



**University of Bahrain
Information Technology Centre
Information Systems Division**

“Student Information System User Manual”

User Account: College Staff Member
Approve expected to graduate

Done by

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Version. 1

Content

| | |
|---------------------------------|---|
| A. System Overview | 3 |
| B. Instructions | 4 |
| 2.1. Student ID:..... | 5 |
| 2.2. Note: | 6 |
| 2.3. Note: | 6 |
| 2.4. Fulfillment cond.: | 6 |
| 2.5. Approve:..... | 6 |
| 2.6. Reject: | 7 |
| 2.7. Search samples: | 8 |

A. System Overview

The system provides authority to the college staff member to view and review the students expected to graduate, and to view the students according to their status as shown below:

The screenshot displays the SIS interface for the University of Bahrain. The header includes the university's name in Arabic (جامعة البحرين) and English (UNIVERSITY OF BAHRAIN). A navigation menu on the left lists various options, with 'My Academic Duties' expanded to show sub-options. The 'Approve expected to graduate' option is highlighted with a red box and a red arrow. The main content area shows a form titled 'Expected or Fulfilled Student(s)' with filters for UG/PG, College, Program, Expected Graduate Year, and Enrollment Status.

Navigation Menu:

- » Viewing
- » My Personal Data
- » My Academic Duties
 - » Academic Advising
 - » Office Hours
 - » Course Grading
 - » Incomplete Course Grading
 - » Course Attendance
 - » Student Absence Followup
 - » Withdrawal From Course Request
 - » Approve expected to graduate
 - » Change Course Grade
- » View Students Data
- » My E-Services
- » Reporting
- » My Preferences
- » User Accounts

Main Content Area:

Expected or Fulfilled Student(s)

College: College of Business Administration

Program: [Select]

Expected Graduate Year: 2018/2019

Enrollment Status: Enrolled

Figure 1 – Approve expected to graduate

B. Instructions

After selecting “Approve expected to graduate” from “My academic duties” as shown on figure (1), “Expected or fulfilled students(s)” screen will appear so the user will choose search criteria’s such as program, enrollment status, student id, and status as shown below:

↳ Expected or Fulfilled Student(s)

Figure 2 - Search screen

- To view the new students expected to graduate for the approval, the user will select “New” from “Status” and then press “Search” button, then the faculty member will select the students from the results for the approval or rejection regarding to the regulations as shown below:

↳ Expected or Fulfilled Student(s)

| Student ID | Student Name | Program | Accum Passed CH | Major MCGPA | CGPA | Sem.Total CH | Status | Note | Notes | Fulfillment Cond. |
|------------|-------------------------|-------------------------------|-----------------|-------------|------|--------------|--------|------|-------|-------------------|
| 2041176 | JONAS ALI HANNO ALI | B.Sc. in Biology - Statistics | 129.00 | 1.91 | 2.13 | 6 | New | | >> | >> |
| 2041177 | ADELIA HANNO OMER HANNO | B.Sc. in Biology - Statistics | 117.00 | 1.99 | 2.28 | 12 | New | | >> | >> |
| 2041178 | ISMAEL ALI HANNO ALI | B.Sc. in Biology - Physics | 120.00 | 3.40 | 3.51 | 12 | New | | >> | >> |

Figure 3 - Results screen

2.1. Student ID: To view student information by pressing the id for a particular student, for example the user can view “Degree audit” as shown below:

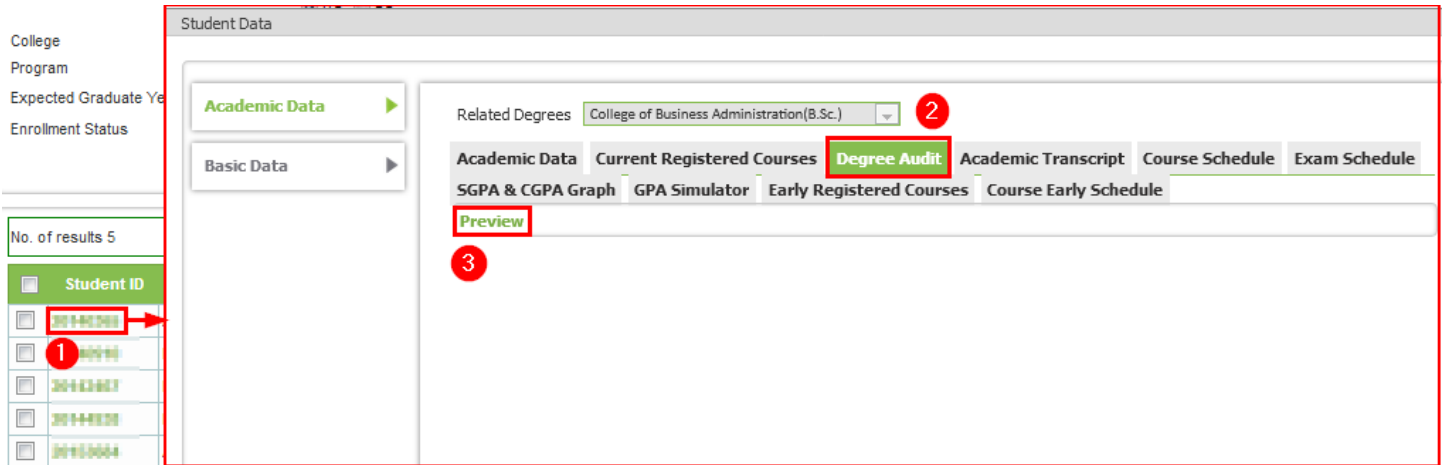


Figure 4 - Student data

University of Bahrain

My Academic Plan

Student Code: [REDACTED], Student Name: [REDACTED] College Staff

| | | | |
|-------------|-------------------------------------|---------------|------|
| Major : | B.Sc. in Accounting - Single (2015) | | |
| Minor : | | | |
| CGPA : | 3.27 | Major CGPA : | 2.87 |
| Passed CH : | 117.00 | Required CH : | 128 |

B.Sc. in Accounting - Single 2015/2016

[ME - PROJECT] [Type: Core] [Minimum Total CH: 3] [Passed :0][NOT FULLILLED]

| Course Code | Course Name | CH | Grading | Equivant Courses | Exp | Is Course Taken | NOTES | CGPA | MGPA |
|-------------|----------------------------------|-----|---------|------------------|-----|-----------------|------------|------|------|
| ACC499 | GRADUATION PROJECT IN ACCOUNTING | 3.0 | | | | N | Registered | Y | Y |

[UR Arabic] [Type: Core] [Minimum Total CH: 3] [Passed :3][FULLILLED]

| Course Code | Course Name | CH | Grading | Equivant Courses | Exp | Is Course Taken | NOTES | CGPA | MGPA |
|-------------|------------------------------------|-----|---------|------------------|-----|-----------------|-------|------|------|
| ARAB100 | ARABIC LANGUAGE FOR SPECIAL GROUPS | 4.0 | | | | N | | Y | N |
| ARAB110 | ARABIC LANGUAGE SKILLS | 3.0 | A | | | Y | | Y | N |

[CR-Business Elective] [Type: Core] [Minimum Total CH: 6] [Passed :6][FULLILLED]

| Course Code | Course Name | CH | Grading | Equivant Courses | Exp | Is Course Taken | NOTES | CGPA | MGPA |
|-------------|--|-----|---------|------------------|-----|-----------------|-------|------|------|
| ECON341 | MONETARY ECONOMICS | 3.0 | | | | N | | Y | N |
| ECON440 | INTERNATIONAL ECONOMICS | 3.0 | | | | N | | Y | N |
| ECON441 | ECONOMETRICS | 3.0 | | | | N | | Y | N |
| FIN312 | BANK MANAGEMENT | 3.0 | | | | N | | Y | N |
| FIN313 | TRUST OPERATIONS | 3.0 | | | | N | | Y | N |
| FIN323 | COMMERCIAL BANKING | 3.0 | | | | N | | Y | N |
| FIN329 | REAL ESTATE FINANCE | 3.0 | | | | N | | Y | N |
| FIN331 | FINANCIAL ANALYSIS AND CREDIT EVALUATION | 3.0 | | | | N | | Y | N |
| FIN410 | ELECTRONIC BANKING | 3.0 | | | | N | | Y | N |
| FIN411 | ISLAMIC FINANCIAL INSTITUTIONS | 3.0 | | | | N | | Y | N |

Figure 5 - Degree audit

- 2.2. **Note:** In order to approve or reject the students, the user must fill the note box with the required information.
- 2.3. **Note:** By pressing “>>” , the user can view and add new notes for the particular student as shown below:

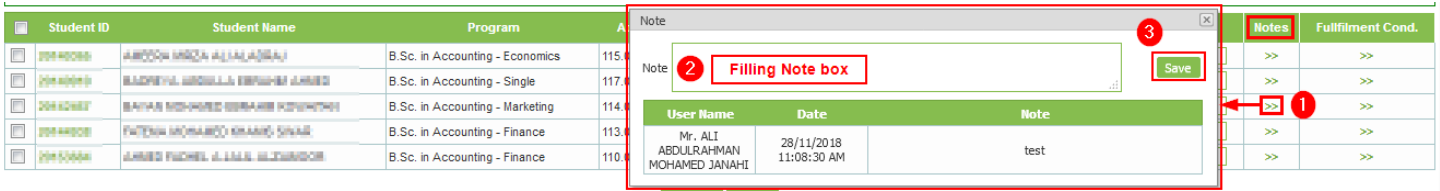


Figure 6 - Note

- 2.4. **Fulfillment cond.:** By pressing “>>” , the user can view the fulfillment conditions to pass the program, where the Red color indicates for not-fulfilled and the Green color indicates for fulfilled as shown below:

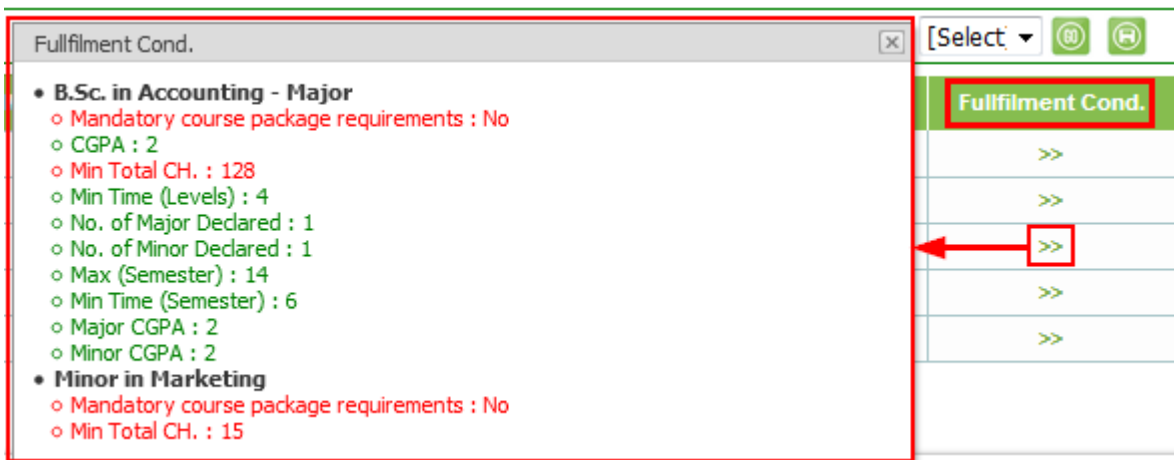


Figure 7 - Fulfillment conditions

- 2.5. **Approve:** After selection of the students as shown on figure (3) and filling the Note box, the user will click “Approve” button to complete the process as shown below on figure (8), then the process will move to head of department for the appropriate action. Figure (10) illustrates the process steps.

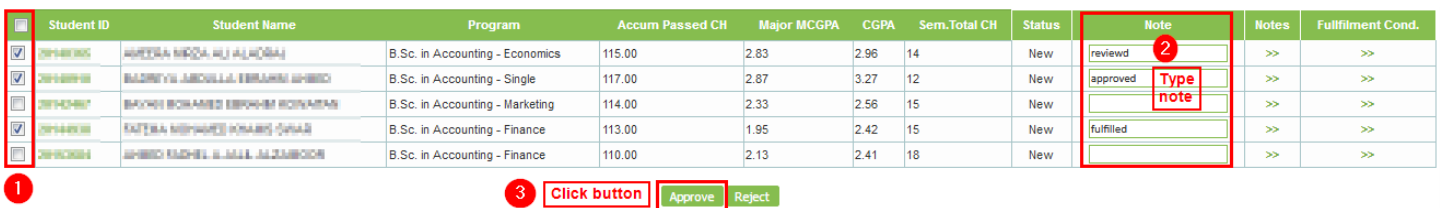


Figure 8 – Approve

- **Note:** In case of the student did not achieve some of the fulfillment conditions, the user can approve the student to be as an expected to graduate by force and type the reason according to the regulations.

2.6. Reject: After selection of the students as shown on figure (3) and filling the Note box, the user will click “Reject” button to complete the process as shown below:

| Student ID | Student Name | Program | Accum Passed CH | Major MCGPA | CGPA | Sem.Total CH | Status | Note | Notes | Fulfillment Cond. |
|------------|------------------------------|---------------------------------|-----------------|-------------|------|--------------|--------|---------------|-------|-------------------|
| 1 | AMRAN, NERAN ALI SAADAN | B.Sc. in Accounting - Economics | 115.00 | 2.83 | 2.96 | 14 | New | Reject | >> | >> |
| | SAUDY ALI ABDULLAH SAUDY ALI | B.Sc. in Accounting - Single | 117.00 | 2.87 | 3.27 | 12 | New | Type Note | >> | >> |
| | SAUDY ALI ABDULLAH SAUDY ALI | B.Sc. in Accounting - Marketing | 114.00 | 2.33 | 2.56 | 15 | New | Not fulfilled | >> | >> |
| | SAUDY ALI ABDULLAH SAUDY ALI | B.Sc. in Accounting - Finance | 110.00 | 2.13 | 2.41 | 18 | New | Test | >> | >> |

Figure 9 – Reject

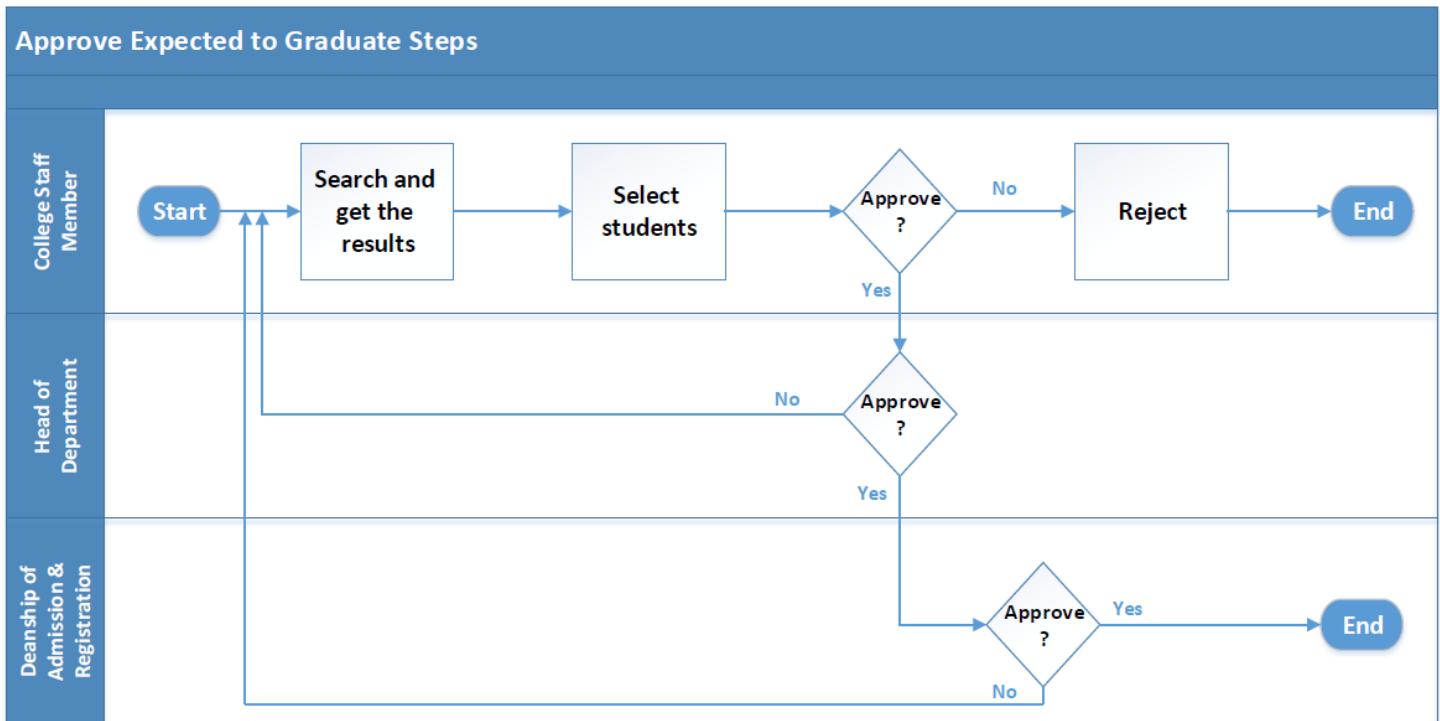


Figure 10 - Approve expected to graduate steps

- **Notes:**
 - At the end of the process, a message will be sent to the student to inform him about the final decision.

- If the deanship of admission and registration refuses the application, then the process will return to the college staff member, which he can approve it again according to the regulations.

2.7. Search samples: The search can be done by several criteria, such as: Approved by advisor and Rejected by head of department as shown below:

Expected or Fulfilled Student(s)

College of Business Administration

Department: Accounting

Expected Graduate Year: 2018/2019

Enrollment Status: Enrolled

Student ID: [Empty]

Expected Graduate Semester: First

Status: Approved by Advisor

No. of results 3

| Student ID | Student Name | Program | Accum Passed CH | Major MCGPA | CGPA | Sem.Total CH | Status | Notes | Fulfillment Cond. |
|------------|--------------|-------------------------------|-----------------|-------------|------|--------------|--------------------------|-------|-------------------|
| [ID] | [Name] | B.Sc. in Accounting - Single | 123.00 | 2.31 | 2.67 | 5 | Approved by Advisor | | |
| [ID] | [Name] | B.Sc. in Accounting - Single | 124.00 | 1.55 | 2.01 | 6 | Rejected after closing | >> | >> |
| [ID] | [Name] | B.Sc. in Accounting - Finance | 113.00 | 1.95 | 2.42 | 15 | Rejected by Head of Dep. | >> | >> |

Figure 11 - Search sample 1

Expected or Fulfilled Student(s)

College of Business Administration

Department: Accounting

Expected Graduate Year: 2018/2019

Enrollment Status: Enrolled

Student ID: [Empty]

Expected Graduate Semester: First

Status: Rejected by Head of Dep.

No. of results 1

| Student ID | Student Name | Program | Accum Passed CH | Major MCGPA | CGPA | Sem.Total CH | Status | Note | Notes | Fulfillment Cond. |
|------------|--------------|------------------------------|-----------------|-------------|------|--------------|--------------------------|------|-------|-------------------|
| [ID] | [Name] | B.Sc. in Accounting - Single | 123.00 | 2.31 | 2.67 | 5 | Rejected by Head of Dep. | | >> | >> |

Figure 12 - Search sample 2