University of Bahrain
College of Arts
English Language and Literatures

جامعة البحرين
كلية الآداب
اللغة الانجليزية و ادابها

New Student Information System User Manual

User Account: Head of Department

Function: Transfer Students Acceptance Evaluation

Contents

A. System Overview 3

B. Instructions 4

1. Searcing For Students: 4
2. Approving Request ..... **Error! Bookmark not defined.**
3. Rejecting Request ..... **Error! Bookmark not defined.**
4. Not Attended Request ..... **Error! Bookmark not defined.**

A. System Overview

- From the Students Follow-up menu, the head of department can select the screen "**Transfer Students Acceptance Evaluation**" to search for the students evaluate and take action to the Students applied for internal transfer to his department.

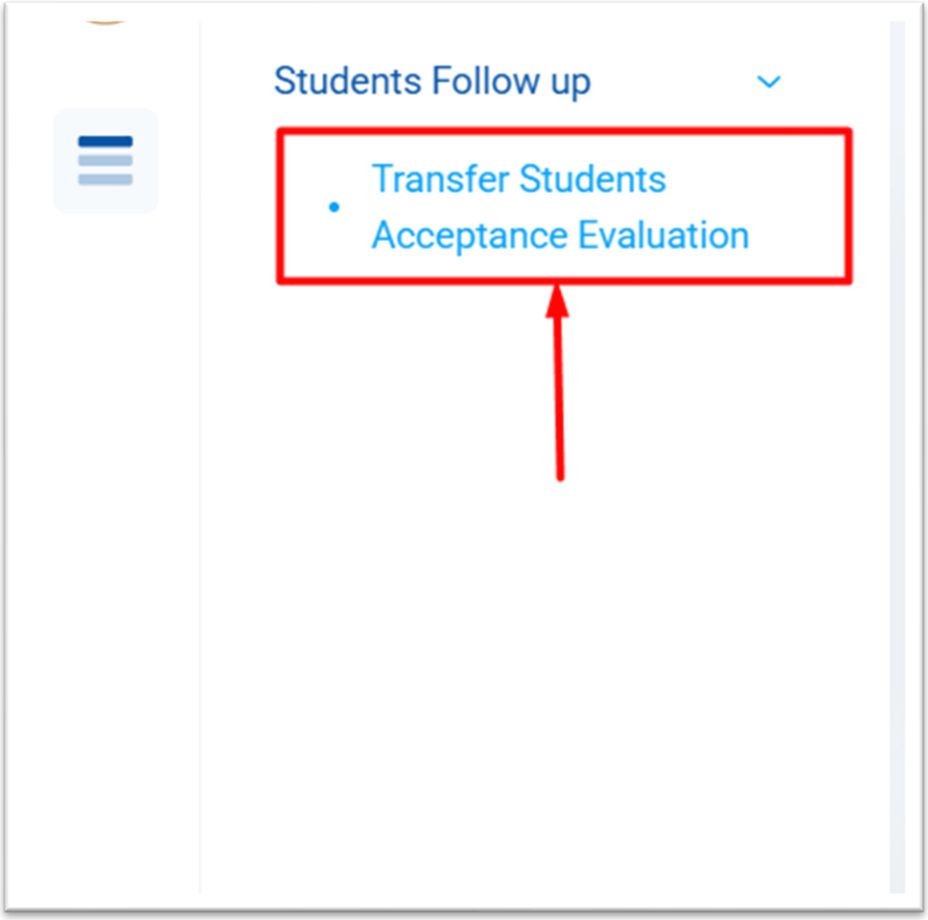


Figure 1 - Transfer Students Acceptance Evaluation Screen

B. Instructions

This screen allows the Head of Department to filter students based on many criteria, which help him/her to evaluate and take action to the Students applied for Internal Transfer to his department.

1. Searching for Students:

- The Head of Department selects the search criteria
- Then press "**Search**",
- System display students need to transfer programs
- System display the record with status "**Approved By Admission Head**" back color with (Light Blue)

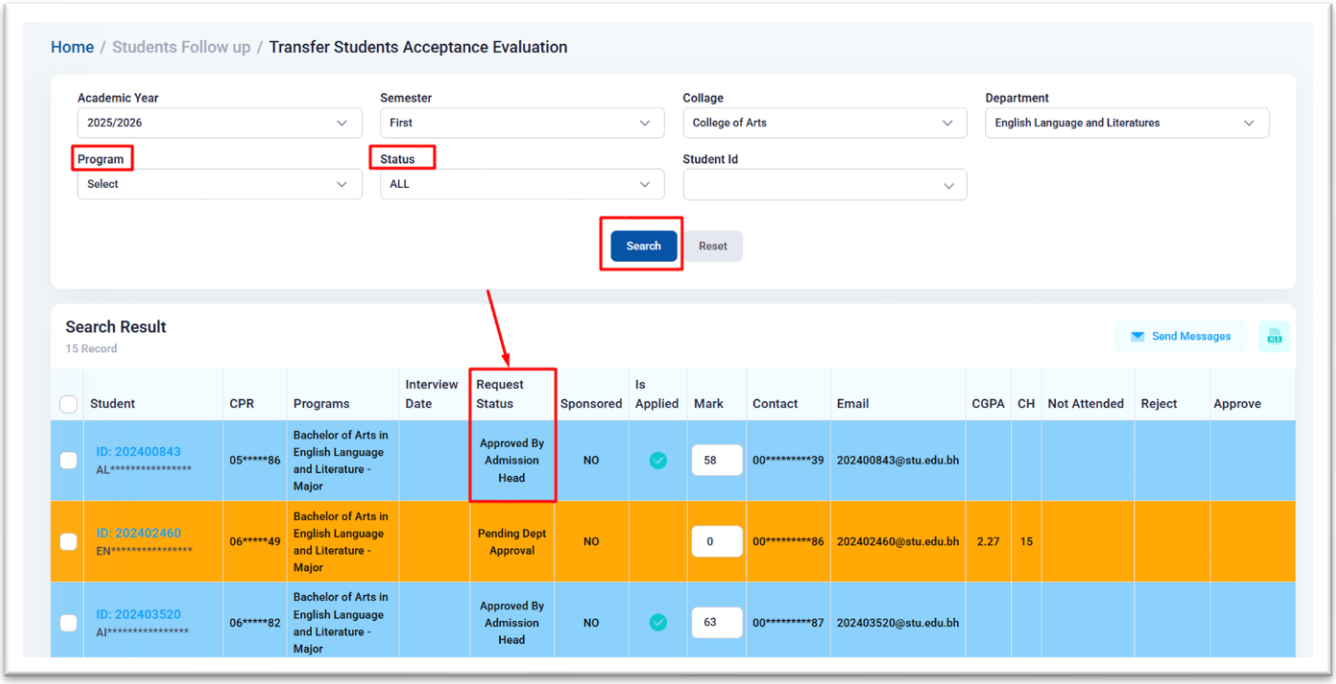


Figure 2 – Searching for Students

2. Approving Request

- Also the HOD can then press "**Approve**" button.
- System change the status to "**Approved By Dept Head**".
- System change the record back color to (Light Green).
- System make the request available for the "**Admission Admin**" for approval.

15 Record

Student	CPR	Programs	Interview Date	Request Status	Sponsored	Is Applied	Mark	Contact	Email	CGPA	CH	Not Attended	Reject	Approve
ID: 202407147 RE**********	07*****20	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	NO		41	00*********21	202407147@stu.edu.bh	2.14	14	Not Attended	Reject	Approve
ID: 202407473 RE**********	06*****24	Bachelor of Arts in English Language and Literature - Major		Not Attended	YES		0	00*********19	202407473@stu.edu.bh			Not Attended	Reject	Approve
ID: 202408221 MA**********	07*****30	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	NO		33	00*********17	202408221@stu.edu.bh	2.5	14	Not Attended	Reject	Approve
ID: 202408908 ZA**********	06*****83	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	YES		45	00*********36	202408908@stu.edu.bh	2.37	26	Not Attended	Reject	Approve
ID: 202409037 ZA**********	06*****91	Bachelor of Arts in English Language and Literature - Major		Approved By Admission Head	NO	✓	56	00*********40	202409037@stu.edu.bh					

15 Record

Send Messages

Student	CPR	Programs	Interview Date	Request Status	Sponsored	Is Applied	Mark	Contact	Email	CGPA	CH	Not Attended	Reject	Approve
ID: 202407147 RE**********	07*****20	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	NO		41	00*********21	202407147@stu.edu.bh	2.14	14	Not Attended	Reject	Approve
ID: 202407473 RE**********	06*****24	Bachelor of Arts in English Language and Literature - Major		Not Attended	YES		0	00*********19	202407473@stu.edu.bh			Not Attended	Reject	Approve
ID: 202408221 MA**********	07*****30	Bachelor of Arts in English Language and Literature - Major		Approved by Dept Head	NO		33	00*********17	202408221@stu.edu.bh	2.5	14	Not Attended	Reject	Approve
ID: 202408908 ZA**********	06*****83	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	YES		45	00*********36	202408908@stu.edu.bh	2.37	26	Not Attended	Reject	Approve
ID: 202409037 ZA**********	06*****91	Bachelor of Arts in English Language and Literature - Major		Approved By Admission Head	NO	✓	56	00*********40	202409037@stu.edu.bh					

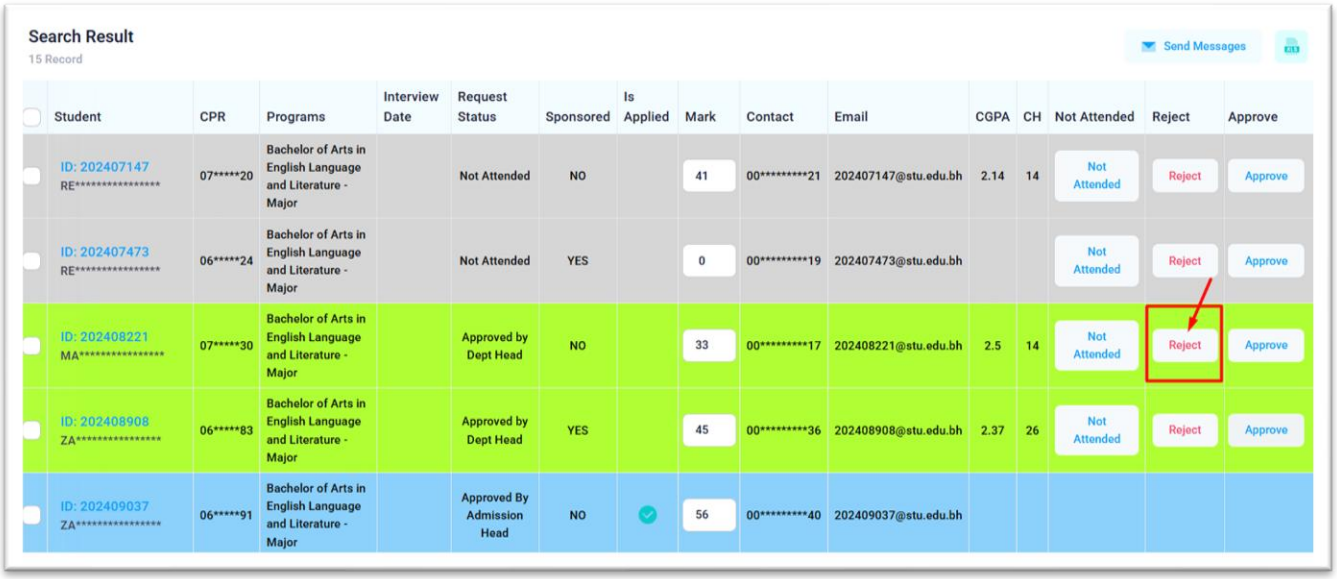
‹ 1 2 › 10

Figure 3 , 4 – Approve Request

3. Rejecting Request

- HOD can press "**Reject**" button after entering the Student's "**Mark**".

  - the system change the status to "**Rejected By Dept Head**".
  - System change the record back color to (Red).



Search Result
15 Record

Send Messages

Student	CPR	Programs	Interview Date	Request Status	Sponsored	Is Applied	Mark	Contact	Email	CGPA	CH	Not Attended	Reject	Approve
ID: 202407147 RE**********	07*****20	Bachelor of Arts in English Language and Literature - Major		Not Attended	NO		41	00*********21	202407147@stu.edu.bh	2.14	14	Not Attended	Reject	Approve
ID: 202407473 RE**********	06*****24	Bachelor of Arts in English Language and Literature - Major		Not Attended	YES		0	00*********19	202407473@stu.edu.bh			Not Attended	Reject	Approve
ID: 202408221 MA**********	07*****30	Bachelor of Arts in English Language and Literature - Major		Approved by Dept Head	NO		33	00*********17	202408221@stu.edu.bh	2.5	14	Not Attended	Reject	Approve
ID: 202408908 ZA**********	06*****83	Bachelor of Arts in English Language and Literature - Major		Approved by Dept Head	YES		45	00*********36	202408908@stu.edu.bh	2.37	26	Not Attended	Reject	Approve
ID: 202409037 ZA**********	06*****91	Bachelor of Arts in English Language and Literature - Major		Approved By Admission Head	NO	✓	56	00*********40	202409037@stu.edu.bh					

Search Result
15 Record

Send Messages

Student	CPR	Programs	Interview Date	Request Status	Sponsored	Is Applied	Mark	Contact	Email	CGPA	CH	Not Attended	Reject	Approve
ID: 202407147 RE**********	07*****20	Bachelor of Arts in English Language and Literature - Major		Not Attended	NO		41	00*********21	202407147@stu.edu.bh	2.14	14	Not Attended	Reject	Approve
ID: 202407473 RE**********	06*****24	Bachelor of Arts in English Language and Literature - Major		Not Attended	YES		0	00*********19	202407473@stu.edu.bh			Not Attended	Reject	Approve
ID: 202408221 MA**********	07*****30	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	NO		33	00*********17	202408221@stu.edu.bh	2.5	14	Not Attended	Reject	Approve
ID: 202408908 ZA**********	06*****83	Bachelor of Arts in English Language and Literature - Major		Approved by Dept Head	YES		45	00*********36	202408908@stu.edu.bh	2.37	26	Not Attended	Reject	Approve
ID: 202409037 ZA**********	06*****91	Bachelor of Arts in English Language and Literature - Major		Approved By Admission Head	NO	✓	56	00*********40	202409037@stu.edu.bh					

Figure 5 , 6 – Reject Request

4. Not Attended Request

- Also HOD can press "**Not Attended**" button.
- the system change the status to "**Not Attended**".
- System change the record back color to (Gray).

15 Record

Student	CPR	Programs	Interview Date	Request Status	Sponsored	Is Applied	Mark	Contact	Email	CGPA	CH	Not Attended	Reject	Approve
ID: 202407147 RE**********	07*****20	Bachelor of Arts in English Language and Literature - Major		Not Attended	NO		41	00*********21	202407147@stu.edu.bh	2.14	14	Not Attended	Reject	Approve
ID: 202407473 RE**********	06*****24	Bachelor of Arts in English Language and Literature - Major		Not Attended	YES		0	00*********19	202407473@stu.edu.bh			Not Attended	Reject	Approve
ID: 202408221 MA**********	07*****30	Bachelor of Arts in English Language and Literature - Major		Rejected by Dept Head	NO		33	00*********17	202408221@stu.edu.bh	2.5	14	Not Attended	Reject	Approve
ID: 202408908 ZA**********	06*****83	Bachelor of Arts in English Language and Literature - Major		Approved by Dept Head	YES		45	00*********36	202408908@stu.edu.bh	2.37	26	Not Attended	Reject	Approve
ID: 202409037 ZA**********	06*****91	Bachelor of Arts in English Language and Literature - Major		Approved By Admission Head	NO	✓	56	00*********40	202409037@stu.edu.bh					

Figure 7 – Not Attended Request