

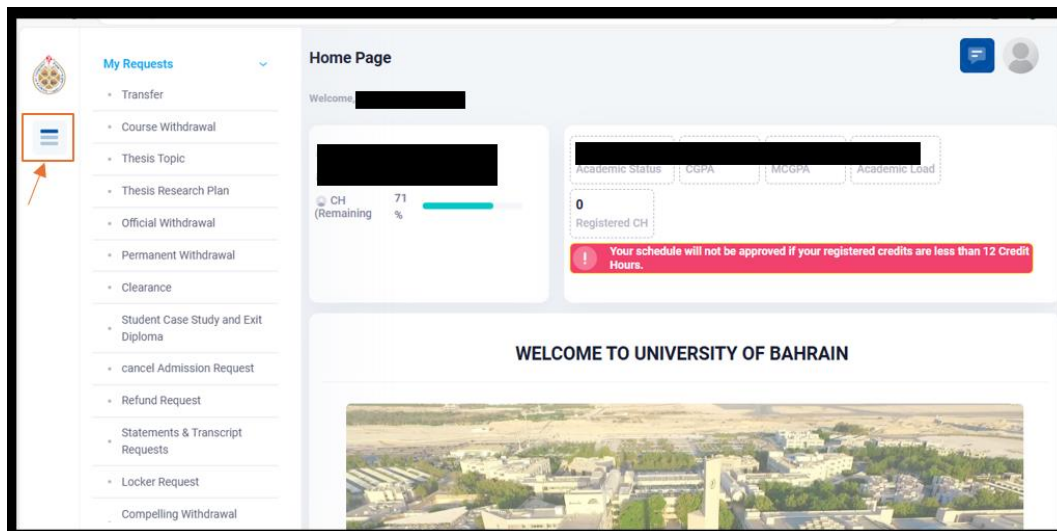


New Student Information System

User Manual

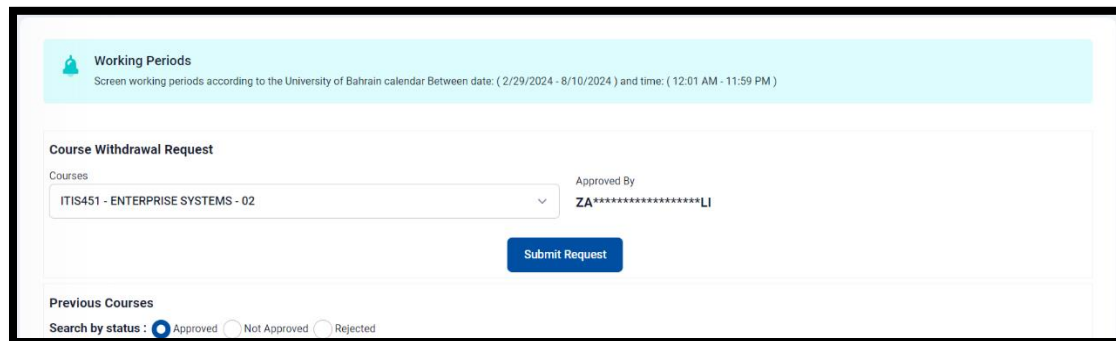
User Account: Student
Request: Course Withdrawal

Request steps:



1. Accessing the Course Withdrawal Function

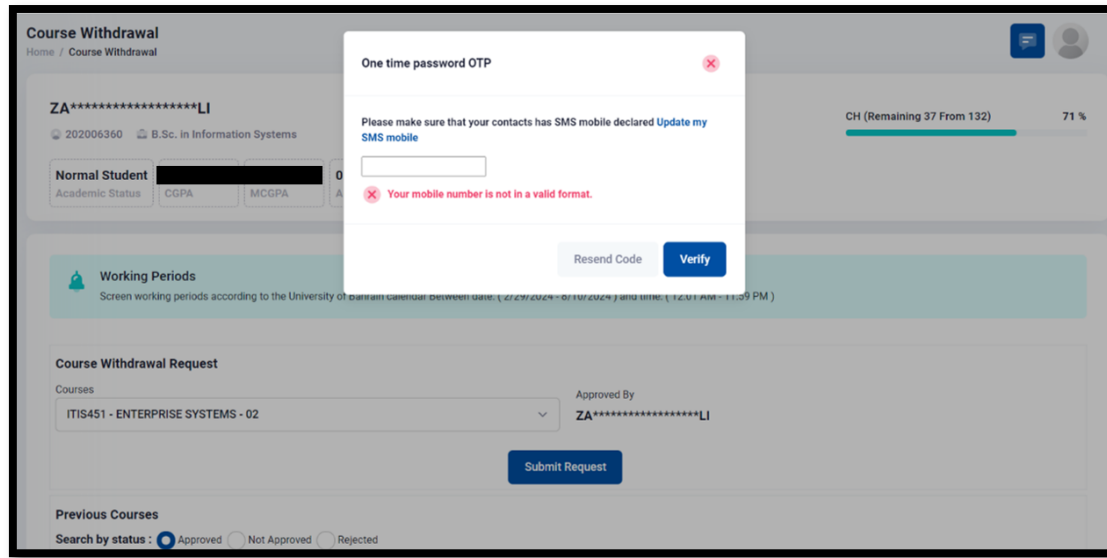
- Navigate to the home page of the student portal.
- Locate and click on the menu icon positioned on the left side of the page.
- From the expanded menu, select "My Request".
- Choose the "Course Withdrawal" option from the subsequent list.



2. Initiating the Withdrawal Request

- Upon accessing the Course Withdrawal page, you will be presented with a list of your currently enrolled courses.
- Select the desired course for withdrawal from the "Courses" dropdown menu.

Click the "Submit Request" button to proceed.



The screenshot displays the 'Course Withdrawal' interface. A modal window titled 'One time password OTP' is centered on the screen. The modal contains the text: 'Please make sure that your contacts has SMS mobile declared Update my SMS mobile' and a text input field. Below the input field, there is a red error message: 'Your mobile number is not in a valid format.' At the bottom of the modal, there are two buttons: 'Resend Code' and 'Verify'. The background page shows the user's profile (ZA*****L), course details (ITIS451 - ENTERPRISE SYSTEMS - 02), and a 'Submit Request' button.

3. Verification Process

- After submitting the request, the system will prompt you for verification.
- A verification code will be sent to your registered mobile number via SMS.
- Enter the received code in the designated field on the verification screen.
- Click "Verify" to confirm your identity and finalize the withdrawal request.

Note: If your registered mobile number is incorrect or outdated, select the "Update my mobile SMS" option to modify your contact information before proceeding.



Course Code	Course Name	Major	Approved	Course Status
ITIS483	INTERNSHIP IN INFORMATION TECHNOLOGY	B.Sc. in Information Systems	<input checked="" type="checkbox"/>	Withdraw Course

4. Course Status:

- When the verification process is complete, a notification will be displayed. This notification will include the course title, course status, and the outcome of your application - whether accepted or rejected. If the application is accepted, the status will be updated to indicate “Withdraw from Course.”

Course	Section	Day	Campus	Room	CH	Exam Date	Exam Place	Status	Fees	Resp.	Paid
ITIS483	02	T, U 18:00-20:30	Sakheer	S40-028	1	-c		W	8 BHD		Yes
Total Registered HRs -			0			Total Fees -			0 BHD		

[Approve Fees](#) [Excel](#) [Word](#) [Preview PDF](#)

- On the official study schedule, the course status will be changed to “W,” indicating that you have officially withdrawn from the course.