



Student Information System User Manual

User Account: Dean College

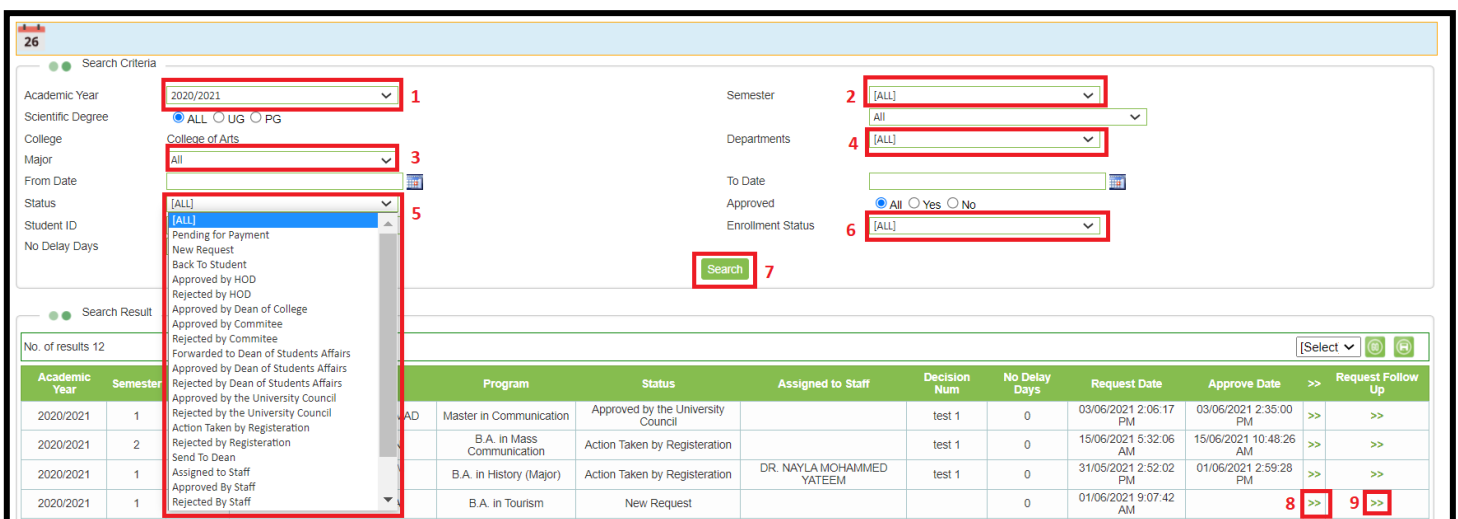
Request: Student Case Study

First: Brief about the request

The system allows Undergraduate students and Postgraduate students to apply for a Student Case Study request related to his recent dismissal from the University. The request is processed through the university's channels and committees and then the decision is sent back to the student for whether his/her re-enrollment is accepted. The student is advised to attach related documents to support the case. Also, the staff can share notes and attach documents to help with the decision.

Secondly: Steps of using the request for PG Students

- From the Students Case Study Follow-up screen you can approve or reject requests previously handled by Heads of Departments, after looking into the attached documents and written notes.



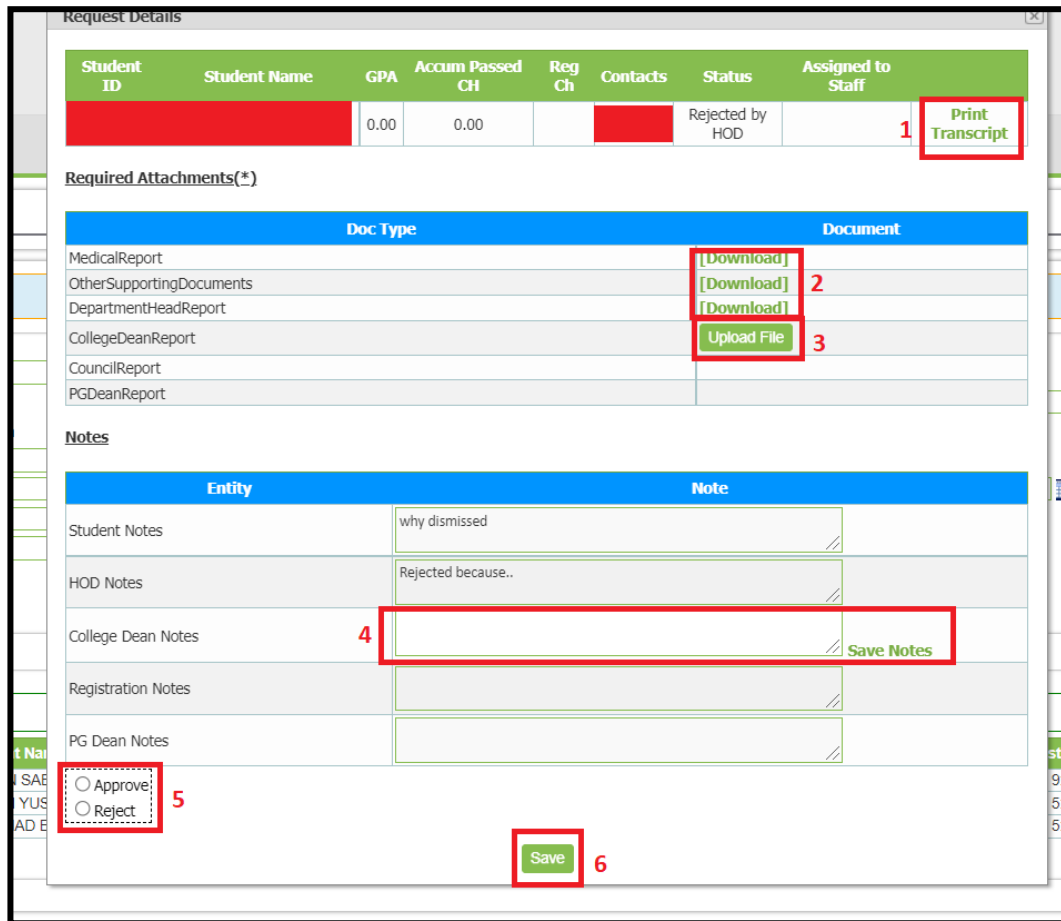
The screenshot shows a web application interface for managing student case study requests. It features a search criteria section on the left and a search results table at the bottom. The search criteria section includes dropdown menus for Academic Year (2020/2021), Semester ([ALL]), Scientific Degree (ALL, UG, PG), College (College of Arts), Major (All), From Date, Status ([ALL]), Student ID, and Enrollment Status ([ALL]). A Search button is located below the criteria. The search results table displays columns for Academic Year, Semester, Program, Status, Assigned to Staff, Decision Num, No Delay Days, Request Date, Approve Date, and Request Follow Up. The table shows 12 results, with the last row highlighted in red and numbered 8 and 9.

Academic Year	Semester	Program	Status	Assigned to Staff	Decision Num	No Delay Days	Request Date	Approve Date	Request Follow Up
2020/2021	1	Master in Communication	Approved by the University Council		test 1	0	03/06/2021 2:06:17 PM	03/06/2021 2:35:00 PM	>> >>
2020/2021	2	B.A. in Mass Communication	Action Taken by Registration		test 1	0	15/06/2021 5:32:06 AM	15/06/2021 10:48:26 AM	>> >>
2020/2021	1	B.A. in History (Major)	Action Taken by Registration	DR. NAYLA MOHAMMED YATEEM	test 1	0	31/05/2021 2:52:02 PM	01/06/2021 2:59:28 PM	>> >>
2020/2021	1	B.A. in Tourism	New Request			0	01/06/2021 9:07:42 AM		8 >> 9 >>

Figure 1

- It is possible to search for requests by using multiple filters: search by Academic Year or semester (number 1 & 2 Figure 1), by Major or Department (number 3 & 4) while every College Dean may only manage requests made by students of his/her College. You may also search by Status of the request whether approved by HOD or rejected etc. (number 5), or by the Enrollment Status (number 6) then finally after selecting your options click on the search button (number 7).

- Click on the two arrows button (number 8) to open up the approval and documents menu, or click on the two arrows next to it (number 9) to view the history of the request and the approval by other staff.



The screenshot shows a 'Request Details' window with the following sections:

- Student Information Table:**

Student ID	Student Name	GPA	Accum Passed CH	Reg Ch	Contacts	Status	Assigned to Staff
[Redacted]	[Redacted]	0.00	0.00	[Redacted]	[Redacted]	Rejected by HOD	1
- Required Attachments(*):**

Doc Type	Document
MedicalReport	[Download] 2
OtherSupportingDocuments	[Download] 2
DepartmentHeadReport	[Download] 2
CollegeDeanReport	[Upload File] 3
CouncilReport	
PGDeanReport	
- Notes:**

Entity	Note
Student Notes	why dismissed
HOD Notes	Rejected because..
College Dean Notes	[Redacted] Save Notes 4
Registration Notes	
PG Dean Notes	
- Approval/Action:**
 - Radio buttons for Approve and Reject (number 5).
 - A button (number 6).

Figure 2

- After clicking on the two arrows button the above menu will appear showing the approval options and the documents and notes section (Figure 2). You can view the student's grades Transcript by clicking on "print transcript" (number 1 in Figure 2). You may also view the documents attached by the student or by the Head of Department by clicking the download button for each (number 2). To upload a document so that other staff may view it click on the "upload file" button (number 3), the file may not exceed 500kb. You may also write your notes for other staff to see in the notes section (number 4).



- The most important part is approval, you may approve or reject the request by choosing the option (number 5) then clicking on the save button (number 6). Note that rejecting the request will not stop the case study process.

Thirdly: Steps of using the request for UG Students

Request Details

Student ID	Student Name	GPA	Accum Passed CH	Reg Ch	Contacts	Status	Assigned to Staff
		1.27	12.00			New Request	

[Print Transcript](#)

Required Attachments(*)

Doc Type	Document
MedicalReport	[Download]
OtherSupportingDocuments	[Download]
CommitteeReport	
StaffReport	
CollegeDeanReport	Upload File
StudentAffairsReport	
CouncilReport	

Notes

Entity	Note
Student Notes	<input type="text" value="tst"/>
College Dean Notes	<input type="text"/>
Student Case Committee Notes	<input type="text"/>
Student Affairs Notes	<input type="text"/>
Registration Notes	<input type="text"/>

Assign To Staff 1
 Approve
 Reject
 Return To Student 3

2

[Save](#)

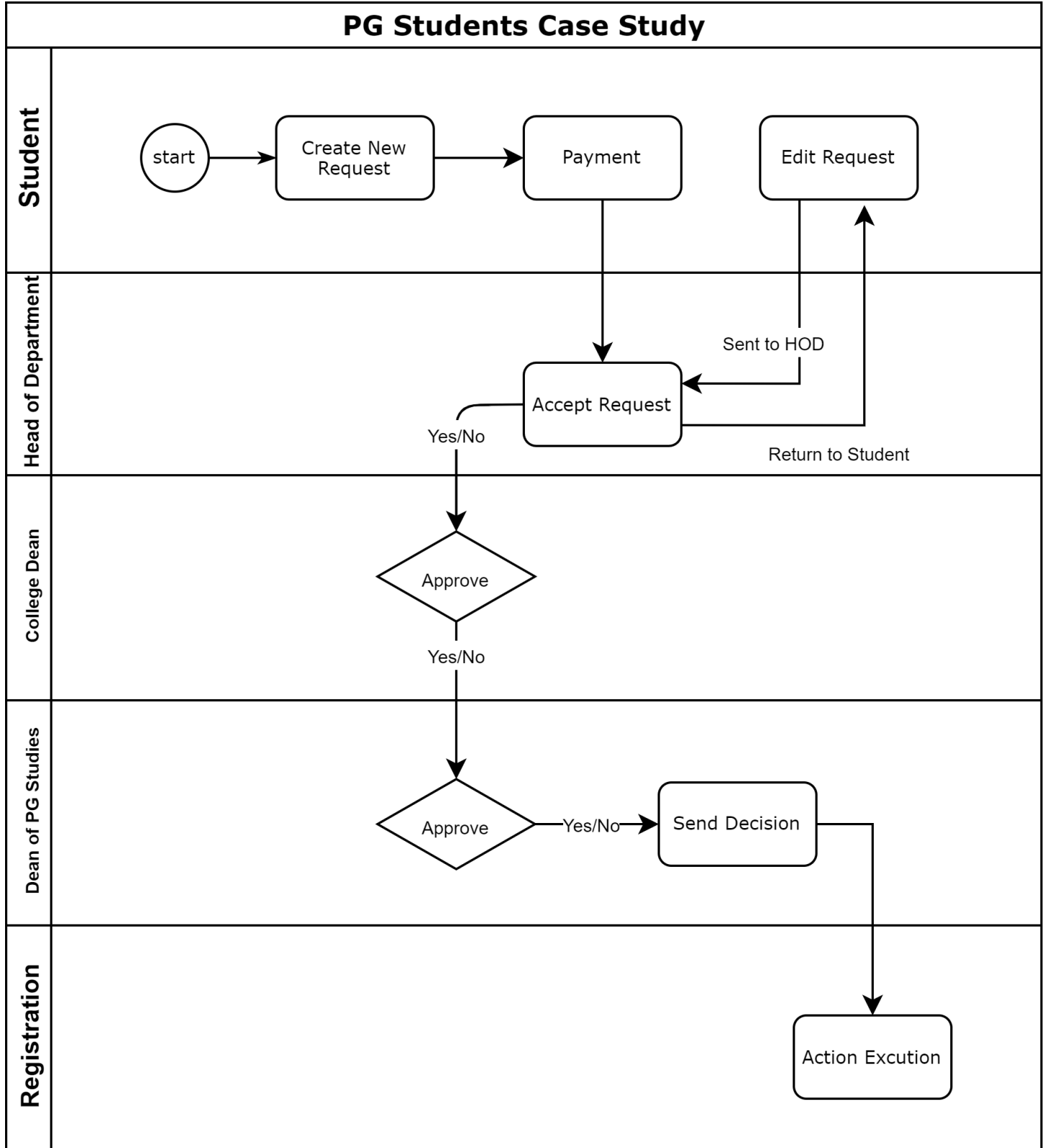
Figure 3



- In the same Students Case Study Follow-up screen you can search the requests using the same filters mentioned above (Secondly), and using the double arrows to open the approval and documents menu you can download and upload documents and view notes the same way as explained previously. The only difference for UG students' approval menu is that it is possible to refer the request to one of the College staff by choosing the option "Assign to Staff" (number 1 in Figure 3). You may choose a staff from the dropdown list or write their name in the same bar to search for them (number 2). Note that once a staff has been chosen you may not change them until they have made their decision. Finally, it is also possible for the College Dean to return UG students requests to them in case there is a missing document or insufficient notes by clicking the option "return to student" (number 3) then saving the process.



Fourthly: Flowchart of request process for PG Students:





Fifthly: Flowchart of request process for UG Students

