



جامعة البحرين
UNIVERSITY OF BAHRAIN

SIS WF/WA (Head of Department)

BY

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WF/WA Cycle

- The instructor must send **first warning** at least **one week** before sending the WF/WA
- WF is only approved/rejected by HOD.
- WA is approved/rejected by HOD & Registration.
- WA can contain attachments (e.g. sick leaves).
- Rejected requests can be submitted again by the instructor.

WF/WA Cycle



- » Schedule Affairs
- » Course Result
- » Students Follow up
 - » View Students Data
 - » Student Absence warning
 - » Faculty Member List
 - » Students projects
 - » Withdrawal from Course Request
 - » Bulk Declaration (Minor / Specialization)
- » Faculty Follow Up
- » Training
- » My E-Services



↳ Withdrawal From Course Request

Hint:-Head of department can final approve FW requests and approve WA requests but final approve for WA from Registration admin

● ● Search

College	<input type="text" value="College of"/>	Department	<input type="text" value=""/>
Course Code	<input type="text" value=""/>	Student ID	<input type="text" value=""/>
Approved	<input type="radio"/> Approved <input checked="" type="radio"/> Not Approved <input type="radio"/> Rejected	Course Status	<input type="text" value="WF"/>

WF
W
WF
WA