

## Student Information System User Manual

User Account: College Staff

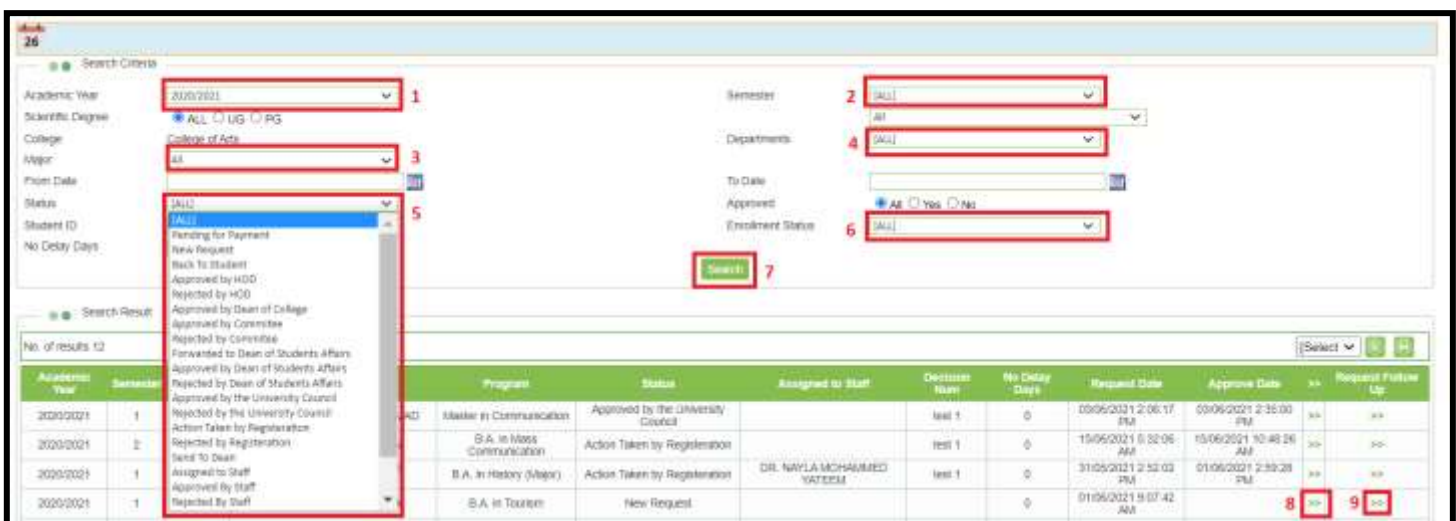
Request: Student Case Study

## First: Brief about the request

The system allows Undergraduate students and Postgraduate students to apply for a Student Case Study request related to his recent dismissal from the University. The request is processed through the university's channels and committees and then the decision is sent back to the student for whether his/her re-enrollment is accepted. The student is advised to attach related documents to support the case. Also, the staff can share notes and attach documents to help with the decision.

## Secondly: Steps of using the request for UG Students

- From the Students Case Study Follow-up screen you can approve or reject requests, after looking into the attached documents and written notes.



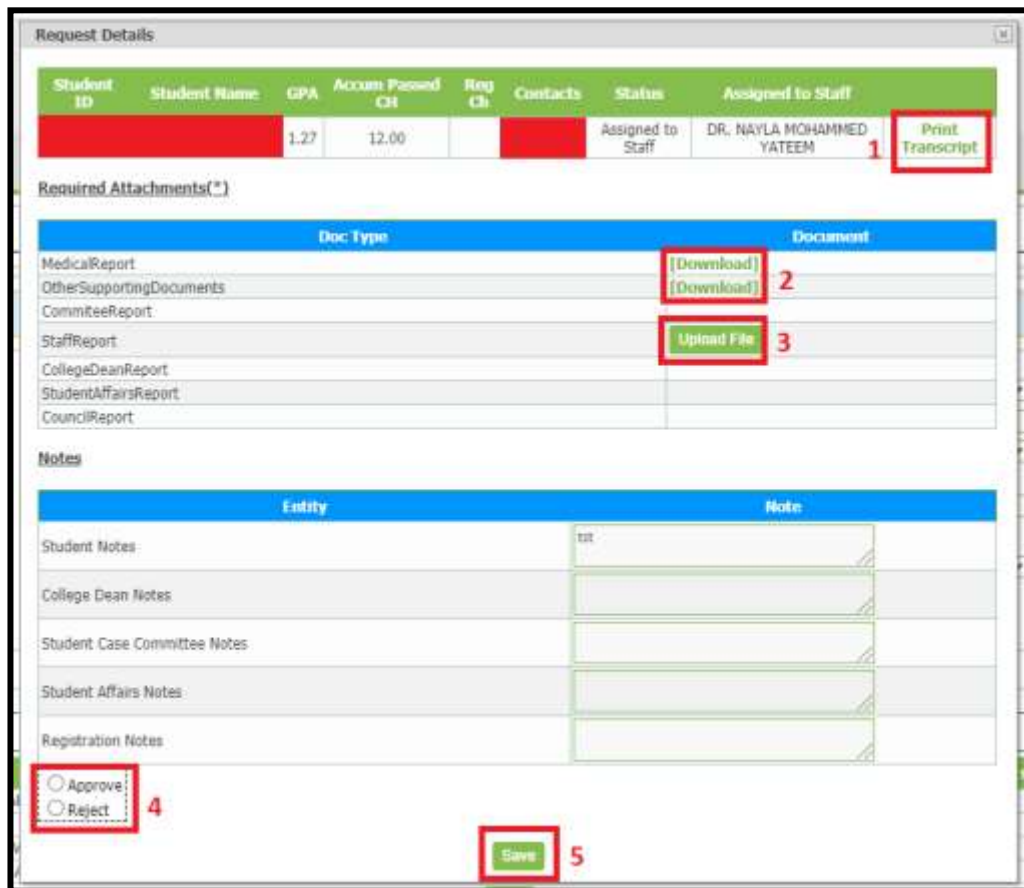
The screenshot shows a web application interface for managing student case study requests. It includes a search criteria section on the left with filters for Academic Year, Scientific Degree, College, Major, From Date, Status, Student ID, and No Delay Days. The main area contains search filters for Semester, Departments, To Date, Approved, and Enrollment Status, along with a Search button. Below the filters is a table of search results with columns for Academic Year, Semester, Program, Status, Assigned to Staff, Decision, No Delay Days, Request Date, Approve Date, and Request Future Up. The table shows several requests, with the last row highlighted in red.

Academic Year	Semester	Program	Status	Assigned to Staff	Decision	No Delay Days	Request Date	Approve Date	Request Future Up
2020/2021	1	Master in Communication	Approved by the University Council		test 1	0	09/06/2021 2:06:17 PM	09/06/2021 2:35:00 PM	>>
2020/2021	2	B.A. in Mass Communication	Action Taken by Registration		test 1	0	15/06/2021 6:32:06 AM	15/06/2021 10:48:26 AM	>>
2020/2021	1	B.A. in History (Major)	Action Taken by Registration	DR. NAWLA MOHAMMED YATZEM	test 1	0	31/05/2021 2:53:03 PM	01/06/2021 2:39:28 PM	>>
2020/2021	1	B.A. in Tourism	New Request			0	01/06/2021 9:07:42 AM		>>

Figure 1

- It is possible to search for requests by using multiple filters: search by Academic Year or semester (number 1 & 2 Figure 1), by Major or Department (number 3 & 4) while every College Staff may only manage requests assigned to them. You may also search by Status of the request whether approved or rejected etc. (number 5), or by the Enrollment Status (number 6) then finally after selecting your options click on the search button (number 7).

- Click on the two arrows button (number 8) to open up the approval and documents menu, or click on the two arrows next to it (number 9) to view the history of the request and the approval by other staff.



**Request Details**

Student ID	Student Name	GPA	Accum. Passed Cr	Reg. Ch	Contacts	Status	Assigned to Staff
		1.27	12.00			Assigned to Staff	DR. NAYLA MOHAMMED YATEEM

**Required Attachments(\*)**

Doc Type	Document
MedicalReport	[Download]
OtherSupportingDocuments	[Download]
CommitteeReport	
StaffReport	[Upload File]
CollegeDeanReport	
StudentAffairsReport	
CouncilReport	

**Notes**

Entity	Note
Student Notes	
College Dean Notes	
Student Case Committee Notes	
Student Affairs Notes	
Registration Notes	

☐ Approve ☐ Reject

**Save**

Figure 2

- After clicking on the two arrows button the above menu will appear showing the approval options and the documents and notes section (Figure 2). You can view the student's grades Transcript by clicking on "print transcript" (number 1 in Figure 2). You may also view the documents attached by the student or by the Head of Department by clicking the download button for each (number 2). To upload a document so that other staff may view it click on the "upload file" button (number 3), the file may not exceed 500kb.
- The most important part is approval, you may approve or reject the request by choosing the option (number 4) then clicking on the save button (number 5). Note that rejecting the request will not stop the case study process.