



New Student Information System

User Manual

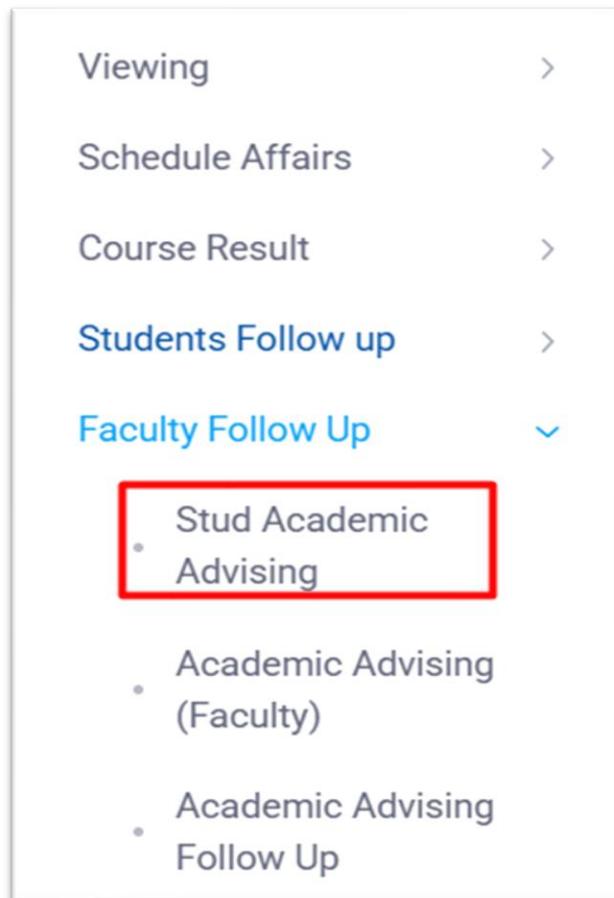
User Account: Head of Department
Function: Student Academic Advising

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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.

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	Taken Training		Academic Advisor	Abs.Dtl.	Disabilities and Diseases
										Under Academic Load Semester	Courses Before			
<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	

Add to Academic Advisor

Figure 3 – Select Students to add Advisor

Faculty Staff Advanced Search

College

Department

Job Degree

Job Status

Staff Name

Staff Code

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
<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.

DR*****LI / HEAD OF DEPARTMENT
COLLEGE OF INFORMATION TECHNOLOGY • INFORM

Student Under Advising Show stu

Update Student Advising Category

Category Name

At risk

Update Selected Update All Records Cancel

Student not have Specialization

Search Result
1074 Records

Update Student Advising Category

	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.

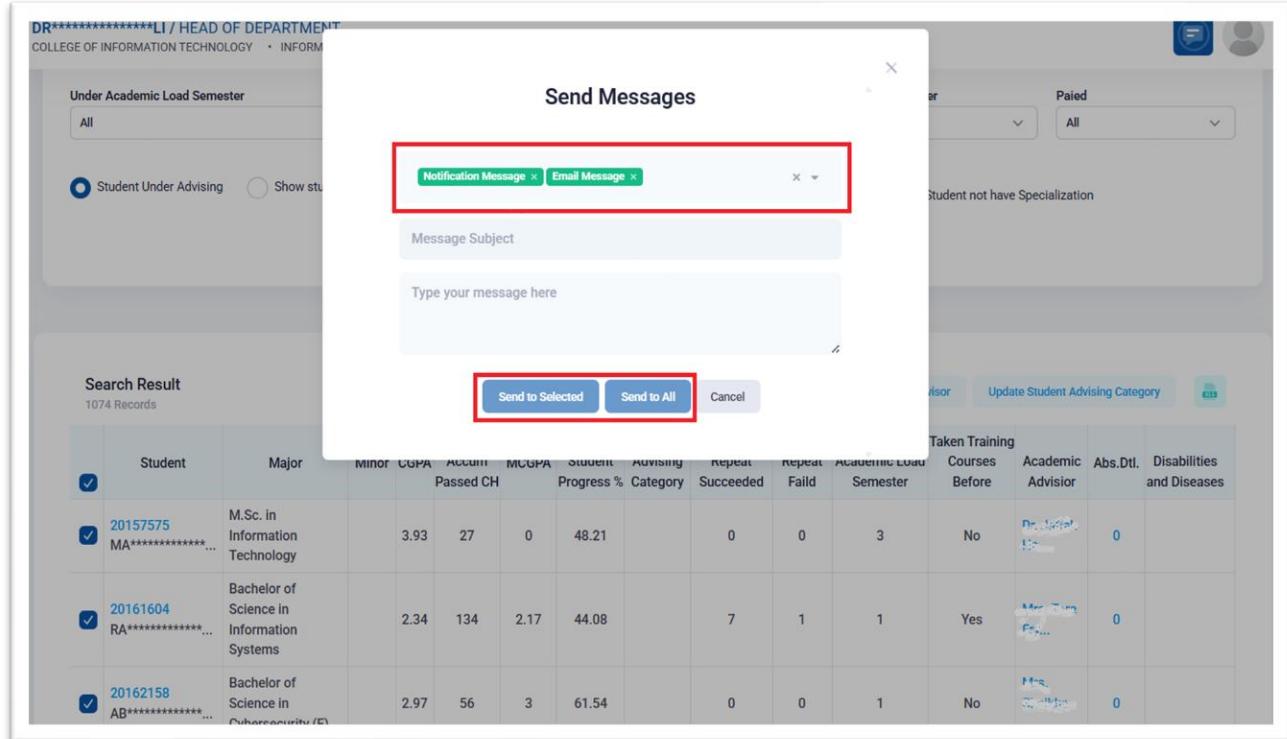


Figure 6 – Send Message