



New Student Information System

User Manual

User Account: Head of Department

Function: Office Hours

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A. System Overview

- From the Faculty Follow-up menu, the head of department can select the screen **“Office Hours”** to search for the students included or not in academic advising, and assign them to academic advisor.

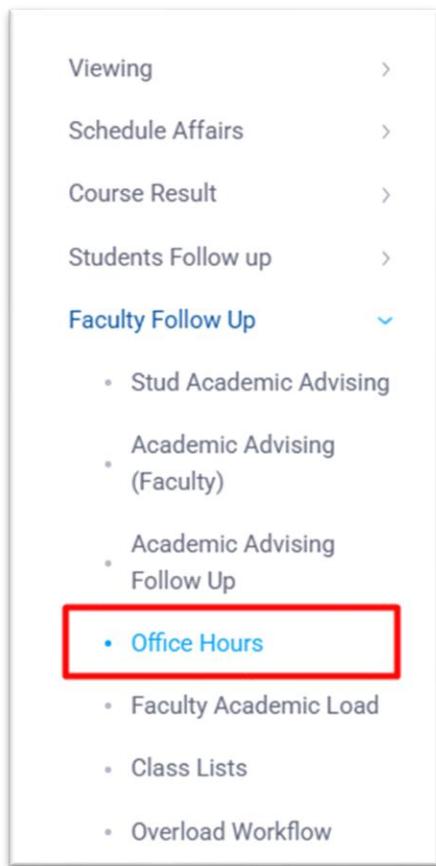


Figure 1-office hours

B. Instructions

This screen allows the Head of Department view the recorded office hours by the faculty members in his department.

1. search for office hours :

Home / Faculty Follow Up / Office Hours

Academic Year: 2025/2026 Semester: First College: University Department: All Week Days: select

Faculty Staff: Faculty Staff

TO BE ANNOUNCED
No Data Found

DR.
No Data Found

11051
No Data Found

No Data Found

Figure 2- search for office hours

2. Search for office hours for specific staff:

Home / Faculty Follow Up / Office Hours

Academic Year 2025/2026	Semester First	College University	Department All	Week Days select
Faculty Staff <input type="text" value="Faculty Staff"/>  				
<input type="button" value="Search"/> <input type="button" value="Reset"/>				

Faculty Staff Advanced Search

College Select	Department Select	Job Degree Select	Job Status Active	Staff Name Staff Name
Staff Code Staff Code	CPR CPR	<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Search Result
1778 Record

Staff Name	Associated department	Job Degree
<input type="checkbox"/> Mohamed	Management and Marketing	Assistant Professor
<input checked="" type="checkbox"/> Mohamed	Arabic and Islamic Studies	Associate Professor
<input type="checkbox"/>	Nursing	Instructor
<input type="checkbox"/>	Bahrain Teachers College	Instructor
<input type="checkbox"/>	English Language Center	Instructor
<input type="checkbox"/>	Nursing	Instructor

Home / Faculty Follow Up / Office Hours

Academic Year 2025/2026	Semester First	College College of Engineering	Department Architecture and Interior Design	Week Days select
Faculty Staff <input type="text" value="D"/>  				
<input type="button" value="Search"/> <input type="button" value="Reset"/>				

Week Days	From	To
Wednesday	11:30 AM	01:30 PM

Figure 3: Search for office hours for specific staff