



# New Student Information System

## User Manual

User Account: Head of Department

Function: Suggested Capacity Plan

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## First: System Overview

From the( my E-services )menu, the head of department can select the screen “**Suggested capacity plan (workflow)**” can suggest student numbers to be accepted for each program for both newly admitted students and transfer students, and send the suggestions for approval..

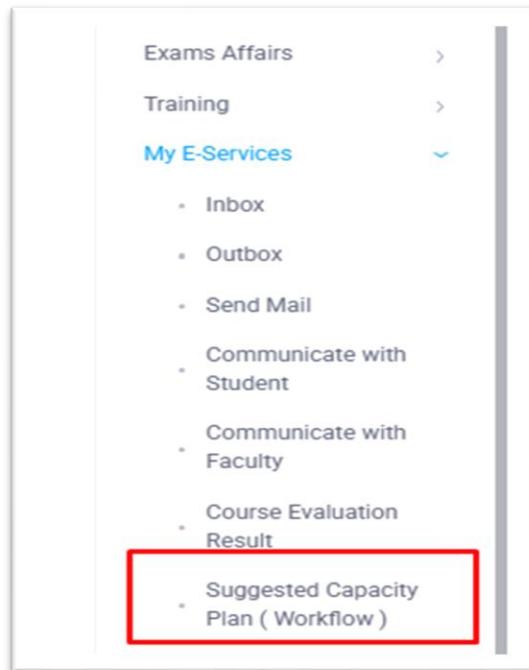
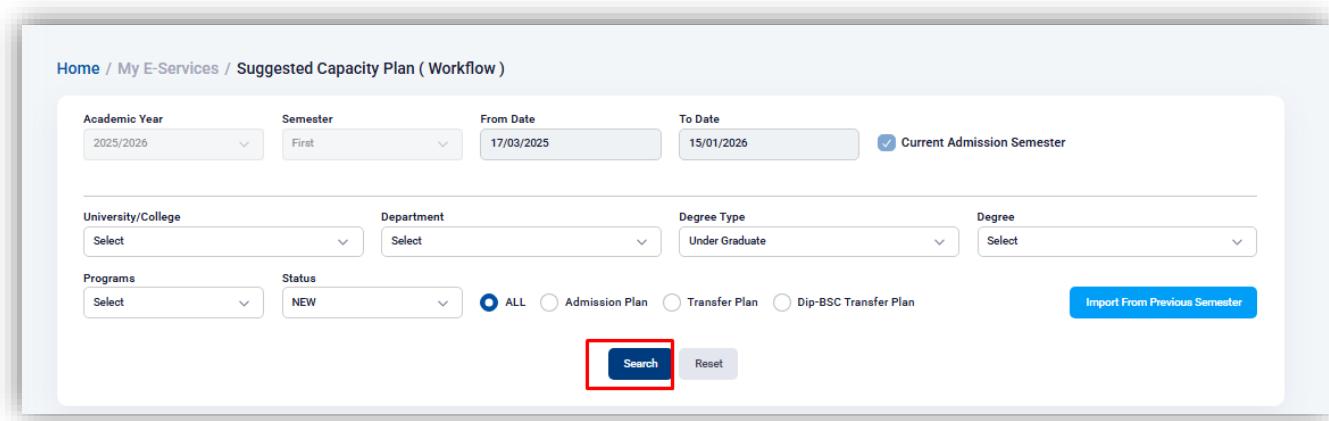


Figure 1 – Suggest capacity plan (workflow)

## Second: Brief about the request

This screen is used to specify student numbers to be accepted for each program for both newly admitted students and transfer students. In addition, Heads of Departments, College Deans, and the Dean of Registration and Admission must approve these quota numbers..

## Third: Steps of using the request



Home / My E-Services / Suggested Capacity Plan ( Workflow )

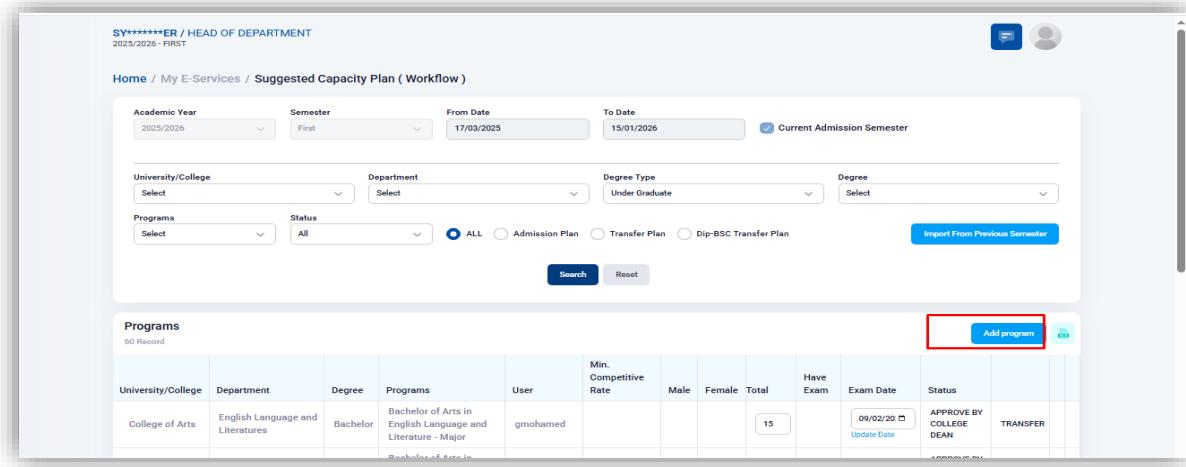
Academic Year: 2025/2026 Semester: First From Date: 17/03/2025 To Date: 15/01/2026  Current Admission Semester

University/College: Select Department: Select Degree Type: Under Graduate Degree: Select

Programs: Select Status: NEW  ALL  Admission Plan  Transfer Plan  Dip-BSC Transfer Plan  Import From Previous Semester

**Search** **Reset**

Figure 2 – Search for students



SY\*\*\*\*\*ER / HEAD OF DEPARTMENT  
2025/2026 - FIRST

Home / My E-Services / Suggested Capacity Plan ( Workflow )

Academic Year: 2025/2026 Semester: First From Date: 17/03/2025 To Date: 15/01/2026  Current Admission Semester

University/College: Select Department: Select Degree Type: Under Graduate Degree: Select

Programs: Select Status: All  ALL  Admission Plan  Transfer Plan  Dip-BSC Transfer Plan  Import From Previous Semester

**Search** **Reset**

**Programs**  
60 Record

University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status
College of Arts	English Language and Literatures	Bachelor	Bachelor of Arts in English Language and Literature - Major Bachelor of Arts in	gmohamed				15	09/02/2025 Update Data	APPROVE BY COLLEGE DEAN	TRANSFER

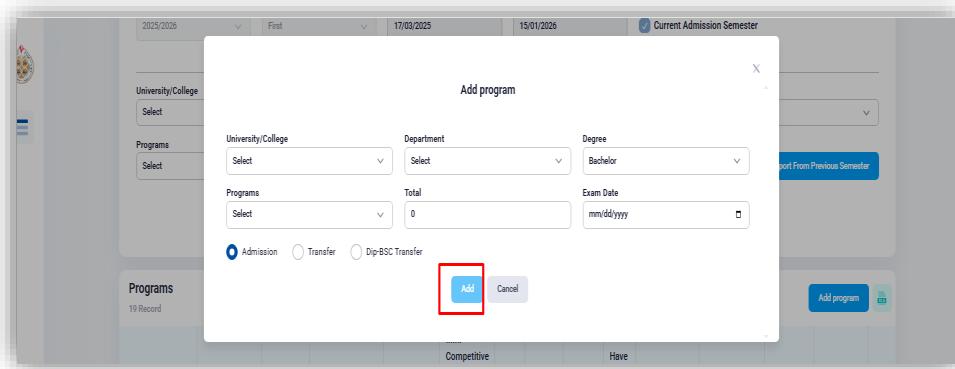
**Add program**

Figure 3 – Add program

**1. Begin by specifying all the following (College, Department, Degree, Program, Quota Total).**

**2. Select Admission if this quota is for newly admitted students, or Transfer if this quota is for transfer students.**

**3. Click Add.**



**Figure 4 – Add button**

Programs												<a href="#">Add program</a>
19 Record												
University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status	
College of Business Administration	Management and Marketing	Bachelor	Bachelor of Science in Entrepreneurship	waziz				10			NEW Approved	ADMISSION <a href="#">Update</a>
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halimadhoob				2	09/03/2023 Update Date		NEW Approved	TRANSFER <a href="#">Update</a>

**Figure 5 – update button**

Programs												<a href="#">Add program</a>	<a href="#">Edit</a>	
University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status	<a href="#">Update</a>	<a href="#">Delete</a>	
College of Business Administration	Management and Marketing	Bachelor	Bachelor of Science in Entrepreneurship	waziz				10			NEW Approved	ADMISSION	<a href="#">Update</a>	<a href="#">Delete</a>
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmedhoob				2	09/03/2020 Update Date		NEW Approved	TRANSFER	<a href="#">Update</a>	<a href="#">Delete</a>

Figure 6 – delete button

4. After you have added the record, you can still make changes or delete the record, but do not forget to click the update button.

Programs												<a href="#">Add program</a>	<a href="#">Edit</a>	
University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status	<a href="#">Update</a>	<a href="#">Delete</a>	
College of Business Administration	Management and Marketing	Bachelor	Bachelor of Science in Entrepreneurship	waziz				10			NEW Approved	ADMISSION	<a href="#">Update</a>	<a href="#">Delete</a>
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmedhoob				2	09/03/2020 Update Date		NEW Approved	TRANSFER	<a href="#">Update</a>	<a href="#">Delete</a>
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmedhoob				50	09/03/2020 Update Date		NEW Approved	ADMISSION	<a href="#">Update</a>	<a href="#">Delete</a>

Figure 7 – Approved button

5. After you have entered/modified the quota details, you need to approve/reject the record.

Figure 8 – import from previous semester

6. To speed up the process of data entry you can also use the import button to import the same quota details from last semester. You can then, proceed to make any necessary changes before you approve each record.

Figure 9 – update date

University/College	Department	Degree	Programs	User	Min. Competitive Rate	Male	Female	Total	Have Exam	Exam Date	Status			
College of Business Administration	Management and Marketing	Bachelor	Bachelor of Science in Entrepreneurship	waziz				10			NEW Approved	ADMISSION	Update	
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmadhoob				2	09/03/2020 Update Date		NEW Approved	TRANSFER	Update	
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmadhoob				50	09/03/2020 Update Date		NEW Approved	ADMISSION	Update	
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Interior Architecture	halmadhoob				2	09/03/2020 Update Date		NEW Approved	TRANSFER	Update	
College of	Architecture and Interior Design	Bachelor	Bachelor of Interior Architecture	halmadhoob				70	09/03/2020 Update Date		NEW Approved	ADMISSION	Update	

7. In some cases, a program will require students to take an entry exam. You can use this screen to specify the exam date even after the quota is approved. Simply enter the exam date if required and click save!

