



جامعة البحرين  
UNIVERSITY OF BAHRAIN

# SIS Early Registration (Head of Department)

BY

SIS Team - Mohammed Essam

# Early Registration

## • Types:

- Add Chair Requests
- Lab Conflicts
- Add Section Requests
- Training & Special Courses



# Early Reg - Add Chair Requests

## • Conditions:

- The selected sections are full and un-clashed and there are no other suitable sections.
- The waiting list is not full.
- Student count is the initial section size, max number of students (final section size) must be greater than student count for add chair.
- Waiting list must be defined in order to receive additional requests over the max number of students.

Study Language	All		
● ● Section Details			
Section No	01	Students Type	All
● ● Student Count			
Student Count	29	Max Number Of Students	29
		Waiting List Capacity	
● ● Teaching Days			
+ Reserve Room			



# Early Reg - Add Chair Requests

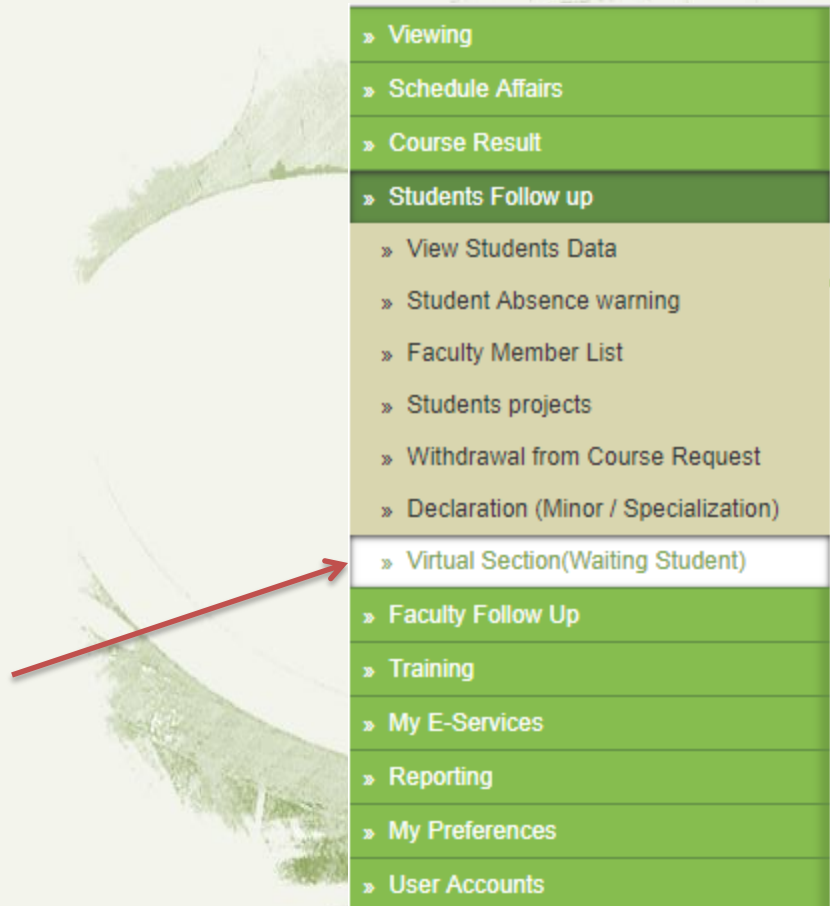
## • Instructions:

- The student will select one of the un-clashed sections and add a request to it.
- The request is sent to the HOD where the course belongs to.
- The HOD must response to the requests according to the status.
- Every student has only **2 days** to register/replace/delete courses.



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# Early Reg - Add Chair Requests





# Early Reg - Add Chair Requests

## Instructions:

- Use Type Filter to search requests different types of requests
- Approving a request will add the student directly to the chosen section if the **max section size** not reached.

↳ Virtual Section(Waiting Student)

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● ● Search Criteria

UG    PG  
 Academic Year: 2017/2018  
 College: College of Information Technology  
 Major: All  
 Course Name: All  
 Academic Load: [ALL]  
 Sort by: Wait No.  
 No. of waiting students : 1

Semester: Second  
 Department: Information Systems  
 Accum CH: From [ ] To [ ]

Type: [ALL] (circled)  
 [ALL]  
 Lab Conflict  
 Add Seat  
 All Sections Closed

[Search](#)

Student ID	Student Name	Major	Course	Accum CH	Remain CH	Registered CH	Academic Load	Section	Student Schedule	Days	Instructor
<input checked="" type="checkbox"/> (circled)	[REDACTED]	B.Sc. in Information Systems	ITIS482	85.00	48.00	0	Normal Student	01	<a href="#">View</a>	M ( 16:00 - 16:50 )	Mr HUSAIN MOHSEN ALARAYEDH

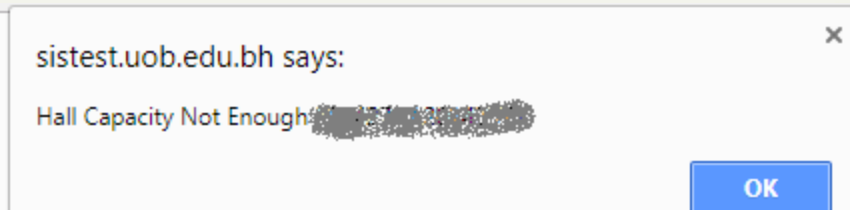
[Create Section](#)   [Approve](#) (circled)   [Reject](#) (circled)



# Early Reg - Add Chair Requests

## • When Maximum Section Reached:

- The below error will be displayed.
- To add to the same section you need to increase the maximum section size but **within the limits of the hall size.**
- Or Create New Section.



Course name: All  
 Academic Load: [ALL]  
 Sort by: Wait No.  
 Type: Add Seat  
 No. of waiting students : 3  
 Search

Student ID	Student Name	Major	Course	Accum CH	Remain CH	Registered CH	Academic Load	Section	Max Capacity	Available Seats	Hall Capacity	Student Schedule	Days	Instructor
[REDACTED]	[REDACTED]	B.Sc. in Computer Engineering	ITCE251	57.00	65.00	14	Excellence	01	30-30	0	30	View	U,T,H ( 08:00 - 08:50 ) &H ( 12:00 - 13:40 )	[REDACTED]
[REDACTED]	[REDACTED]	B.Sc. in Computer Engineering	ITCE251	30.00	91.00	12	Normal Student	01	30-30	0	30	View	U,T,H ( 08:00 - 08:50 ) &H ( 12:00 - 13:40 )	[REDACTED]

# Early Reg - Add Chair Requests (Increase Section Size)







# Early Reg - Add Chair Requests (Increase Section Size)

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1. Increase Section Size: increases/decreases the size of the section for students to register directly, and not going below registered students.
2. Increase Max wait and Max Capacity: increases/decreases the section size where students can be added to waiting list, and going beyond the hall capacity.

+ Add Section + Add Bulk Sections Import From Previous Semester

No. of results 3 [Select] [Refresh] [Print]

Course Code	Staff Name	Section	Capacity	Max Capacity	Max Wait List	# Stud. in Waiting	Student Count	Day	Slot	Room	Exam Date	Exam Time	
ITCE352		01	30	30	999	0	28	U,T,H	U,T,H ( 10:00 - 10:50 ) T ( 14:00 - 15:40 )	S/S40/2081 S/S40/2088	06-02-2018	11:30AM - 1:30PM	
ITCE352		02	30	30	999	1	26	U,M,W	M,W ( 08:00 - 09:15 ) U ( 12:00 - 13:40 )	S/S40/2081 S/S40/2087	06-02-2018	11:30AM - 1:30PM	
ITCE352		99	0	0	999	2	0				06-02-2018	11:30AM - 1:30PM	



# Early Reg - Add Chair Requests (Increase Section Size)

Number of Seats to be added (e.g. 3, 4)

Number of waiting list to be added (e.g. 3, 4)

Header

Increase Max Wait and Max Capacity

Max Capacity

Max Wait List

Increase Max Wait and Max Capacity

Course Code	Staff Name	Section	Capacity	Max Capacity	Max Wait List	# Stud. in Waiting	Student Count	Day	Slot	Room	Exam
ITCE352		01	30	30	999	0	28	U,T,H	U,T,H ( 10:00 - 10:50 ) T ( 14:00 - 15:40 )	S/S40/2081 S/S40/2088	06-0
ITCE352		02	30	30	999	1	26	U,M,W	M,W ( 08:00 - 09:15 ) U ( 12:00 - 13:40 )	S/S40/2081 S/S40/2087	06-0
ITCE352		99	0	0	999	2	0				06-0

Increase Section Size

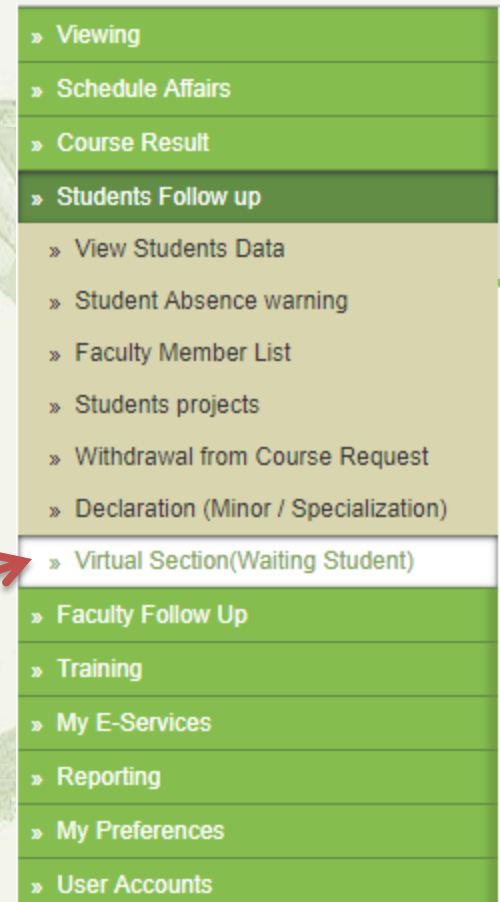
Increase Max Wait and Max Capacity



# Early Reg - Create New Section

## • Instructions

1. Select Course from the course name list
2. Click on create section
3. Click on reserve room button to select (room, days, time, teaching Method)
4. Click ADD.
5. Click Search to select students suitable for the new section.
6. Select the students and click create section





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# Early Reg - Create New Section

Search Criteria

UG  PG  
 Academic Year: 2017/2018  
 College: College of Information Technology  
 Major: All  
 Course Name: ITIS482 - INDUSTRIAL TRAINING  
 Academic Load: All  
 Sort by: ITIS482 - INDUSTRIAL TRAINING  
 No. of waiting students : 1

Semester: Second  
 Department: Information Systems  
 Accum CH: From  To   
 Type: [ALL]

[Search](#)

1

Student ID	Student Name	Major	Course	Accum CH	Remain CH	Registered CH	Academic Load	Section	Student Schedule	Days	Instructor
		B.Sc. in Information Systems	ITIS482	85.00	48.00	0	Normal Student	01	<a href="#">View</a>	M ( 16:00 - 16:50 )	Mr HUSAIN MOHSEN ALARAYEDH

[Create Section](#) [Approve](#) [Reject](#)

2



# Early Reg - Create New Section

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UG  PG  
 Academic Year: 2017/2018  
 College: College of Information Technology  
 Major: All  
 Course Name: ITIS482 - INDUSTRIAL TRAINING  
 Academic Load: [ALL]  
 Sort by: Wait No.  
 No. of waiting students : 1

Room/ Time Reservation  
 Campus: Sukher Building: S40 Room Type: LAB  
 Day:  Su-Tu-Th  Mo-Wed  Wed-Th  Su-Wed  
 S  U  M  T  W  H  
 Slot: From 12:00 To 12:50  
 Teaching Method: LAB

Student ID	Student Name
<input type="checkbox"/>	B.Sc. in S

Section Details  
 Section No: 02  
 Max Number Of Students: 25

Section Times

Day	Teaching methods

	Building	Room	Campus	Room Type	Capacity
<input checked="" type="radio"/>	S40	051	Sukher	LAB	30
<input type="radio"/>	S40	079	Sukher	LAB	30
<input type="radio"/>	S40	086	Sukher	LAB	30
<input type="radio"/>	S40	1002	Sukher	LAB	150
<input type="radio"/>	S40	1052	Sukher	LAB	30
<input type="radio"/>	S40	1083	Sukher	LAB	27
<input type="radio"/>	S40	1087	Sukher	LAB	30
<input type="radio"/>	S40	2001	Sukher	LAB	116
<input type="radio"/>	S40	2015	Sukher	LAB	29
<input type="radio"/>	S40	2050	Sukher	LAB	40
<input type="radio"/>	S40	2051	Sukher	LAB	30
<input type="radio"/>	S40	2053	Sukher	LAB	29
<input type="radio"/>	S40	2083	Sukher	LAB	25
<input type="radio"/>	S40	2089	Sukher	LAB	24

3

4



# Early Reg - Create New Section

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Section Times + Reserve Room

Day	Teaching methods	From Time	To Time	Building	Room	
Sunday	LEC	6:00 PM	6:50 PM	S40	021	
Tuesday	LEC	6:00 PM	6:50 PM	S40	021	
Thursday	LEC	6:00 PM	6:50 PM	S40	021	

Search 5

Students in waiting list

No. of results 1 Student

	Student ID	Student Name	Level
<input checked="" type="checkbox"/>			Fourth

Create Section 6



# Early Reg – Add Section Requests

## • Instructions/Conditions:

- This service will show the **demand on certain courses**
- Every offered course will have a dummy section defined as following:
  - It will be offline (students will not see it)
  - Has the same exam date and time.
  - A special section number (**99**) should be given to it.
  - Has no time nor instructor details.
  - It will have a section size (0).
- The student will be able to add request to this course if no available section fits in his schedule even if there are available seats.



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# Early Reg – Training & Special Courses

- Training Courses:
  - Open only **one section** with following sizes.

●● Student Count					
Student Count	<input type="text" value="0"/>	Max Number Of Students	<input type="text" value="30"/>	Waiting List Capacity	<input type="text" value="999"/>
●● Teaching Days					

- Students will be registering the course through the add request functionality.
- Use the virtual sections screen to add these students to the opened section or create new sections and distribute the students.





# Early Reg – Training & Special Courses

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- Special Courses:

- Open the course sections with following sizes.

Student Count  Max Number Of Students  Waiting List Capacity

- You may use the reserve sections functionality to restrict to certain majors.

Lecturer

Exam Information

Cross List Sections

Reserve Section

Add New

Reserve Section x

Degree

College

Major

Allow  Forbid

- Students will be registering the course through the add request functionality.
- Use the virtual sections screen to add these students to the opened sections or create new sections and distribute the students.
- Use section reserve functionality to restrict students.

# Early Reg – Useful Report

- » Schedule Affairs
- » Course Result
- » Students Follow up
- » Faculty Follow Up
- » Training
- » My E-Services
- » Reporting
  - » Students' Grades Statistics
  - » General
  - » Schedule Affairs
  - » No. of Seats and Registered Students
  - » Offering & Registration
  - » Students Follow up
  - » Report about transfer students with T
- » My Preferences
- » User Accounts



# Early Reg – Useful Report

↳ No. of Seats and Registered Students

●● Search Criteria

Academic Year: 2017/2018  
College: College of Information Technology  
Course: [ ] [ ]  
Report Language:  English  Arabic

Semester: **Second**  
Department: Computer Science  
Type: [ALL]  
 Waiting State  Registered State

Preview

To Display waiting requests

To Display registered seats