



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:

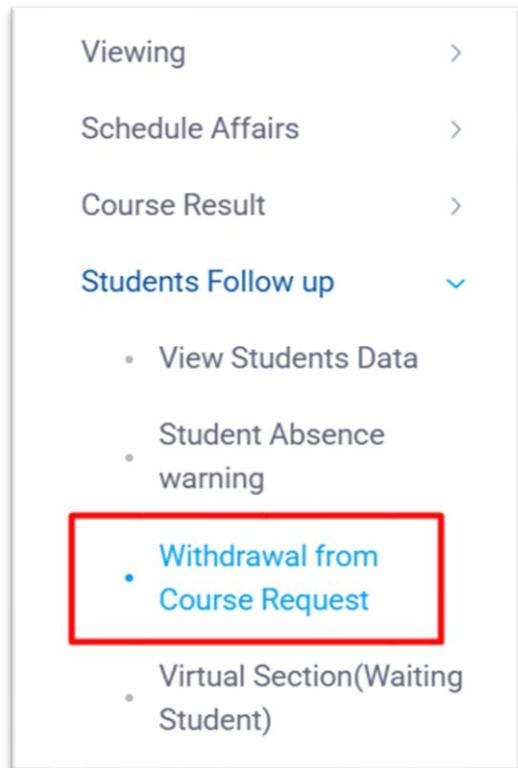


Figure 1- Withdrawal from Course Request

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	Department	Course Code	Sections																		
All	Select		All																		
Course Status		Request Status																			
WF		<input type="radio"/> Approved <input checked="" type="radio"/> Not Approved <input type="radio"/> Rejected																			
		<input type="button" value="Search"/> <input type="button" value="Reset"/>																			
<div style="display: flex; justify-content: space-around;"> 1 Select status type 2 Select Approved type 3 Click search button 4 Approve Reject </div>																					
<p>Search Result 20 Record</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Student</th> <th>Major(En)</th> <th>Approved</th> <th>Course Status</th> <th>Approve Reject</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> CODE: MKT362 MARKETING RESEARCH</td> <td>ID : 20164133 MO*****NA</td> <td>Bachelor of Science in Business Management - Major</td> <td><input type="checkbox"/></td> <td>Forced Withdraw</td> <td></td> </tr> <tr> <td><input type="checkbox"/> CODE: MKT362 MARKETING RESEARCH</td> <td>ID : 20172900 MA*****DI</td> <td>Bachelor of Science in Business Management - Major</td> <td><input type="checkbox"/></td> <td>Forced Withdraw</td> <td></td> </tr> </tbody> </table>				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="checkbox"/> CODE: MKT362 MARKETING RESEARCH	ID : 20172900 MA*****DI	Bachelor of Science in Business Management - Major	<input type="checkbox"/>	Forced Withdraw	
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Figure 2- withdrawal from course request “Not approved”

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College	Department	Course Code	Sections																		
All	Select		All																		
Course Status		Request Status																			
WF		<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved <input type="radio"/> Rejected																			
		<input type="button" value="Search"/> <input type="button" value="Reset"/>																			
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Figure 3- withdrawal from course request “Approved”

Home / Students Follow up / Withdrawal from Course Request

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College All	Department Select	Course Code	Sections All
Course Status WF	Student ID Student ID	Request Status <input type="radio"/> Approved <input type="radio"/> Not Approved <input checked="" type="radio"/> 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”