University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
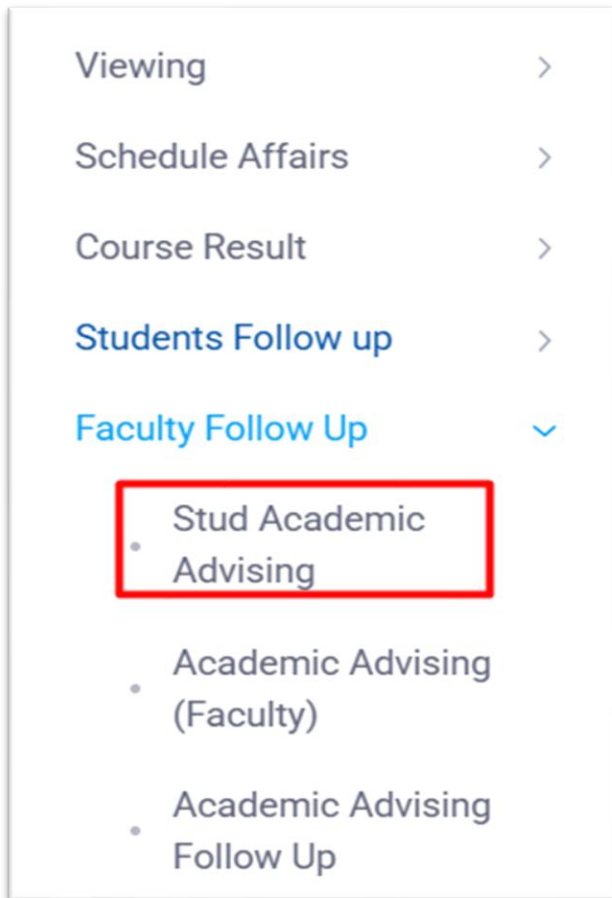مركز تقنية المعلومات
شعبة نظم المعلومات

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**

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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.

Figure 2 – Search for students

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Figure 3 – Select Students to add Advisor

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Figure 4 – Search / Select the Academic Advisor

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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.

Figure 5 – Update Advising Category

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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.
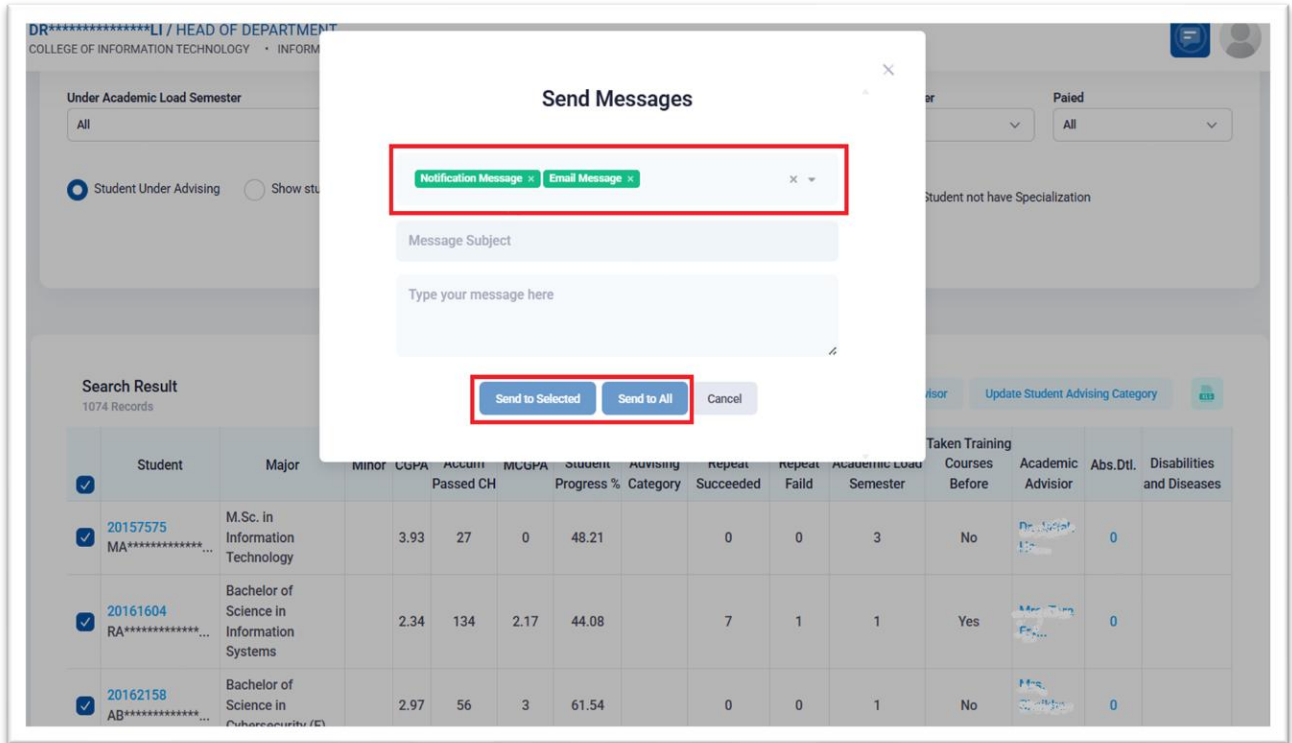

Figure 6 – Send Message