

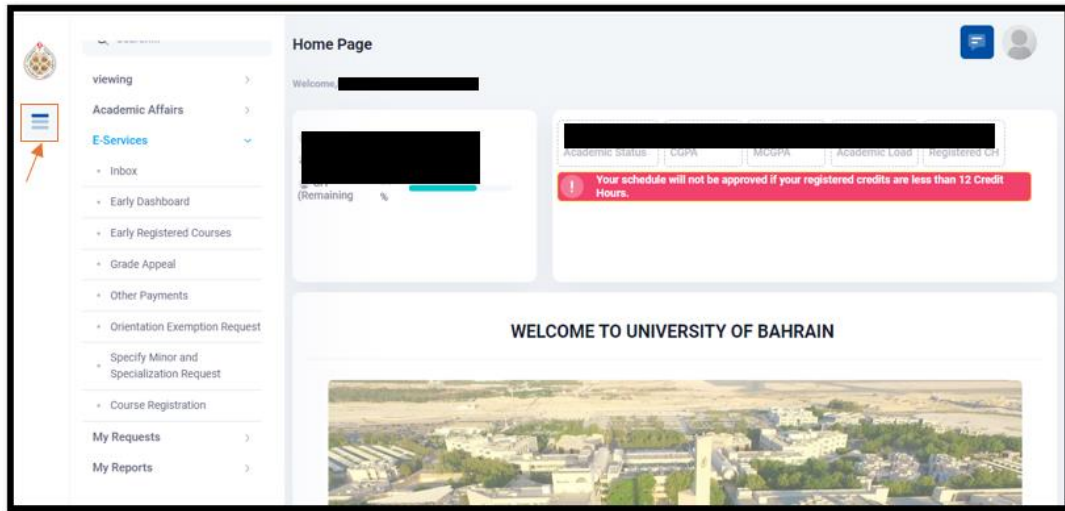


New Student Information System

User Manual

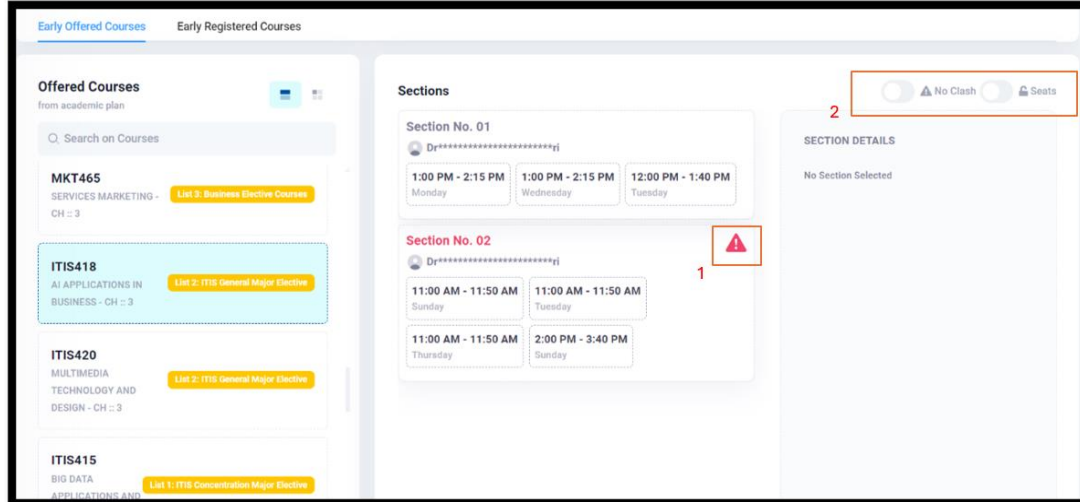
User Account: Student
Request: Early Course Registration

Early registration steps:



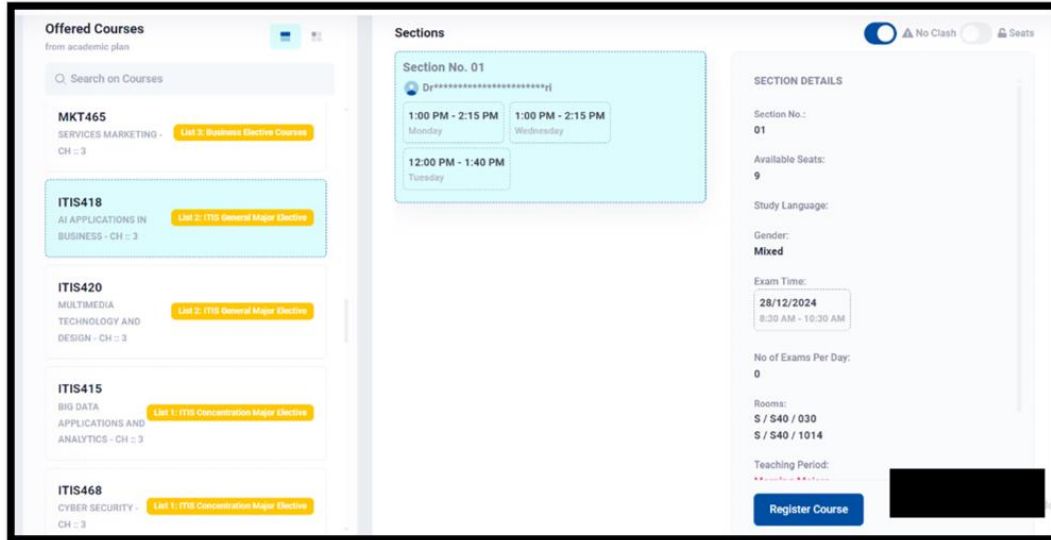
1. Accessing the Early Registration Dashboard:

- Navigate to the system's home page.
- Locate and select the menu icon on the left side of the page.
- From the displayed menu, choose "E-Services".
- Select "Early Dashboard" from the submenu options



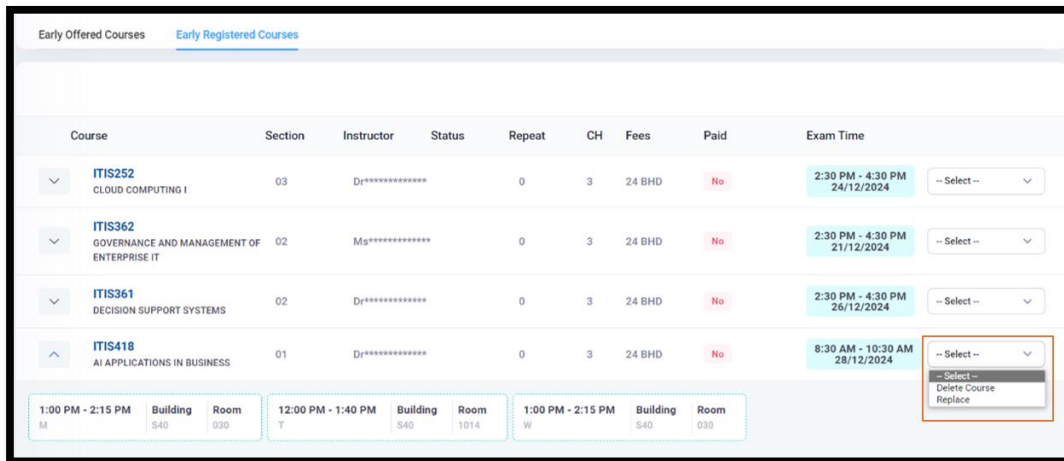
2. Course Selection:

- Under "Offered Courses", select the desired course for registration.
- A list of available sections will be displayed.
- **Note:**
 - Sections marked with indicator (1) conflict with already registered courses.
 - To view only non-conflicting or available sections, use the filter option indicated by (2).



3. Section Registration:

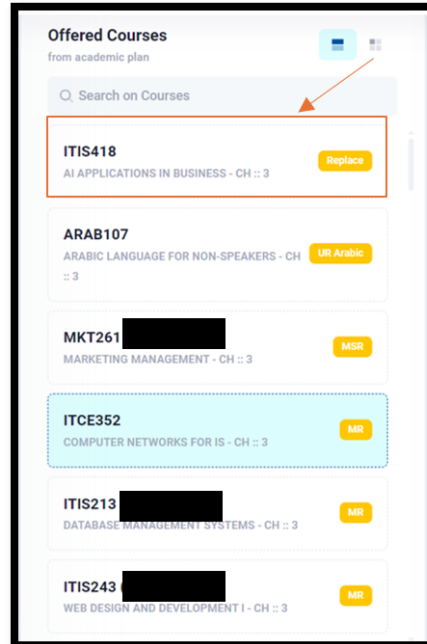
- Click on the desired section number.
- Review the "Section Details".
- Choose "Register Course" to proceed with registration.



Course	Section	Instructor	Status	Repeat	CH	Fees	Paid	Exam Time	
ITIS252 CLOUD COMPUTING I	03	Dj*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 24/12/2024	--Select--
ITIS362 GOVERNANCE AND MANAGEMENT OF ENTERPRISE IT	02	Ms*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 21/12/2024	--Select--
ITIS361 DECISION SUPPORT SYSTEMS	02	Dj*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 26/12/2024	--Select--
ITIS418 AI APPLICATIONS IN BUSINESS	01	Dj*****		0	3	24 BHD	No	8:30 AM - 10:30 AM 28/12/2024	--Select--

4. Viewing Registered Courses:

- Navigate to "Early Registration" to view registered course details.
- This view displays repetition times, course fees, and payment status.
- Options to delete or replace courses are available from this screen.



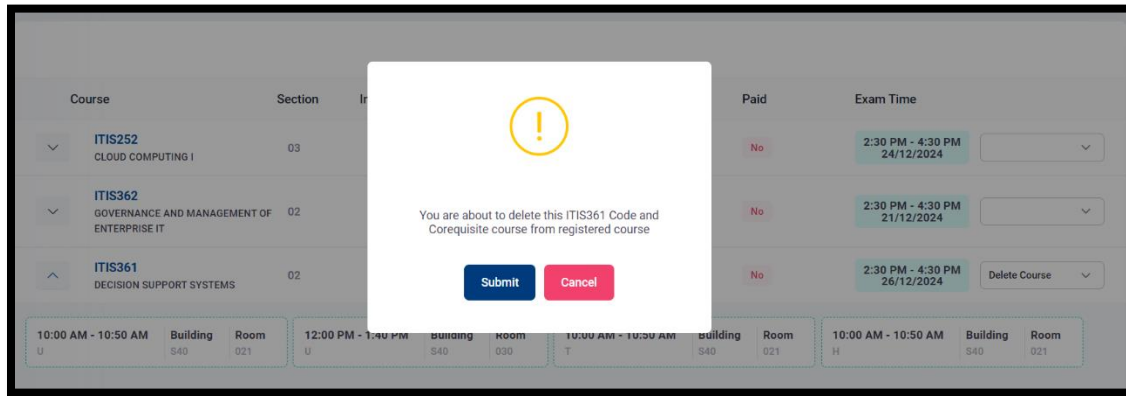
5. Course Replacement:

- To replace a course, select "Replace" next to the relevant course.
- You will be redirected to the "Offered Courses" page.
- The course to be replaced will be highlighted as shown by arrow.
- Select a new course and section following steps 2 and 3.

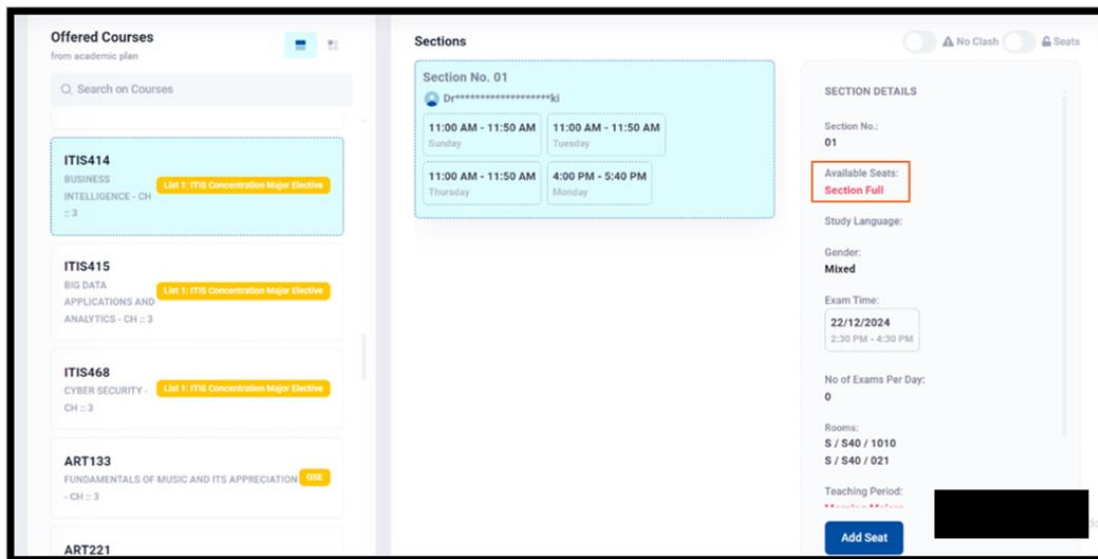
Course	Section	Instructor	Status	Repeat	CH	Fees	Paid	Exam Time	
ITIS252 CLOUD COMPUTING I	03	Dr*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 24/12/2024	-- Select --
ITIS362 GOVERNANCE AND MANAGEMENT OF ENTERPRISE IT	02	Ms*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 21/12/2024	-- Select --
ITIS361 DECISION SUPPORT SYSTEMS	02	Dr*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 26/12/2024	-- Select --
<div style="display: flex; justify-content: space-between;"> <div>10:00 AM - 10:50 AM U</div> <div>Building S40 Room 021</div> <div>12:00 PM - 1:40 PM U</div> <div>Building S40 Room 030</div> <div>10:00 AM - 10:50 AM T</div> <div>Building S40 Room 021</div> <div>10:00 AM - 10:50 AM H</div> <div>Building S40 Room 021</div> </div>									
ITIS414 BUSINESS INTELLIGENCE	01	Dr*****	Wait	0	3	24 BHD	No	2:30 PM - 4:30 PM 22/12/2024	-- Select --

6. Course Deletion:

- To remove a course, select "Delete Course" from the menu.



- A confirmation message will appear; select "Submit" to confirm deletion.
- **Note:** Course deletion may be restricted after a certain payment period.



7. Waitlist Registration:

- For sections marked as "full", a waitlist option may be available.
- Click "Add Seat" to join the waitlist.



Early Offered Courses [Early Registered Courses](#)

Course	Section	Instructor	Status	Repeat	CH	Fees	Paid	Exam Time
<input type="checkbox"/> ITIS252 CLOUD COMPUTING I	03	Dp*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 24/12/2024 --Select--
<input type="checkbox"/> ITIS362 GOVERNANCE AND MANAGEMENT OF ENTERPRISE IT	02	Mg*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 21/12/2024 --Select--
<input type="checkbox"/> ITIS361 DECISION SUPPORT SYSTEMS	02	Dp*****		0	3	24 BHD	No	2:30 PM - 4:30 PM 26/12/2024 --Select--
<input checked="" type="checkbox"/> ITIS414 BUSINESS INTELLIGENCE	01	Dp*****	Wait	0	3	24 BHD	No	2:30 PM - 4:30 PM 22/12/2024 --Select--

11:00 AM - 11:50 AM U	Building S40	Room 1010	4:00 PM - 5:40 PM M	Building S40	Room 021	11:00 AM - 11:50 AM T	Building S40	Room 1010	11:00 AM - 11:50 AM H	Building S40	Room 1010
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- The course status will change to "Wait".
- Waitlisted courses are subject to approval by the department head.
- You will be notified of acceptance or rejection at a later date.