



New Student Information System User Manual

User Account: Head of Department
Function: Student Absence Warning

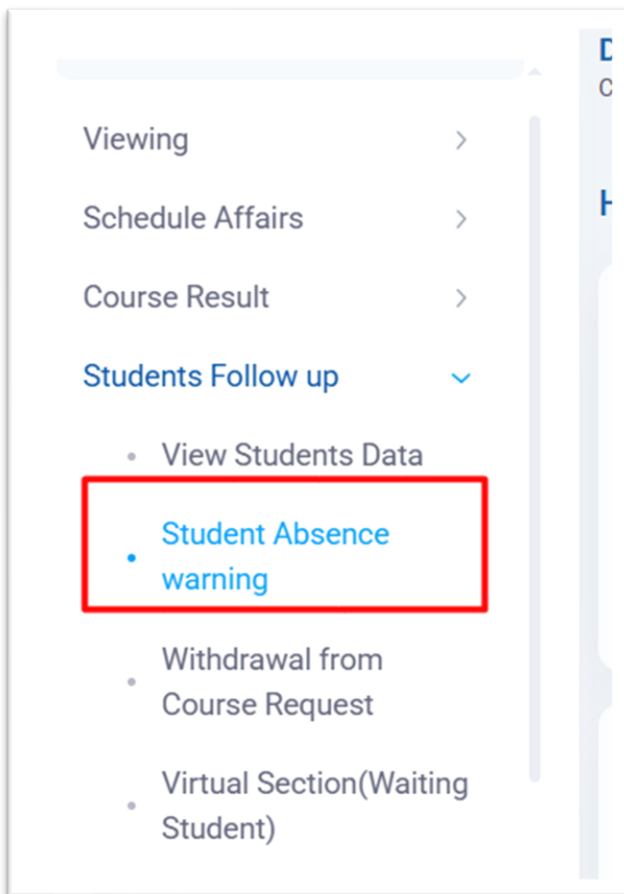
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A. System Overview

- The system provides authority to the head of the academic department to view and review the students' absence warnings, and to view general information as shown below:

- Figure 1 – Student Absence warning



B. Instructions

After selecting “Student absence warning” from “Students follow up” as shown in figure (1), “Absence warning follow up” screen will appear. The user will have to choose the search’s criteria, “course” and “section” has to be selected. The rest of the criteria are optional, such as degree type, student id, and course code. The results show data related to the students, absence, excuse, actions taken by the instructor, actions taken by the head of department, and their details as shown below:

Search Result
20 Record

Student	Accum CH	Absence	Excuse	Actions taken	Details
ID: 1 S	74	8 (27.1%)	0 (0%)		Details
ID: 2 S	113	5 (16.7%)	0 (0%)		Details
ID: 2C H	116	4 (14.6%)	0 (0%)		Details
ID: 2 H	101	4 (10.4%)	0 (0%)		Details

Figure 2 – Search for student Absence warning