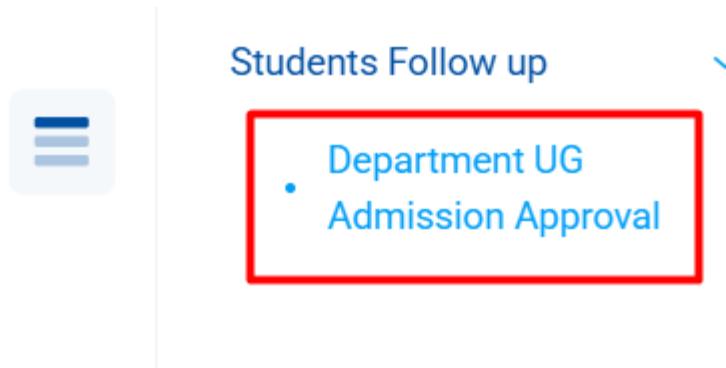
Function: Department UG Admission Approval

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A. System Overview

- From the Students Follow-up menu, the head of department can select the screen “**Department UG Admission Approval**” to search for the applicants evaluate and take actions to the new applicants applied to his department.



B. Instructions

This screen allows the Head of Department to filter applicants based on many criteria, which help him/her to evaluate and take actions to the new applicants applied to his department.

1. Searching for Students:

- The Head of Department selects the search criteria
- Then press “Search”,
- System display the applicants.
- System display the record with status “Approved By Admission Head” back color with (Light Blue).

Home / Students Follow up / Department UG Admission Approval

Academic Year 2025/2026	Semester First	College College of Arts	Department select
Program select	Status ALL	Student ID	
<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="button" value="Search"/> </div> <div style="flex: 1;"> <input type="button" value="Reset"/> </div> </div>			

Search Result
380 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 20193355 MA*****69	10*****69	Bachelor of Arts in Art and Design		Approved By Admission Head	NO	BSC		00*****87	ma***** **				
<input type="checkbox"/>	ID : 202105486 FA*****34	03*****34	Bachelor of Arts in Art and Design		Approved By Admission Head	NO	BSC		00*****42	fa***** o				
<input type="checkbox"/>	ID : 202500315 GH*****44	08*****44	Bachelor of Arts in English Language and Literature - Major		Approved By Admission Head	NO	BSC	96	00*****26	al*****				

Figure 2 – Searching for Applicants

2. Approving Request

- Also the HOD can then press “**Approve**” button.
- System changes the status to “**Approved By Dept Head**”.
- System changes the record back color to (Light Green).
- System makes the request available for the “**College Dean**” for approval.

Home / Students Follow up / Department UG Admission Approval

Academic Year	Semester	College	Department
2025/2026	First	College of Arts	select

Program Status Student ID

select Pending Dept Approval

Search Reset

Send Message

Search Result
1 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500304 KH*****	202500304	Bachelor of Arts in Art and Design		Pending Dept Approval	NO	BSC	00*****36	kh***** *		Not Attended	Approve	Reject	Note Conditional Acceptance

3. Rejecting Request

- HOD can press “**Reject**” button after entering the Student’s “**Mark**”.
 - the system changes the status to “**Rejected By Dept Head**”.
 - System changes the record back color to (Red).

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Academic Year	Semester	College	Department
2025/2026	First	College of Arts	select
Program	Status	Student ID	
select	Pending Dept Approval		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Search Result
1 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500304 KH*****36	202500304	Bachelor of Arts in Art and Design		Pending Dept Approval	NO	BSC		00*****36 kh*****36*		<input type="checkbox" value="Not Attended"/>	<input type="checkbox" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Conditional Acceptance"/>

4. Not Attended Request

- Also HOD can press “**Not Attended**” button.

- the system changes the status to “**Not Attended**”.
- System change the record back color to (Gray).

Home / Students Follow up / Department UG Admission Approval

Academic Year	Semester	College	Department
2025/2026	First	College of Arts	select

Program	Status	Student ID
select	Pending Dept Approval	

Search **Reset**

Search Result
1 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500304 KH*****	202500304	Bachelor of Arts in Art and Design		Pending Dept Approval	NO	BSC	00*****36	kh*****	*	Not Attended	Approve	Reject	Note Conditional Acceptance

Send Message **Print**

5. Conditional Acceptance

- HOD can press the button “**Conditional Acceptance**” after entering the required “**Note**” for specific request, system changes the status to “**Conditional Acceptance**”.

Home / Students Follow up / Department UG Admission Approval

Academic Year	Semester	College	Department
2025/2026	First	College of Arts	select

Program Status Student ID

select Pending Dept Approval select

Search Reset

Send Message 

Search Result
1 Record

	Student ID	CPR	Programs	Interview Date	Request Status	Sponsored	Orientation Level	Mark	Contact	Email	Not Attended	Approve	Reject	Conditional Acceptance
<input type="checkbox"/>	ID : 202500304 KH*****36	202500304	Bachelor of Arts in Art and Design		Pending Dept Approval	NO	BSC	00*****36	kh*****36*		Not Attended	Approve	Reject	Conditional Acceptance

Note 

Conditional Acceptance 