



# New Student Information System User Manual

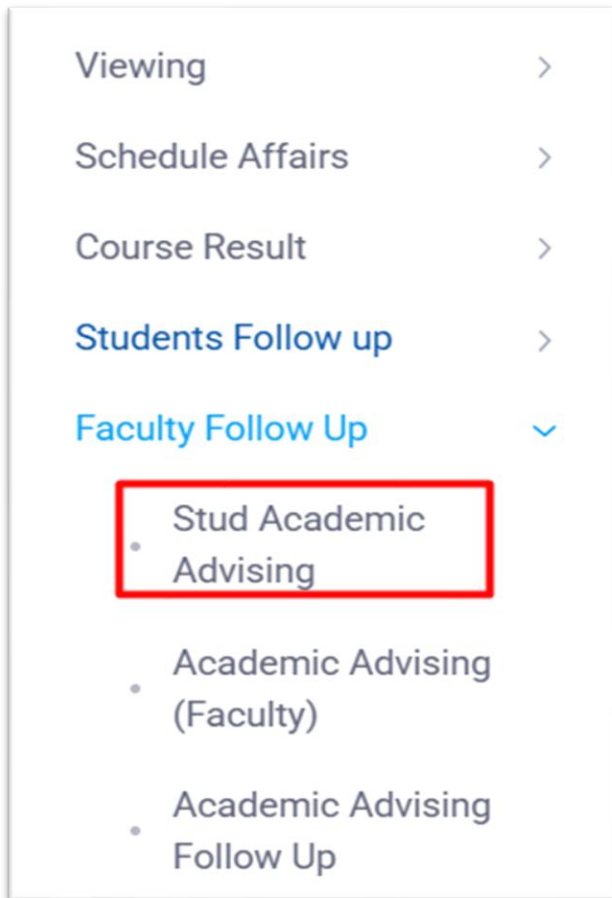
User Account: Head of Department  
Function: Student Academic Advising

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## A. System Overview

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



- Figure 1 – Student Academic Advising

## B. Instructions

This screen allows the Head of Department to filter students based on many criteria, which help him/her to assign students to academic advisors.

### 1. Assigning a new advisor to advisee students:

- Search for students under advising, or without advising using search criteria.
- Select target students, then choose the new academic advisor.
- Click add to academic advisor.

Scientific Degree: ☒ All ☐ UG ☐ PG

Academic Advisor: Faculty Staff

Academic Year: 2024/2025

Semester: Second

College: College of Information Technology

Department: Information Systems

Degree: All

Major: Select

Minor: All

Minor/Specialization: All

Student ID: Student ID

Student Name: Contains

CPR: CPR

Academic Status: Select

Acad. Warning: All

Enrollment Status: Select

CGPA: :

Accum Passed CH: :

Repeat Failed: :

No. of Registered Courses: :

Registered ch. between: :

Repeat Succeeded: :

Student Progress %: :

Join Year / Semester: Select / Select

Advising Category: All

Approved Courses: All

Under Academic Load Semester: Current

Taken Training Courses Before: All

Absence warning: All

Allow Register: All

Paied: All

☒ Student Under Advising ☐ Show student without Advising ☐ Students in waiting list ☐ Student not have Minor ☐ Student not have Specialization

**Search** Reset

Figure 2 – Search for students

☐ Student Under Advising
 ☒ Show student without Advising
 ☐ Students in waiting list
 ☐ Student not have Minor
 ☐ Student not have Specialization

### Search Result

411 Records

	Student	Major	Minor	CGPA	Accum Passed CH	MCGPA	Student Progress %	Advising Category	Repeat Succeeded	Repeat Faild	Under Academic Load Semester	Taken Training Courses Before	Academic Advisor	Abs.Dtl.	Disabilities and Diseases
<input checked="" type="checkbox"/>	20112264 SA*****...	M.Sc. in Information Technology		3.44	27	0	30.68		0	0	6	No		0	
<input checked="" type="checkbox"/>	20157575 MA*****...	M.Sc. in Information Technology		3.93	27	0	48.21		0	0	4	No		0	
<input checked="" type="checkbox"/>	20161604 RA*****...	Bachelor of Science in Information Systems		2.42	122	2.25	40.13		7	1	2	Yes		0	

Figure 3 – Select Students to add Advisor

Faculty Staff Advanced Search

College: College of Information Technology Department: Information Systems Job Degree: Assistant Professor Job Status: Active Staff Name: Staff Code:

CPR: CPR

**Search** Reset

**Search Result** 20 Records

Staff Name	Associated department	Job Degree
<input type="checkbox"/> DR. [Redacted]	Information Systems	Assistant Professor
<input checked="" type="checkbox"/> DR. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> DR. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> DR. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. [Redacted]	Information Systems	Assistant Professor
<input type="checkbox"/> Dr. [Redacted]	Information Systems	Assistant Professor

**Select** Cancel

Figure 4 – Search / Select the Academic Advisor

## 2. Update Student Advising Category

Also the HOD can select students from the search result to update their Advising Category, as the HOD can apply the desired advising category to only the selected students or all records.

The screenshot shows a web application interface for updating student advising categories. A modal dialog box titled "Update Student Advising Category" is open, displaying a dropdown menu for "Category Name" with "At risk" selected. Below the dropdown are three buttons: "Update Selected" (highlighted with an orange border), "Update All Records" (highlighted with an orange border), and "Cancel". In the background, a table of search results is visible, with the "Update Student Advising Category" button highlighted in red in the top right corner of the table area.

**Search Result**  
1074 Records

Student	Major	Minor	CGPA	Accum Passed CH	MCGPA	Student Progress %	Advising Category	Repeat Succeeded	Repeat Failed	Under Academic Load Semester	Taken Training Courses Before	Academic Advisor	Abs.Dtl.	Disabilities and Diseases
<input checked="" type="checkbox"/> 20157575 MA*****...	M.Sc. in Information Technology		3.93	27	0	48.21		0	0	3	No		0	
<input checked="" type="checkbox"/> 20161604 RA*****...	Bachelor of Science in Information Systems		2.34	134	2.17	44.08		7	1	1	Yes		0	
<input checked="" type="checkbox"/> 20162158 AB*****...	Bachelor of Science in Cybersecurity (E)		2.97	56	3	61.54		0	0	1	No		0	

Figure 5 – Update Advising Category

### 3. Send Message

Also the HOD can select students from the search result to send them a message, as the HOD can send this message to only the selected students or all.

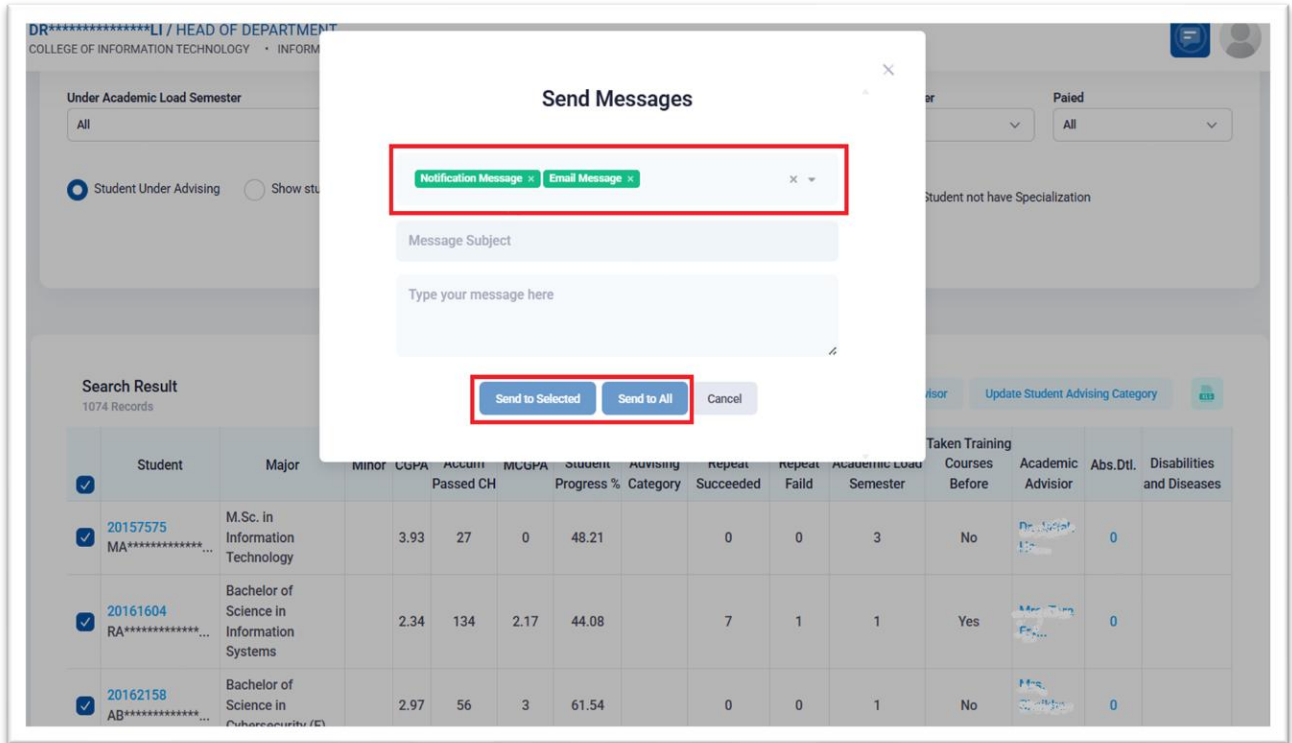


Figure 6 – Send Message