



New Student Information System

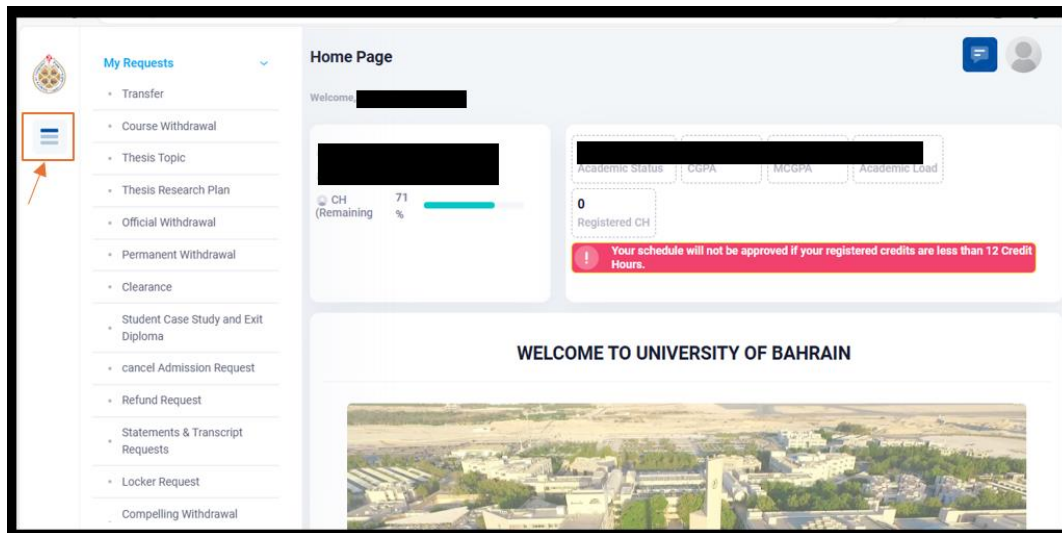
User Manual

User Account: Student
Request: Withdrawal request

Request overview:

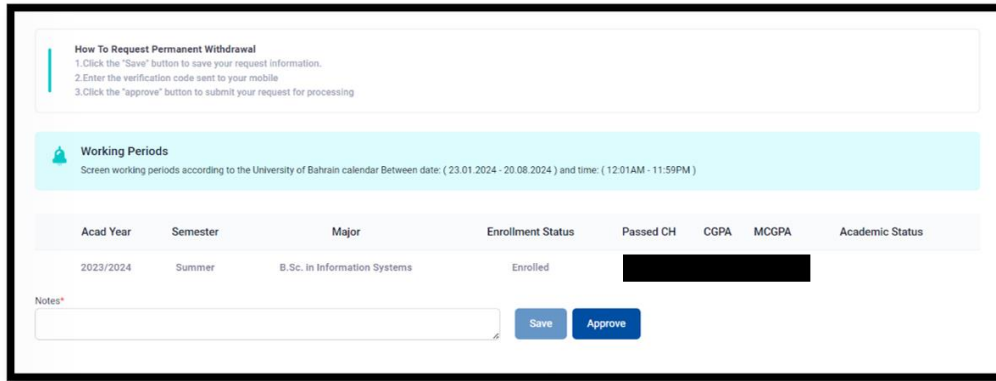
The New Student Information System facilitates three types of withdrawal requests for students: permanent withdrawal, official withdrawal, and compelling withdrawal. This manual outlines the procedures for each type of withdrawal.

Permanent Withdrawal:



1. Access the withdrawal menu:

- Navigate to the home page.
- Locate and click the menu icon on the left side of the page.
- Select "My Request" from the menu options.
- Choose "Permanent Withdrawal" from the submenu.



How To Request Permanent Withdrawal

1. Click the "Save" button to save your request information.
2. Enter the verification code sent to your mobile
3. Click the "approve" button to submit your request for processing

Working Periods
Screen working periods according to the University of Bahrain calendar Between date: (23.01.2024 - 20.08.2024) and time: (12:01AM - 11:59PM)

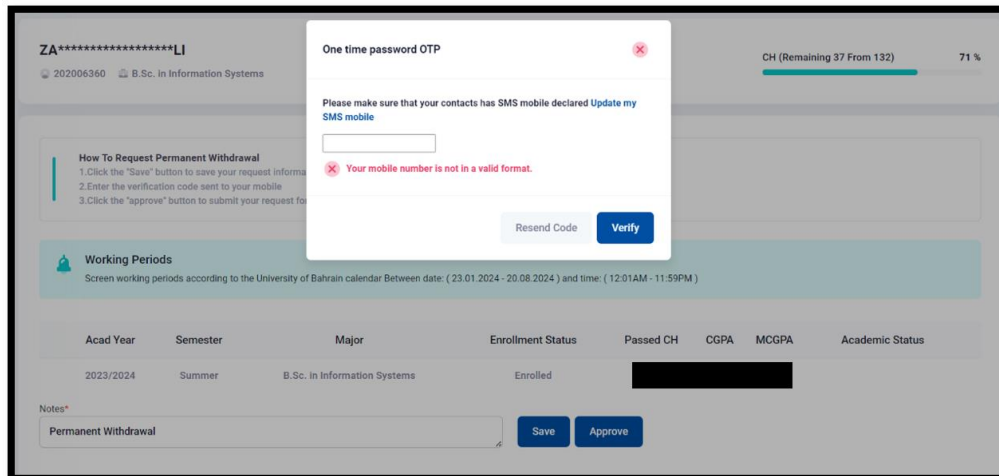
Acad Year	Semester	Major	Enrollment Status	Passed CH	CGPA	MCGPA	Academic Status
2023/2024	Summer	B.Sc. in Information Systems	Enrolled				

Notes*

Save Approve

2. Submit the withdrawal request:

- Provide a detailed explanation for the withdrawal in the designated field.
- Click "Save" to proceed. Note: Requests cannot be submitted outside of the designated withdrawal period.



ZA*****LI

202006360 B.Sc. in Information Systems

CH (Remaining 37 From 132) 71 %

One time password OTP

Please make sure that your contacts has SMS mobile declared [Update my SMS mobile](#)

Your mobile number is not in a valid format.

Resend Code Verify

How To Request Permanent Withdrawal

1. Click the "Save" button to save your request information.
2. Enter the verification code sent to your mobile
3. Click the "approve" button to submit your request for processing

Working Periods
Screen working periods according to the University of Bahrain calendar Between date: (23.01.2024 - 20.08.2024) and time: (12:01AM - 11:59PM)

Acad Year	Semester	Major	Enrollment Status	Passed CH	CGPA	MCGPA	Academic Status
2023/2024	Summer	B.Sc. in Information Systems	Enrolled				

Notes*

Permanent Withdrawal

Save Approve

3. Verify the request:

- Upon saving, you will receive a verification code via SMS.
- Enter the received code in the provided field.
- Click "Verify" to confirm the code.
- Click "Approve" to finalize the request. Note: If your mobile number is incorrect, select "Update my mobile SMS" to modify your contact information.



Acad Year	Semester	Major	Enrollment Status	Passed CH	CGPA	MCGPA	Academic Status
2023/2024	Second	B.Sc. in Information Systems	Enrolled				

Notes*

Delete Approve

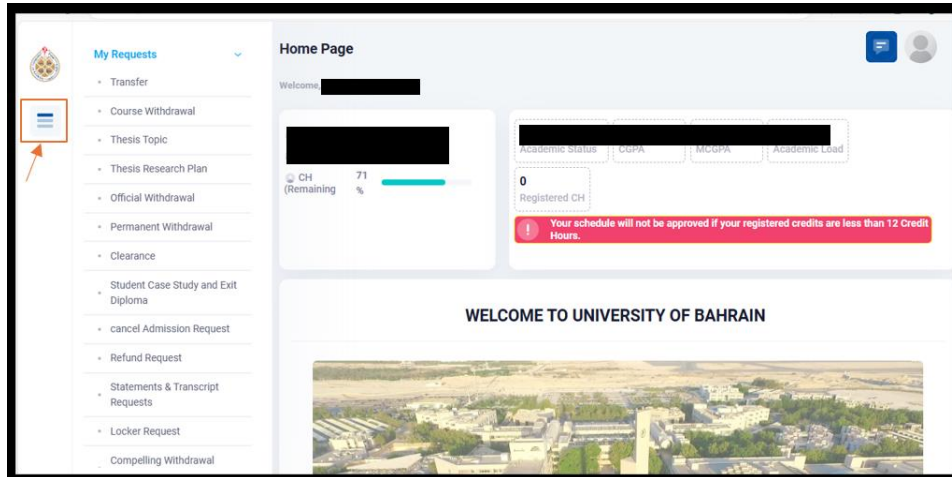
Previous Permanent Withdrawal Requests

Request Date	from	To	Request Status	From Acad Year & Semester	To Acad Year & Semester	Semester No.
04/08/2024	Enrolled	PERMANENTLY WITHDRAWN FROM UNIVERSITY	Not Approved			0

4. Monitor request status:

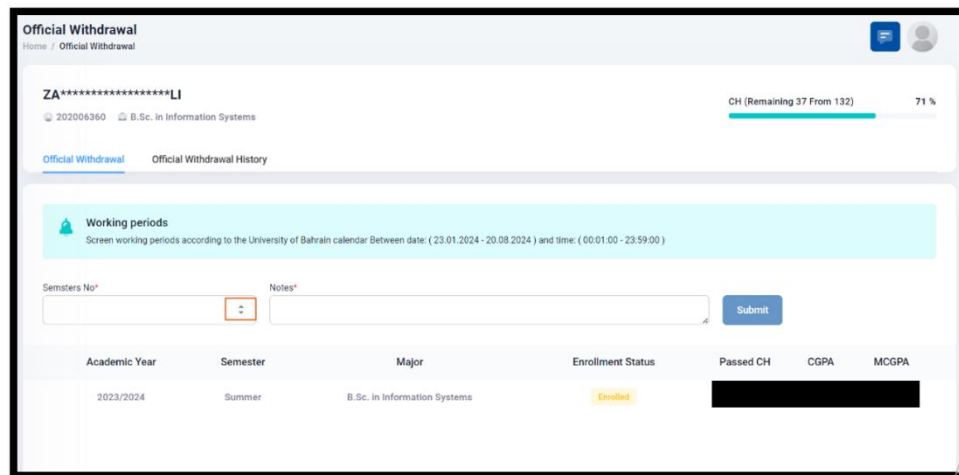
- After submission, a status line will appear.
- You can view the approval status of your request here.
- To cancel the request, select the "Delete" option.

Official Withdrawal:



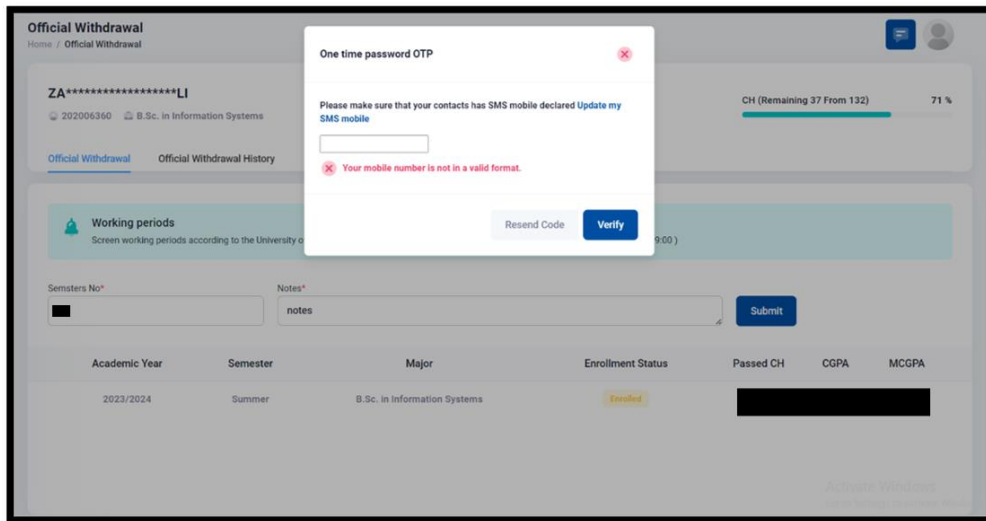
1. Access the withdrawal menu:

- Follow the same initial steps as for permanent withdrawal.
- Select "Official Withdrawal" from the submenu.



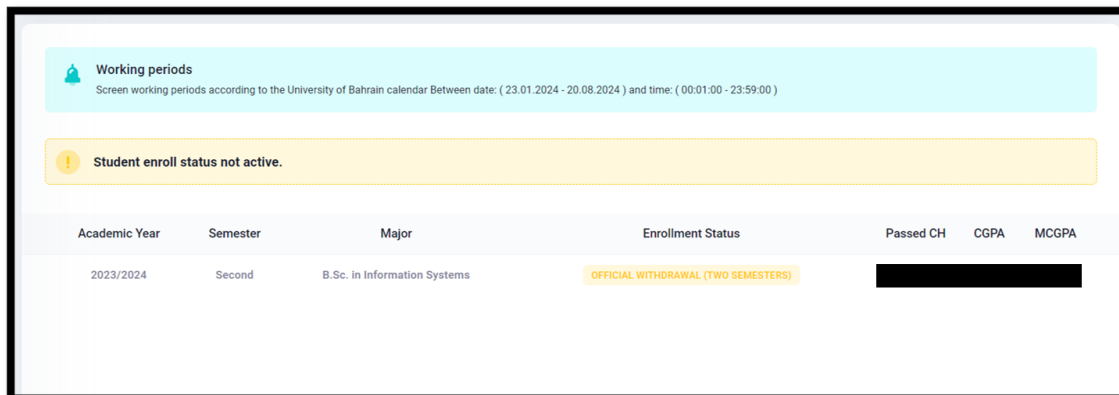
2. Specify withdrawal duration:

- Use the provided arrows to select the number of semesters for withdrawal (maximum of two).
- Provide a detailed explanation for the withdrawal.
- Click "Submit" to proceed. Note: Requests cannot be submitted outside of the designated withdrawal period.



3. Verify the request:

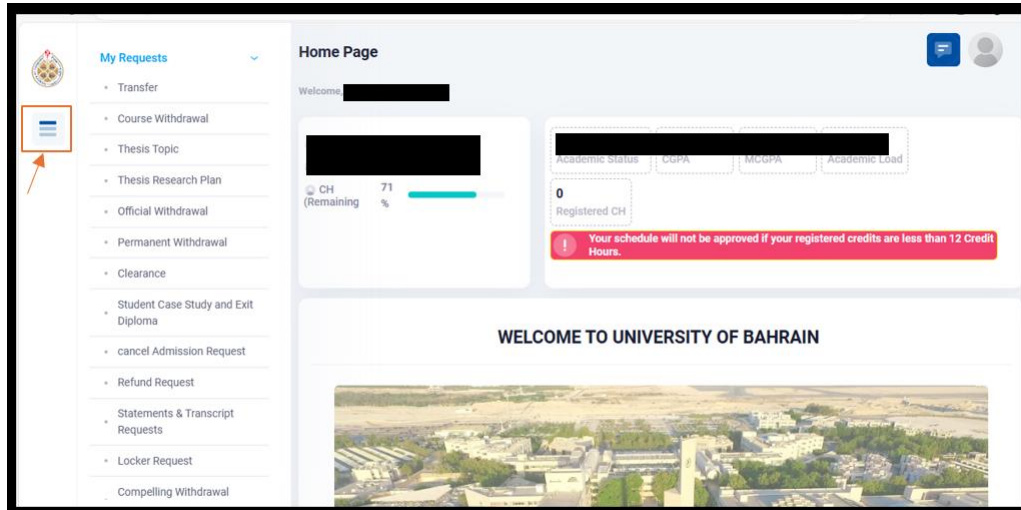
- Upon saving, you will receive a verification code via SMS.
- Enter the received code in the provided field.
- Click "Verify" to confirm the code.
- Note: If your mobile number is incorrect, select "Update my mobile SMS" to modify your contact information.



4. Confirm withdrawal status:

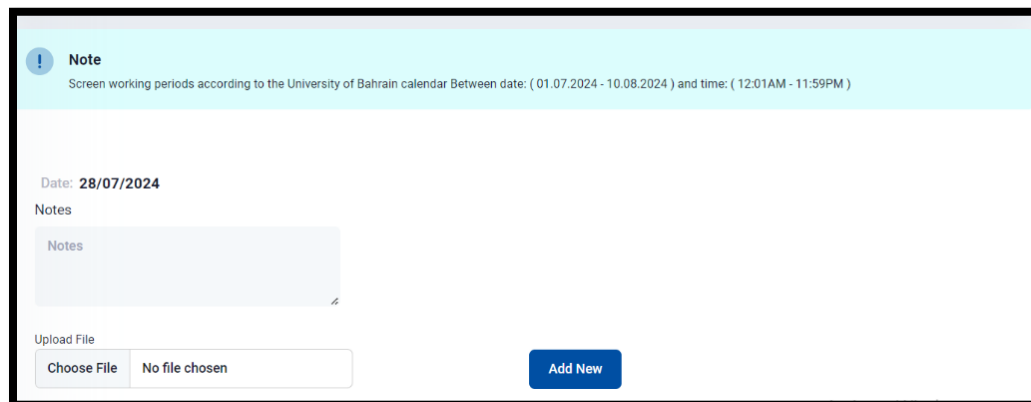
- Upon successful submission, a confirmation message will appear, indicating the duration of your official withdrawal.

Compelling Withdrawal:



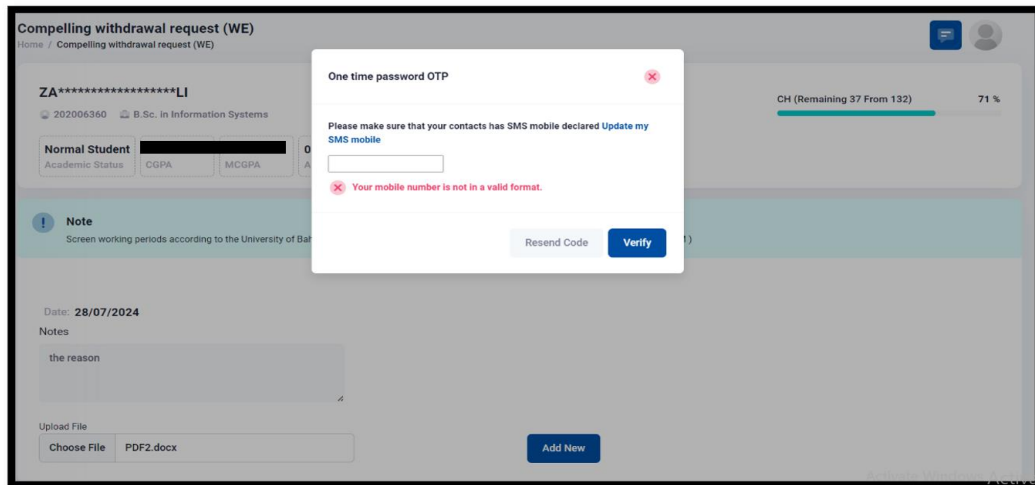
1. Access the withdrawal menu:

- Follow the same initial steps as for other withdrawal types.
- Select "Compelling Withdrawal" from the submenu.



2. Submit the withdrawal request:

- Provide a detailed explanation for the compelling withdrawal, upload your excuse files by clicking on "Upload File".
- Click "Add Now" to proceed. Note: Requests cannot be submitted outside of the designated withdrawal period.



3. Verify the request:

- Upon saving, you will receive a verification code via SMS.
- Enter the received code in the provided field.
- Click "Verify" to confirm the code.
- Click "Approve" to finalize the request. Note: If your mobile number is incorrect, select "Update my mobile SMS".



4. Monitor request status:

- After submission, you can track the status of your request through the system interface or SMS notifications.
- If approved, the status of your registered courses will change to "Compelling Withdrawal (WE)".

5. Confirm submission:

- Upon successful verification, a confirmation message will appear.
- This message will display the status of your request and any uploaded supporting documentation.