



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..

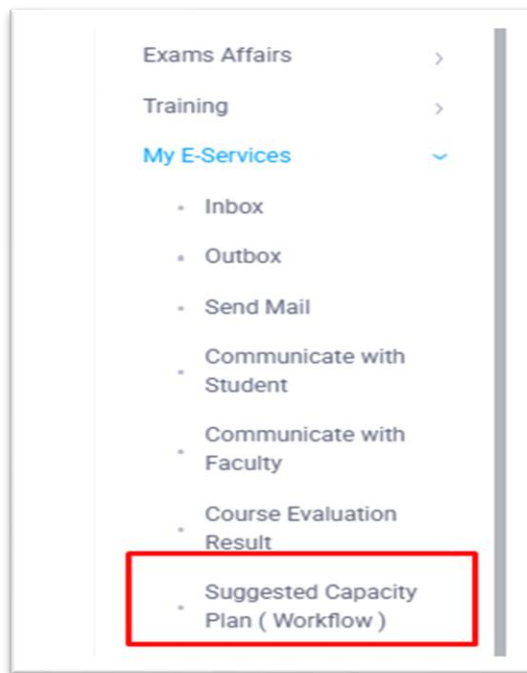


Figure 1 – Suggest capacity plan (workflow)

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

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	gmohamed				15		09/02/20	APPROVE BY COLLEGE DEAN	TRANSFER

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														Add program	
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	Update		
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmadhoob				2		09/03/2020 Update Date	NEW Approved	TRANSFER	Update		

Figure 5 – update button

Programs

19 Record

Add program

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	<div></div>
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmadhoob				2		09/03/20 Update Date	NEW Approved	TRANSFER	Update	<div></div>

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.

Search

Reset

Programs

19 Record

Add program



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		09/03/20 Update Date	NEW Approved	TRANSFER	Update	
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmadhoob				50		09/03/20 Update Date	NEW Approved	ADMISSION	Update	

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		09/03/20 Update Date	NEW Approved	TRANSFER	Update	
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Architecture	halmadhoob				50		09/03/20 Update Date	NEW Approved	ADMISSION	Update	
College of Engineering	Architecture and Interior Design	Bachelor	Bachelor of Interior Architecture	halmadhoob				2		09/03/20 Update Date	NEW Approved	TRANSFER	Update	
College of	Architecture and Interior Design	Bachelor	Bachelor of Interior Architecture	halmadhoob				70		09/03/20	NEW	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!

