New Student Information System User Manual

User Account: Head of Department

Function: Suggested Capacity Plan

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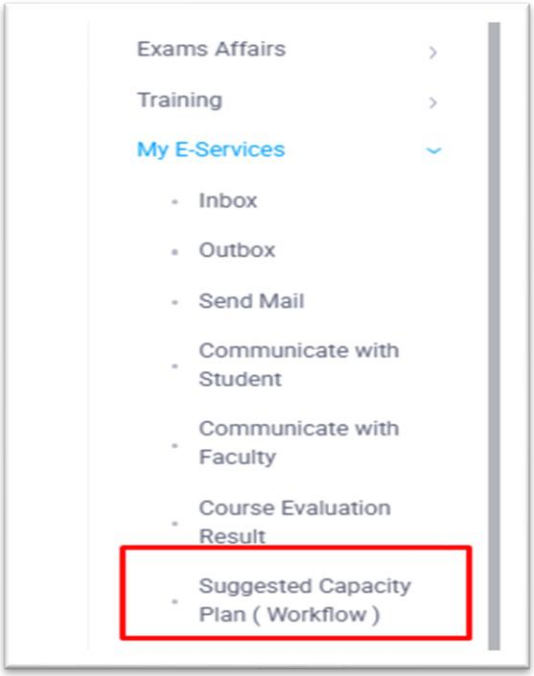
First: System Overview

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

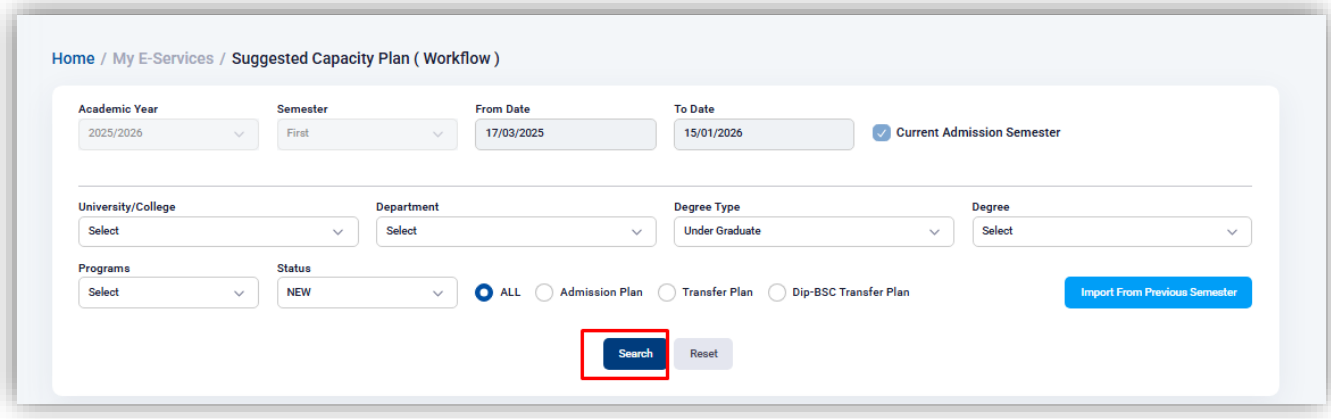


Figure 2 – Search for students

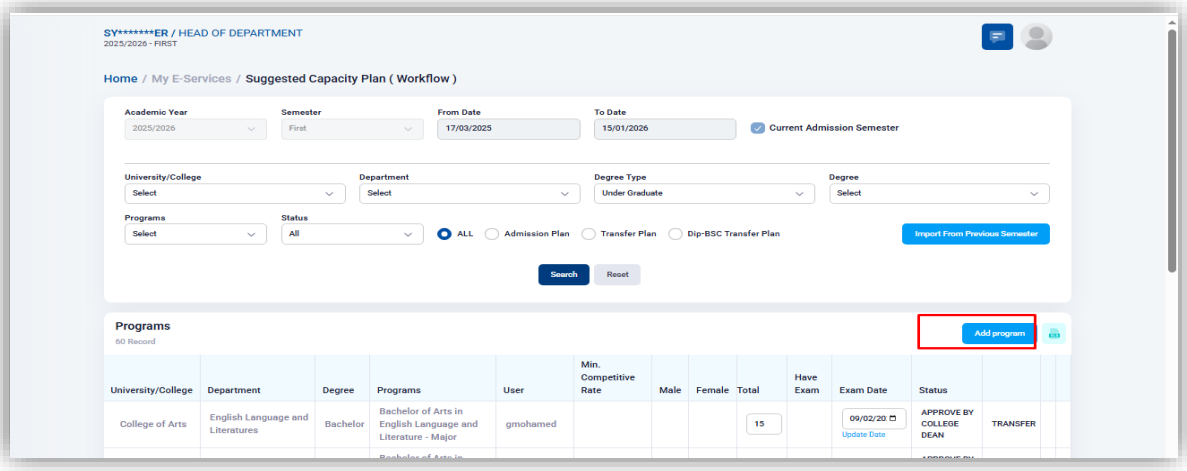


Figure 3 – Add program

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.

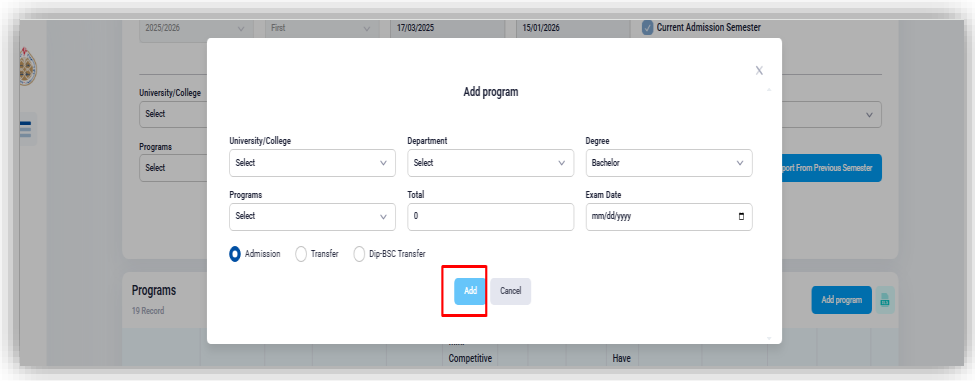


Figure 4 – Add button

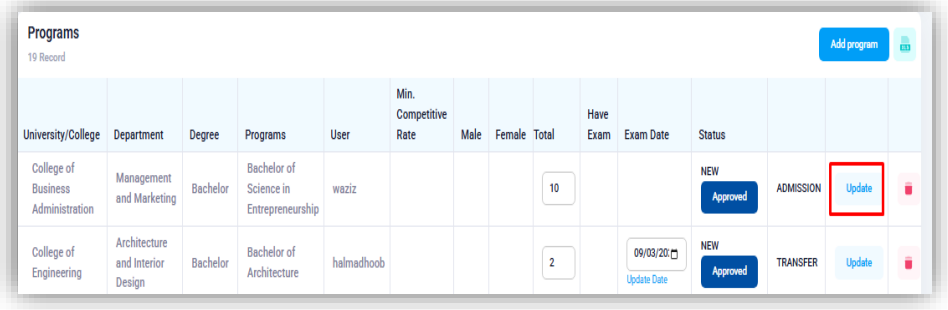


Figure 5 – update button

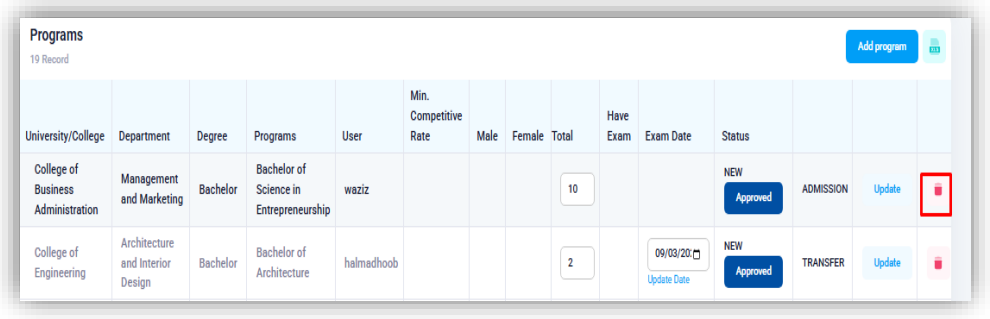


Figure 6 – delete button

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.

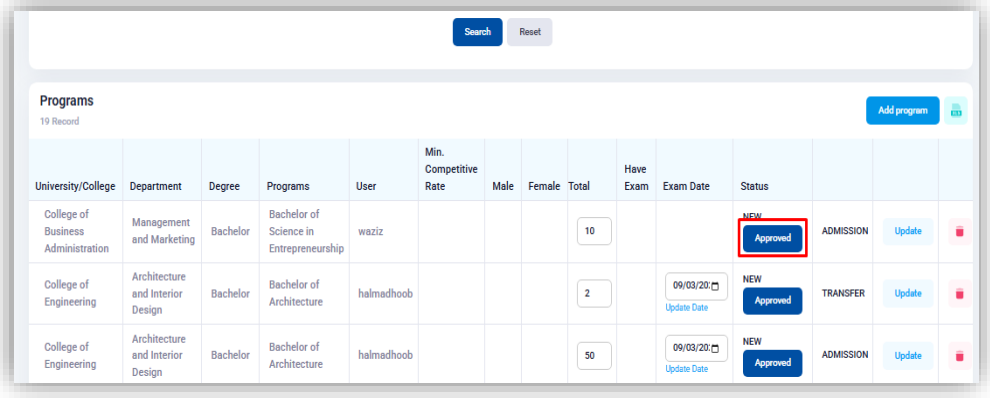


Figure 7 – Approved button

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

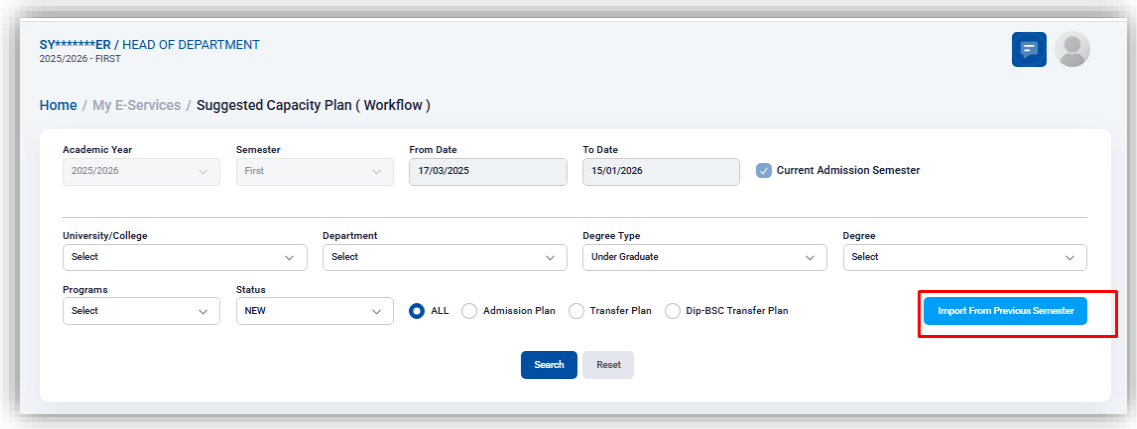
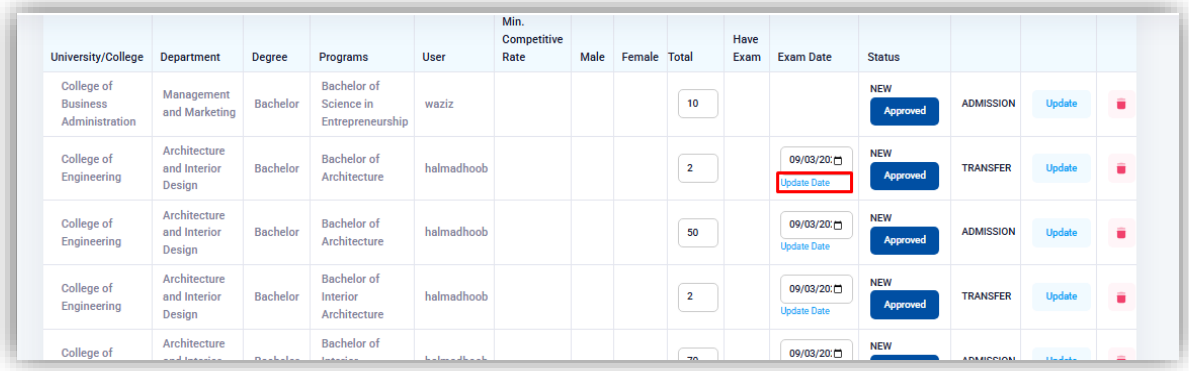


Figure 8 – import from previous semester

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



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!