



New Student Information System User Manual

User Account: Head of Department

Function: Withdrawal from Course Request

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A. System Overview

- From the Students Follow-up menu, the head of department can select the screen **“Withdrawal from Course Request”** to review withdrawal of courses requests that are approved by the faculty members. That is so he to takes the necessary action by either Approve or Reject as shown below:

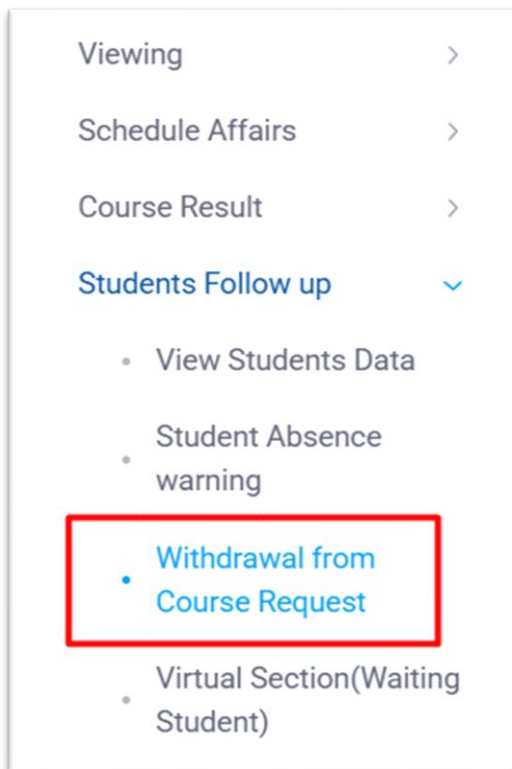


Figure 1- Withdrawal from Course Request

B. Instructions

After selecting “Withdrawal from course request” from “Students follow up” as shown in figure (1), “Withdrawal from course request” screen will appear. The user will have to choose the search’s criteria, “Approved” and “Course status” has to be selected. The rest of the criteria are optional, such as course code, section, and student id. The results shows the requests, in order to take the necessary action by either Approve or Reject (step 4) according to the regulations as shown below:

Home / Students Follow up / Withdrawal from Course Request

Hint:-Head of department can final approve WF requests and approve WA requests but final approve for WA from Registration admin

College: All Department: Select Course Code: Sections: All

Course Status: WF Student ID: Request Status: ☐ Approved ☒ Not Approved ☐ Rejected

Search Reset

1 Select status type 2 Select Approved type 3 Click search button 4

Search Result

Course	Student	Major(En)	Approved	Course Status	Approve Reject
<input type="checkbox"/> CODE: MKT362 MARKETING RESEARCH	ID : 20164133 MO*****NA	Bachelor of Science in Business Management - Major	<input type="checkbox"/>	Forced Withdraw	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/> CODE: MKT362 MARKETING RESEARCH	ID : 20172900 MA*****DI	Bachelor of Science in Business Management - Major	<input type="checkbox"/>	Forced Withdraw	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Figure 2- withdrawal from course request “Not approved”

Home / Students Follow up / Withdrawal from Course Request

Hint:-Head of department can final approve WF requests and approve WA requests but final approve for WA from Registration admin

College: All Department: Select Course Code: Sections: All

Course Status: WF Student ID: Request Status: ☒ Approved ☐ Not Approved ☐ Rejected

Search Reset

Search Result

Course	Student	Major(En)	Approved	Course Status	Approve Reject
<input type="checkbox"/> CODE: ARAB339 ANCIENT ARABIC PROSE II	ID : 20188394 HU*****AN	Bachelor of Arts in Arabic Language and Literature - Single	<input checked="" type="checkbox"/>	Forced Withdraw	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
<input type="checkbox"/> CODE: ARAB382 Modern Arabic Criticism	ID : 202003854 DA*****EN	Bachelor of Arts in Arabic Language and Literature - Major	<input checked="" type="checkbox"/>	Forced Withdraw	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

Figure 3- withdrawal from course request “Approved”

Home / Students Follow up / Withdrawal from Course Request

Hint: Head of department can final approve WF requests and approve WA requests but final approve for WA from Registration admin

College: All Department: Select Course Code: Sections: All

Course Status: WF Student ID: Request Status: ☐ Approved ☐ Not Approved ☒ Rejected

Search Reset

Search Result
1 Record

Course	Student	Major(En)	Approved	Course Status
<input type="checkbox"/> CODE: MKT362 MARKETING RESEARCH	ID : 20164133 MO*****NA	Bachelor of Science in Business Management - Major	<input type="checkbox"/>	Forced Withdraw

Figure 4 –Withdrawal from course request “Rejected”