



**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

Ali Abdul Rahman Janahi

System Analyst – Information System Division

Version. 1

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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:

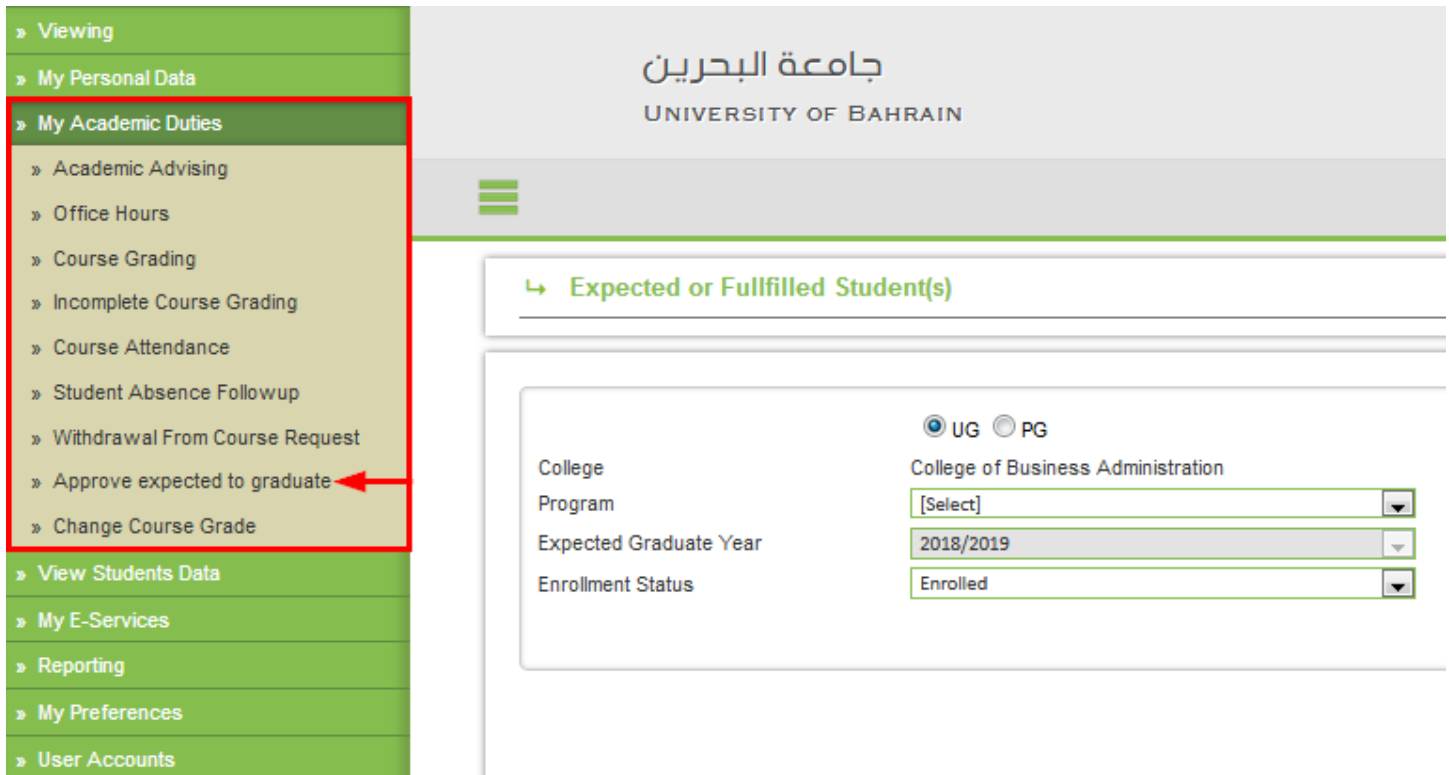


Figure 1 – Approve expected to graduate

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:

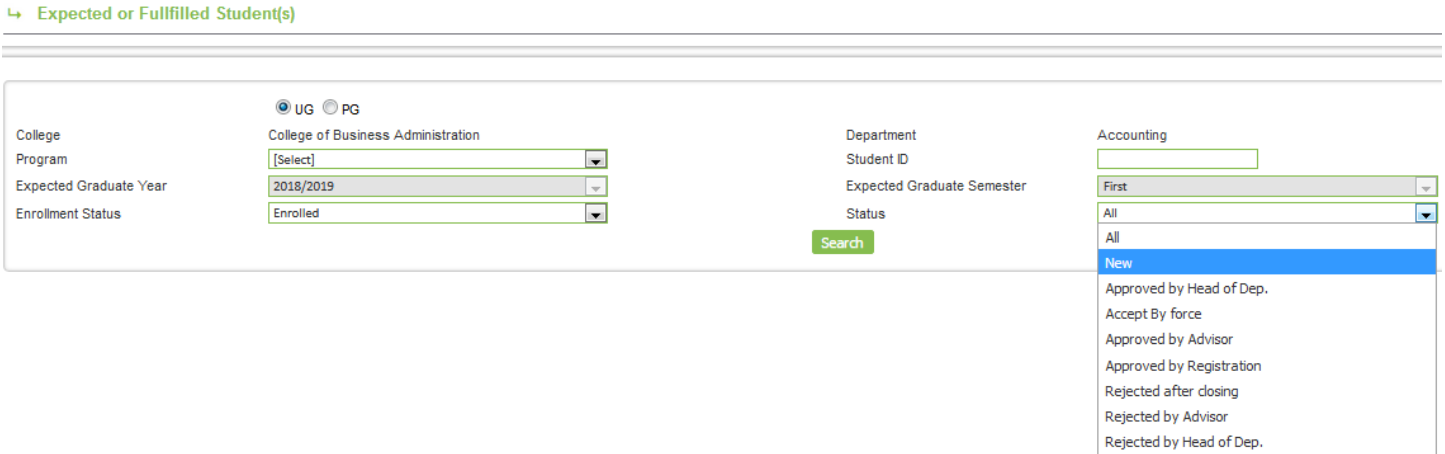


Figure 2 - Search screen

- 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:

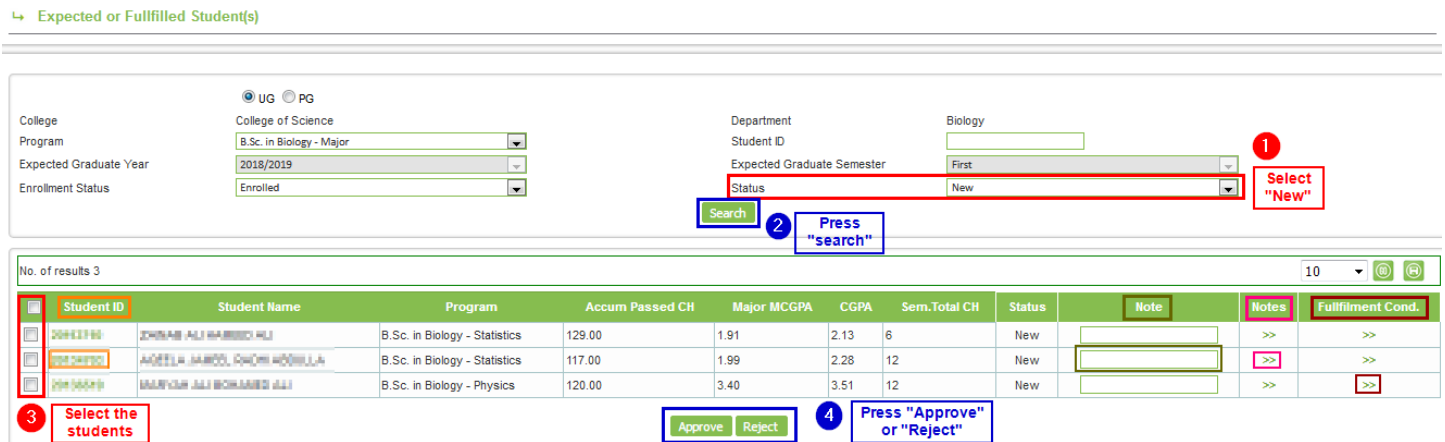


Figure 3 - Results screen

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:

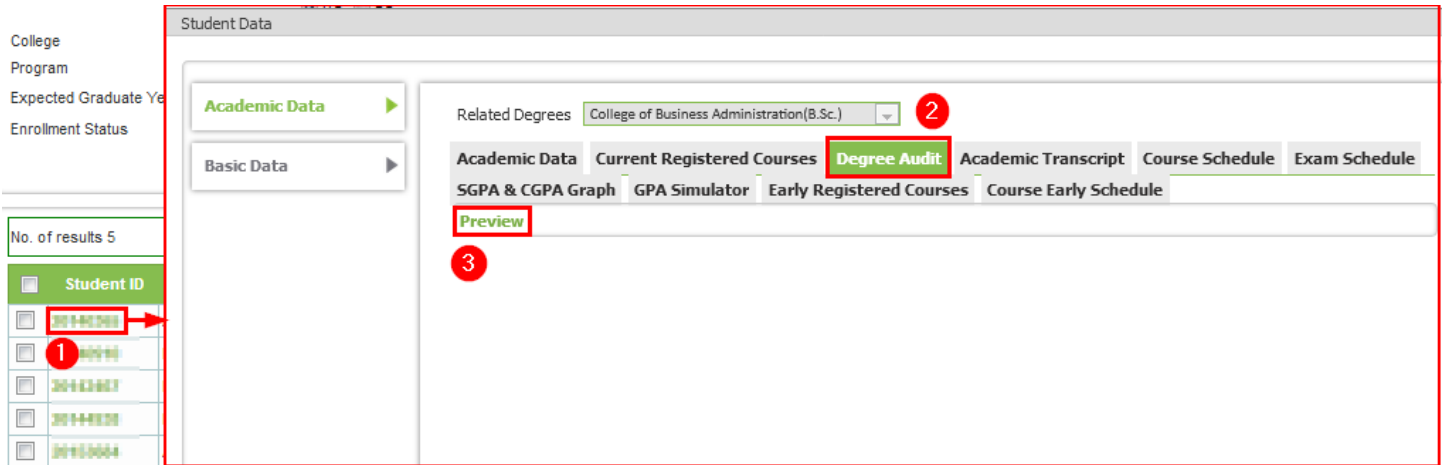


Figure 4 - Student data

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:

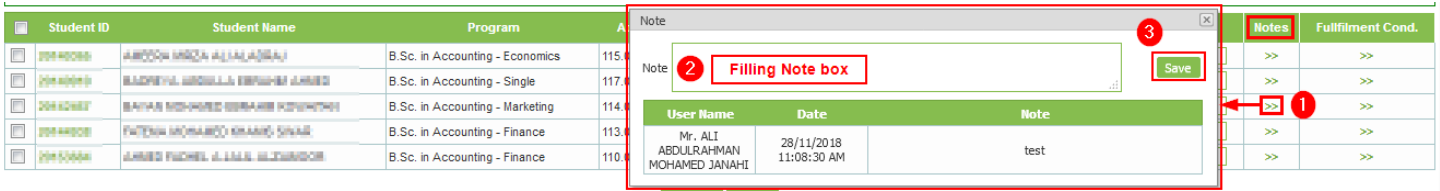


Figure 6 - Note

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

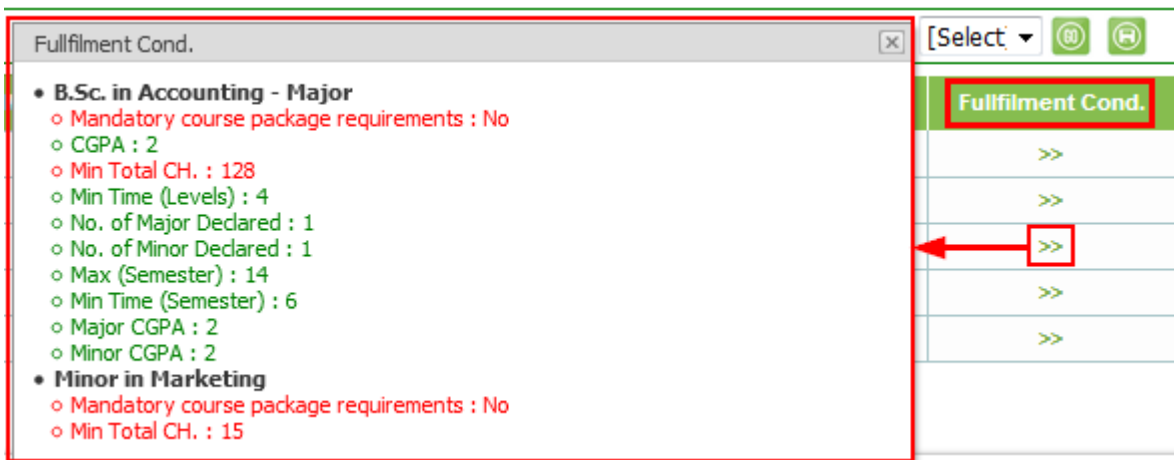


Figure 7 - Fulfilment conditions

- 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.

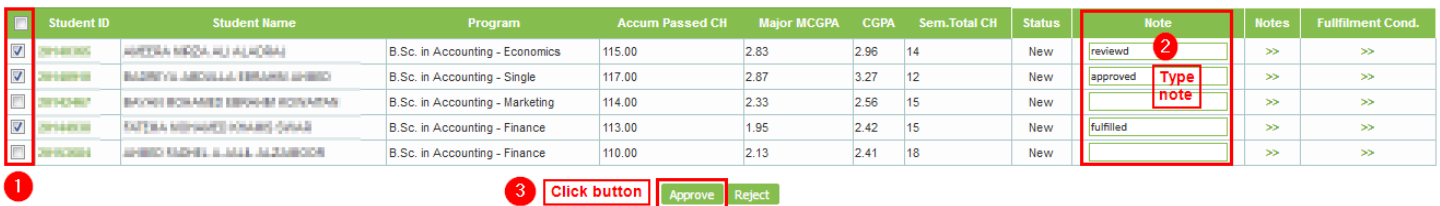


Figure 8 – Approve

- **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	AMR ALI ALI ALI	B.Sc. in Accounting - Economics	115.00	2.83	2.96	14	New	Reject	>>	>>
	AMR ALI ALI ALI	B.Sc. in Accounting - Single	117.00	2.87	3.27	12	New	Type	>>	>>
	AMR ALI ALI ALI	B.Sc. in Accounting - Marketing	114.00	2.33	2.56	15	New	Not fulfilled	>>	>>
	AMR ALI ALI ALI	B.Sc. in Accounting - Finance	110.00	2.13	2.41	18	New	Test	>>	>>

Figure 9 – Reject

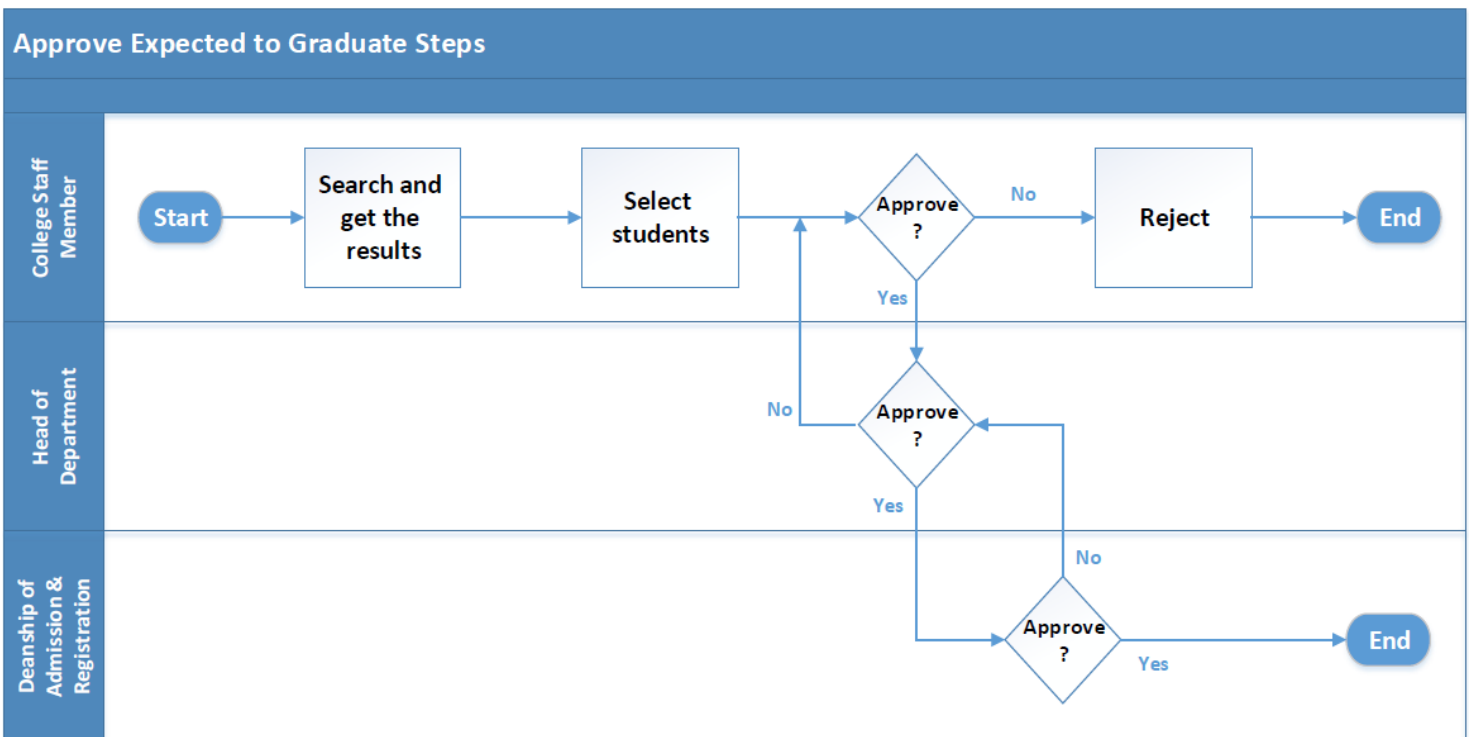


Figure 10 - Approve expected to graduate steps

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

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)

UG PG
 College: College of Business Administration
 Department: Accounting
 Program: [Select]
 Student ID: [Text Field]
 Expected Graduate Year: 2018/2019
 Expected Graduate Semester: First
 Enrollment Status: Enrolled
 Status: [Select]

No. of results 3

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	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)

UG PG
 College: College of Business Administration
 Department: Accounting
 Program: [Select]
 Student ID: [Text Field]
 Expected Graduate Year: 2018/2019
 Expected Graduate Semester: First
 Enrollment Status: Enrolled
 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