



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.

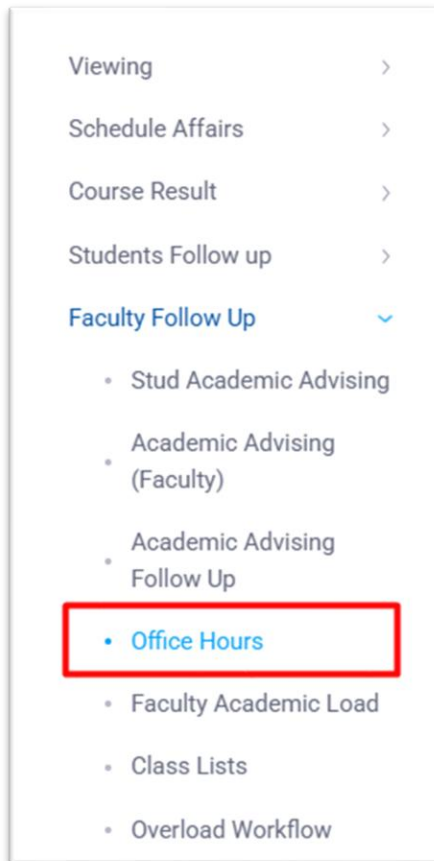


Figure 1-office hours

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 (select)

Search Reset

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
Faculty Staff

Search 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

Search Reset

Search Result
1778 Record

Staff Name	Associated department	Job Degree
<input type="checkbox"/>	Management and Marketing	Assistant Professor
<input checked="" type="checkbox"/>	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

Search Reset

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

Figure 3: Search for office hours for specific staff