



New Student Information System User Manual

User Account: Head of Department

Function: Virtual Section (Waiting Student)

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A. System Overview

- From the Students Follow-up menu, the head of department can select the screen “**Virtual Section (Waiting Student)**” to view/Approve/Reject the students’ request for the sections waiting lists.

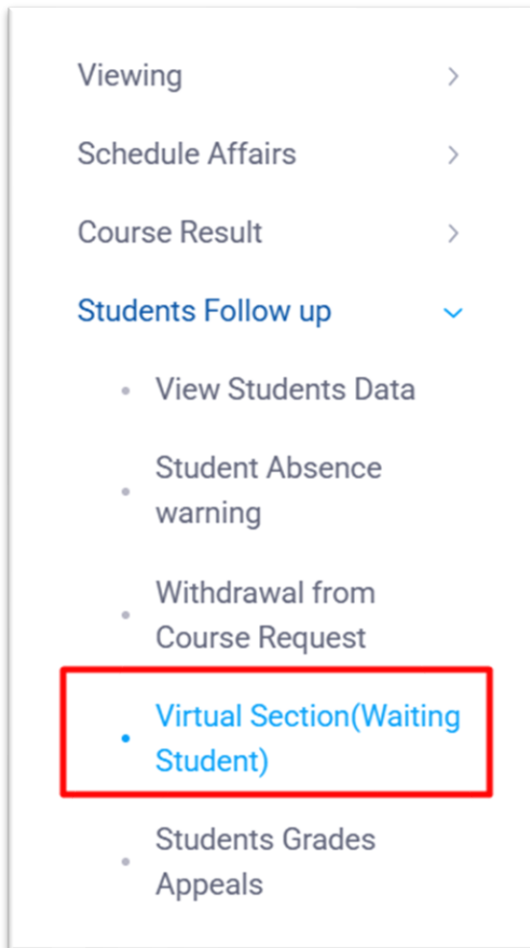


Figure 1 – Virtual Section (Waiting Student)

B. Instructions

This screen allows the Head of Department to filter students based on many criteria, which help him/her to Approve/Reject the students' waiting list requests and create new sections for the waiting listed students for specific courses.

1. Approve/Reject the students' waiting list requests:

- Search for students' waiting list requests.
- Select target students.
- Click Approve /Reject.

Home / Students Follow up / Virtual Section(Waiting Student)

☒ UG ☐ PG

Academic Year: 2025/2026

Semester: First

College: College of Health and Sport Sciences

Department: All

Major: All

Accum CH: From : To

Registered ch. between: From : To

Remain CH: From : To

Course Name: EDTC100 - TEACHING AND LEARNING TECHNC

Section: All

Academic Load: All

Type: All

Student ID:

☐ Registered CH less than Academic Load

Sort by: Wait No. ☒ Ascending ☐ Descending

No. of waiting students: 1

Search Result

1 record

	Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note
<input checked="" type="checkbox"/>	202003004	Bachelor of Science in Physical Education	EDTC100 (REPEAT D)	View	Normal Student	02	130	68	625	View	SEAT_NO	M,W (14:30 - 15:45) M,W (14:30 - 15:45)	DR. HESA A	

Figure 2- Approve /Reject Request

2. Viewing the list of the cross sections :

- HOD can view the cross list sections by press on **"Section"**.

Cross List Sections

Cross List Sections

ARAB111** sec:01

EDTC100** sec:02

No. of waiting students: 1

Search

Reset

Search Result

1 record

Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note
202003004	Bachelor of Science in Physical Education - No	EDTC100 (REPEAT D)	View	Normal Student	02	130	68	625	View	SEAT_NO	M,W (14:30 - 15:45),M,W (14:30 - 15:45)	DR. HESA A	

+ Create Section

Approve

Reject

RejectAll

8/19

Figure 3- Cross List Sections

3. Viewing Student Schedule :

- HOD can click on the link **"View"**, as the system show popup screen **"Student Schedule"** with a summary about courses schedule the student is waiting listed.

Student Schedule

Student ID : 202003004

Course Code	Course Name	Day	Building	Room	Teaching Method
PHEDE235	GYMNASTICS (II)	U,T,H (15:00 - 15:50),U,T,H (15:00 - 15:50),U,T,H (15:00 - 15:50)	G	G-2 S	LAB
PHEDE321	EVALUATION OF PERFORMANCE AND MEASUREMENT	M,W (13:00 - 14:15),M,W (13:00 - 14:15)	S20A	S20A-18	LEC
PHEDE405	MANAGEMENT AND ADMINISTRATION IN PHYSICAL EDUCATION	M,W (16:00 - 17:15),M,W (16:00 - 17:15)	S20A	S20A-10	LEC

Search Result
1 record

Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note
<input type="checkbox"/> 202003004	Bachelor of Science in Physical Education	EDTC100 (REPEAT D)	View	Normal Student	02	130	68	625	View	SEAT_NO	M,W (14:30 - 15:45),M,W (14:30 - 15:45)	DR. HESA A	

Figure 4- Student Schedule

4. Create new sections :

- Head of Department can create new sections for the waiting listed students for specific courses if event Virtual Section (Add Bulk) is open.
- HOD can check on the option "**Cross List Section**".
- HOD can press the link "**Reserve Room**".
- HOD can press the "**Select Students**" button , System shall add students to the panel "**Students in waiting list**".
- HOD can select students and press the button "**Create Section**" or "**Create Section (All Students)**".

Home / Students Follow up / Virtual Section(Waiting Student)

☒ UG ☐ PG

Academic Year: 2025/2026 Semester: First College: College of Health and Sport Sciences

Department: All Major: All Accum CH: From : To Registered ch. between: From : To

Remain CH: From : To Course Name: **EDTC100 - TEACHING AND LEARNING TECHNC** Section: All Academic Load: All

Type: All Student ID: ☐ Registered CH less than Academic Load

Sort by: Wait No. ☒ Ascending ☐ Descending

No. of waiting students: 1

Search Result 1 record

Student ID	Major	Course	CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Type	Days	Instructor	Note
<input type="checkbox"/> 202003004	Bachelor of Science in Physical	EDTC100	View	Normal	02	130	68	625	View	SEAT NO	M.W (14:30 - 15:45) T.T.W (14:30 - 15:45)	DR. HESA A	

Figure 5- open create section

Create Section

Section No
03

Student Count
25

Max Number Of Students
30

Waiting List Capacity
999

Students Type
All

☒ Cross List Sections

ACA112
01

Copy

Section Times

Reserve Room

Day	Teaching methods	From Time	To Time	Building	Room
Sunday	LEC	11:00 AM	11:50 AM	S20B	109
Tuesday	LEC	11:00 AM	11:50 AM	S20B	109
Thursday	LEC	11:00 AM	11:50 AM	S20B	109

Select Students

Sort by: Remain CH

Figure 7- Cross List Section

Room/Time Reservation

Campus

Building

Room Type

Day

☒ Su-Tu-Th
☐ Mo-Wed
☐ Wed-Th
☐ Su-Wed

☐ S
☒ U
☐ M
☒ T
☐ W
☒ H

Slot

Teaching Method

Search

Reset

	Building	Room	Campus	Room Type	Capacity
<input type="checkbox"/>	0	08	Sakheer	LAB	45
<input checked="" type="checkbox"/>	0	101	Sakheer	ملاعب خارجية	35
<input type="checkbox"/>	0	101A	Sakheer	ملاعب خارجية	35
<input type="checkbox"/>	0	234	Sakheer	LAB	20
<input type="checkbox"/>	0	26A	Sakheer	LAB	26
<input type="checkbox"/>	08	24	Isa Town	LAB	0
<input type="checkbox"/>	1	117	Sakheer	STUDIES CENTRE	0
<input type="checkbox"/>	1	118	Sakheer	LAB	37
<input type="checkbox"/>	1	118A	Sakheer	LAB	0
<input type="checkbox"/>	1	119	Sakheer	LAB	37

1

2

3

4

5

6

...

68

10

Add

Reserve Room

Building	Room
S20B	109
S20B	109
S20B	109

Figure 6- Reserve Room

Day	Teaching methods	From Time	To Time
Wednesday	LEC	09:30 AM	10:45 AM
Thursday	LEC	09:30 AM	10:45 AM

Sort by Remain CH ▼

Students in waiting list

No. of results 1 Student

No. of results 1

<input type="checkbox"/>	Student ID	Student Name	Level
<input checked="" type="checkbox"/>	202003004	MO*****AN	

Figure 8- Create Section