



University of Bahrain
IT Centre
Information Technology Division

Student Information System User Manual

User Account: Head of Department

Request: Minor Program



University of Bahrain
IT Centre
Information Technology Division

Major/Minor/Specialization Request

College: College of Information Technology
Departments: Computer Science
Academic Year: 2020/2021
Request Status: [Select]
Requested by Student: All Yes No
Student ID:
Semester: Second
Is Applied:
Has Declared Minor: All Yes No

1

+ Add New

No. of results 1 [Select] @ R

Student ID	Student Name	Major	Minor	Specialization	Request Date	Status	Is Applied	Last Applied	Details	Audit Details
<input type="checkbox"/>	[REDACTED]	B.Sc. in Computer Science -2016/2017	delete - Minor in Mathematics -2015/2016		20/01/2021	New			2 >>	>>

Figure 1

- From the Program Manual Transfer screen click on the search button after choosing the wanted parameters like the Academic Year and Semester, or the Academic Number if you want a specific student. A list of students with matching parameters will appear including their Major and the Minor requests done by these students. Click on the two arrows (number 2 in Figure 1) to show further details of the request.



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Search Students

Student ID [Redacted]

No. of results 1

Student ID	Student Name	Enrollment Status	Nationality	Major	Minor/Specialization	Specialization	CGPA	Accum CH
[Redacted]	[Redacted]	Enrolled	BAHRAIN	B.Sc. in Computer Science (2016)			3.26	65.00

Change Degree

Student ID [Redacted]

Student Name [Redacted]

Qualification Name: Secondary Certificate (Public) - Unified Tracks Scientific

College: College of Information Technology

CGPA: 3.26

Major: B.Sc. in Computer Science

Minor: delete - Minor in Mathematics 1

Specialization: [Select]

Orientation Level: 0

Admission Year: Passed CH 65.00

Academic Plan Year: 2016/2017 Without T or M BSC

Academic Plan Year: 2015/2016

Academic Plan Year: [Select]

2 Save Approve in Next Semester 3

Figure 2

- After clicking on the two arrows in the previous screen a page with further request details will appear. You may choose to change the Minor of the student from the dropdown list (number 1 in Figure 2) or simply approve the one they have chosen by clicking on the save button firstly (number 2) then clicking on the approve button (number 3).