



Student Information System User Manual

User Account: Head of Department

Request: Academic Load

First: Brief about the request

The System allows the Head of Department to communicate with students who are under the academic load by sending them a message that contains suggested courses. The Head of Department can also approve the students' tables which are less than the academic load after communicating with them.

Secondly: Steps of using the request for PG Students

- From the main menu choose the category “Faculty Follow Up” then hit the “Academic Advising Follow Up” link.

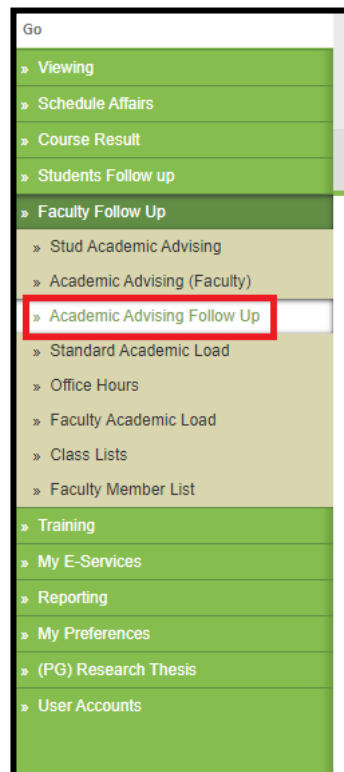


Figure 1

Academic Advising (Student)

Scientific Degree: ALL UG PG

College: College of Engineering

Degree: [Select]

Minor: All

Academic Year: 2022/2023

Student ID: [Text]

CPR: [Text]

Acad. Warning: All

CGPA: [Text]

No. of Registered Courses: [Text]

Registered on: between [Text]

Repeat Failed: [Text]

Join Year / Semester: [Select] / [Select]

Taken training courses before: All Yes No

Advising Category: All

Student Under Advising Show student without Advising

Academic Advisor: [Text]

Absence warning: All Absence warning Wf Wa

Department: Architecture and Interior Design

Major: [Select]

Minor/Specialization: All

Semester: First

Student Name: Contains [Text]

Academic Status: [Select]

Enrollment Status: [Select]

Accum Passed CH: [Text]

1 Under academic load Semester: All Current Current and before

Student progress %: [Text]

Repeat Succeeded: [Text]

2 Approved Courses: All Yes No

Students in waiting list Student not have Minor Student not have Specialization

Allow Register: All

3 Paid: All Yes No

4 [Search]

Figure 2

- From the above figure, you can choose different parameters for the filters according to College, Department, Degree and/or Major. In addition, there are specific filters for students under the academic load, for instance (Figure 2 no.1) you can choose the semester under the academic load, whether it's the current semester or the current and last semester. In addition, there is the option for searching students with unapproved tables: (Figure 2 no.2). You can also select Paid only students as shown in (Figure 2 no.3). Please note that the option to approve tables of students under the academic load only appears when you select "current/current and before" in the "Under academic load semester" parameter, choose "no" in the "approved courses" option, and choose Paid Student.

Adminstration	Program	Advisor	Approval Status	Count
<input type="checkbox"/>	Master in Public Law	DOCTOR GHAZAL MONTASEL AHMED	>>	1
<input type="checkbox"/>	Certificate of Professional Development	DR. ABDELBAKY ABDELMONEIM ABOUZEID	>>	0
<input type="checkbox"/>	Certificate of Professional Development	DR. ABDELBAKY ABDELMONEIM ABOUZEID	>>	0
<input type="checkbox"/>	Certificate of Professional Development	DR. ABDELBAKY ABDELMONEIM ABOUZEID	>>	0
<input type="checkbox"/>	Certificate of Professional Development	DR. ABDELBAKY ABDELMONEIM ABOUZEID	>>	0
<input type="checkbox"/>	Master in Public Law	DR. ADEL HAMED MOHAMED	>>	0
<input type="checkbox"/>	M.Sc. in Physiotherapy	DR. MOHAMED ABDULLA MOHAMED ABDULLA	>>	0

1 2 3 4 5 6 7 8 9 10 ... >>

Approval Reason: [Select] [Approve Under Load]

2 3

Figure 3

- After attempting the search, the data for students and their advisors will appear. You can click on the two arrows as shown in (Figure 3 no.1) to open another screen designed to communicate with students by messages. After agreeing with the students on the courses that need to be registered you can approve the table for the student by selecting the student in the search results then selecting a reason for approval like shown in (Figure 3 no.2) then click on the approval button (Figure 3 no.3).

1 2 3 4 5 6 7 8 9 10 ... >>

Approval Reason: [Ignore current Status] [Approve Under Load]

✘ Please note that the below students could not be approved as they did not complete there payment [REDACTED]

Figure 4

- If the student still did not pay for the registered courses, it is not possible to approve their table under the academic load. The fees must be paid first. When selecting multiple students for approval, only the students who paid for courses will be approved, and a message will appear for those who did not.

Academic Advising (Faculty) >> Advising data

Student Data

Student Name	[Redacted]	Student ID	[Redacted]
College	: College of Law	Scientific Degree	: B.Sc.
Major	: L.L.B. in Law (2017) (2017/2018)	Minor	:
CGPA	: 1.64	MCGPA	: 1.45
Passed CH	: 20.00	Student Phone	:
Advisor	: DOCTOR MANAL MOHAMED ALI	Sponsor	: MINISTRY OF JUSTICE-SENEY WAQF
Enrollment Status	: Enrolled (P1)	Academic Status	: Under Probation

Main Language

Academic Advising

No Data Found

Reply Templates: Dear student... Please note that the courses below are [Redacted] 1

Advising Date: 09/09/2021

Advising Subject: [Redacted]

Student is attended: No Yes

Adviser opinion: LAW110, LAW221 REPEAT F, LAW214 REPEAT F, LAW215, LAW222 [Redacted] 2

Adviser opinion: Dear student... Please note that the courses below are advised from your academic mentor

Save [Redacted] 3 Cancel

Figure 5

- In the communication screen you can choose reply templates as shown in (Figure 5 no.1). Some templates require selecting one or more course codes to include in the message to inform the student of the courses that need to be registered. The student will receive a message within the SIS and can reply back the same way. A notification will appear to the student if there are any messages sent by the Head of Department or Advisors.