



New Student Information System User Manual

User Account: Head of Department

Function: Department UG Admission Approval

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2. **Error! Bookmark not defined.**

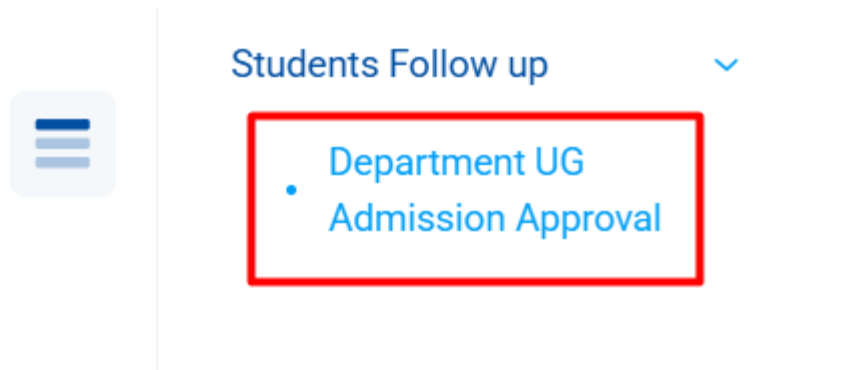
3. **Error! Bookmark not defined.**

4. **Error! Bookmark not defined.**

5. **Error! Bookmark not defined.**

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

Search

Reset

Search Result
380 Record

Send Message

Exit

| | 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***** | 10****69 | Bachelor of Arts in Art and Design | | Approved By Admission Head | NO | BSC | | 00*****87 | ma***** ** | | | | |
| <input type="checkbox"/> | ID : 202105486 FA***** | 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***** | 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.

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Academic Year
2025/2026

Semester
First

College
College of Arts

Department
select

Program
select

Status
Pending Dept Approval

Student ID

Search

Reset

Search Result
1 Record

Send Message

| <input type="checkbox"/> | 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 | <div>Note</div> <div>Conditional Acceptance</div> |

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)**.

Home / Students Follow up / Department UG Admission Approval

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

Program: select Status: Pending Dept Approval Student ID:

Search Reset

Search Result
1 Record

| <input type="checkbox"/> | 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 |

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).

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Academic Year
2025/2026

Semester
First

College
College of Arts

Department
select

Program
select

Status
Pending Dept Approval

Student ID

Search

Reset

Search Result

1 Record

Send Message

ETS

| <input type="checkbox"/> | 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 | <div>Note</div> <div>Conditional Acceptance</div> |

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**”.

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Academic Year
2025/2026

Semester
First

College
College of Arts

Department
select

Program
select

Status
Pending Dept Approval

Student ID

Search

Reset

Search Result
1 Record

ID : 202500304
KH*****

202500304

Bachelor of
Arts in Art and
Design

Pending
Dept
Approval

NO

BSC

00*****36

kh*****
*

Not
Attended

Approve

Reject

Conditional Acceptance

Note

Conditional Acceptance