



University of Bahrain
IT Centre
Information Technology Division

Student Information System User Manual

User Account: Dean and Head of Department

Request: Suggested Capacity Plan



First: Brief about the request

This screen is used to specify student numbers to be accepted for each program for both newly admitted students and transfer students. In addition, Heads of Departments, College Deans and the Dean of Registration and Admission must approve these quota numbers.

Secondly: Steps of using the request

The image shows two screenshots of a web application interface. The top screenshot is titled "Suggested Capacity Plan" and contains several input fields: "Academic Year" (2020/2021), "From Date" (2020/03/01), "Semester" (Second), and "To Date" (2020/09/01). Below these are dropdown menus for "University/College" (College of Information Technology), "Degree Type" (Undergraduate), "Degree" (Bachelor), and "Department" (Computer Science). There are also radio buttons for "ALL", "Admission Plan", and "Transfer Plan", with "Admission Plan" selected. A green "Add" button is visible. The bottom screenshot shows a table with columns: "University/College", "Department", "Degree", "Programs", "User", "Min. Competitive Rate", "Min.", "Female", "Total", "Have Exam", "Have Exam", and "Status". The first row of the table is highlighted in green and contains the same data as the form above. A red "1" is in the top-left corner and a red "2" is in the top-right corner of this screenshot.

1. Begin by specifying all the following (College, Department, Degree, Program, Quota Total).
2. Select Admission if this quota is for newly admitted students, or Transfer if this quota is for transfer students.
3. Click Add.



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4. After you have added the record, you can still make changes or delete the record, but do not forget to click the update button.

5. After you have entered/modified the quota details, you need to approve/reject the record.

Import From Previous Semester

6. To speed up the process of data entry you can also use the import button to import the same quota details from last semester. You can then, proceed to make any necessary changes before you approve each record.

7. In some cases, a program will require students to take an entry exam. You can use this screen to specify the exam date even after the quota is approved. Simply enter the exam date if required and click save!