New Student Information System User Manual

User Account: Head of Department

Function: Virtual Section (Waiting Student)

Contents

A. System Overview 3

B. Instructions 4

1. Approve/Reject the students' waiting list requests: 4
2. Viewing the list of the cross sections 5
3. Viewing the Student Schedule 6
4. Create new sections 7
٥. add student to sections 10

A. System Overview

- From the Students Follow-up menu, the head of department can select the screen "**Virtual Section (Waiting Student)**" to view/Approve/Reject the students' request for the sections waiting lists.

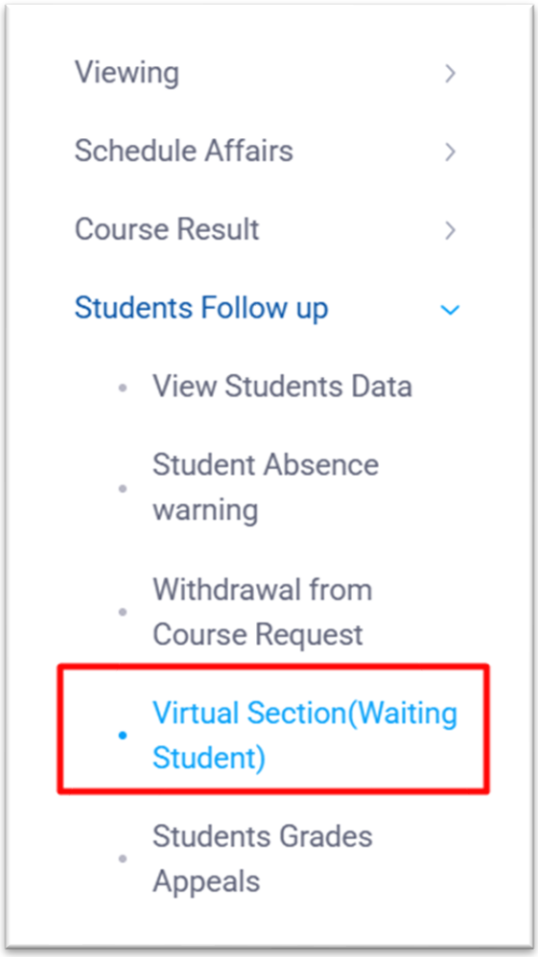

Figure 1 – Virtual Section (Waiting Student)

B. Instructions

This screen allows the Head of Department to filter students based on many criteria, which help him/her to Approve/Reject the students' waiting list requests and create new sections for the waiting listed students for specific courses.

1. Approve/Reject the students' waiting list requests:

- Search for students' waiting list requests.
- Select target students.
- Click Approve /Reject.

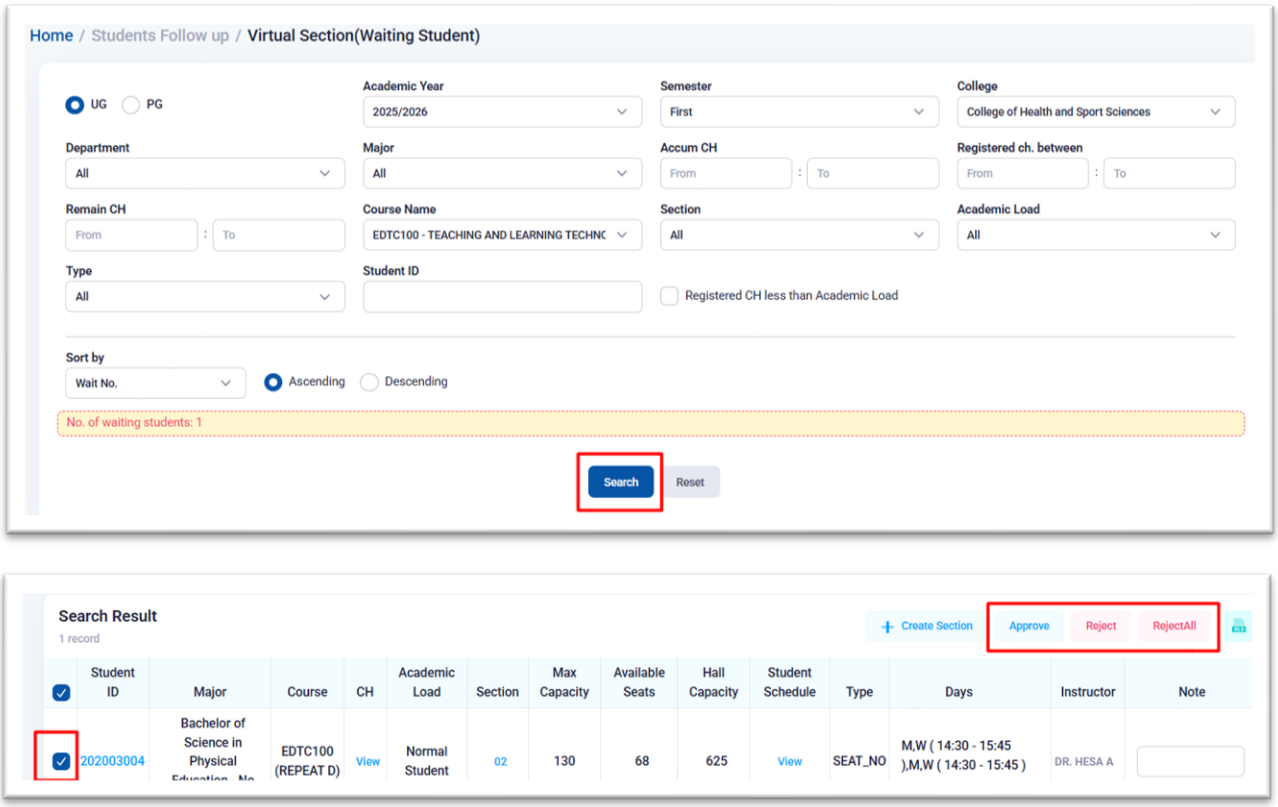

Figure 2- Approve /Reject Request

2. Viewing the list of the cross sections :

- HOD can view the cross list sections by press on "**Section**".

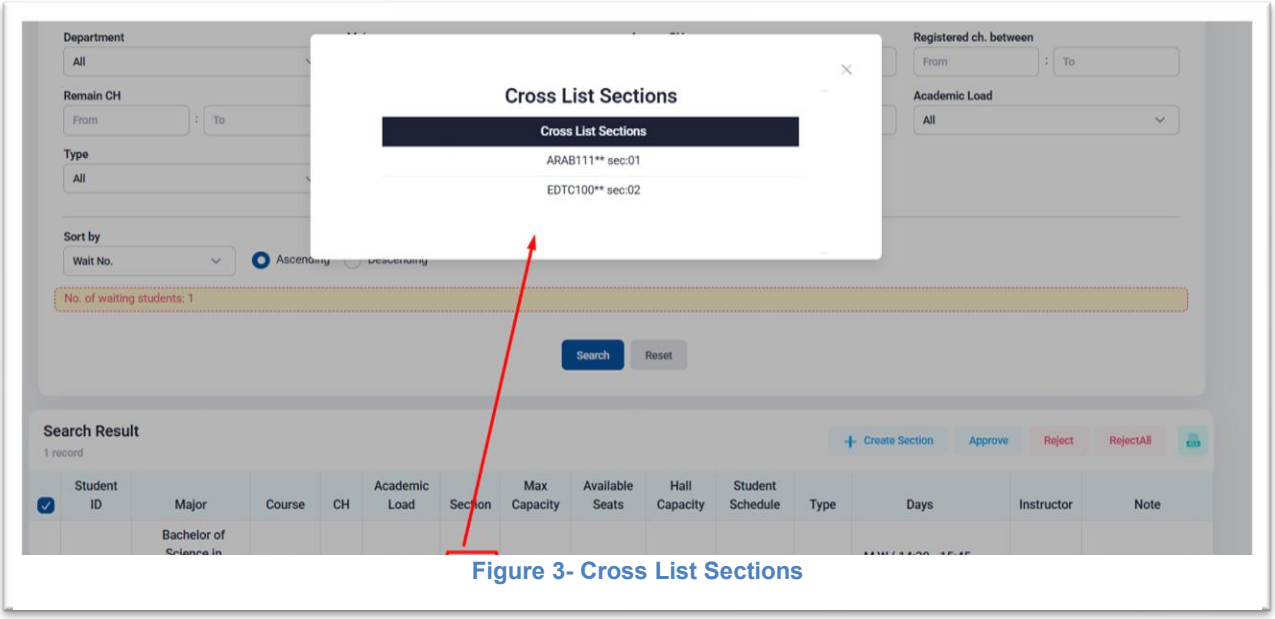

Figure 3- Cross List Sections

3. Viewing Student Schedule :

- HOD can click on the link "**View**", as the system show popup screen "**Student Schedule**" with a summary about courses schedule the student is waiting listed.

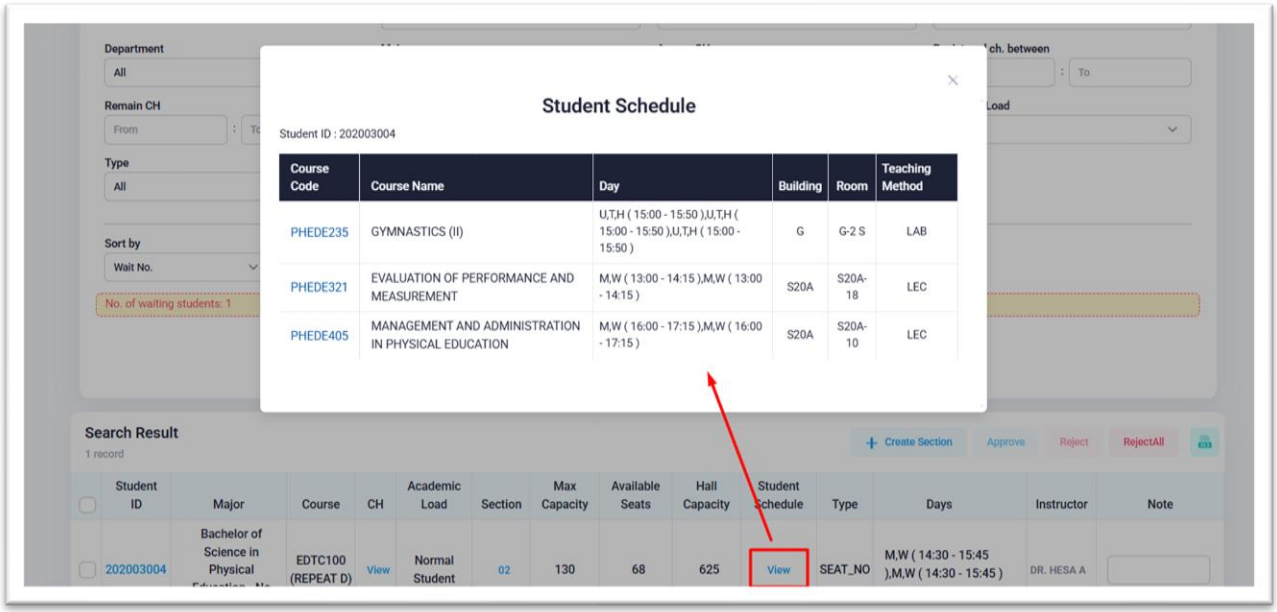

Figure 4- Student Schedule

4. Create new sections :

- Head of Department can create new sections for the waiting listed students for specific courses if event Virtual Section (Add Bulk) is open.
- HOD can check on the option "**Cross List Section**".
- HOD can press the link "**Reserve Room**".
- HOD can press the "**Select Students**" button , System shall add students to the panel "**Students in waiting list**".
- HOD can select students and press the button "**Create Section**" or "**Create Section (All Students)**".

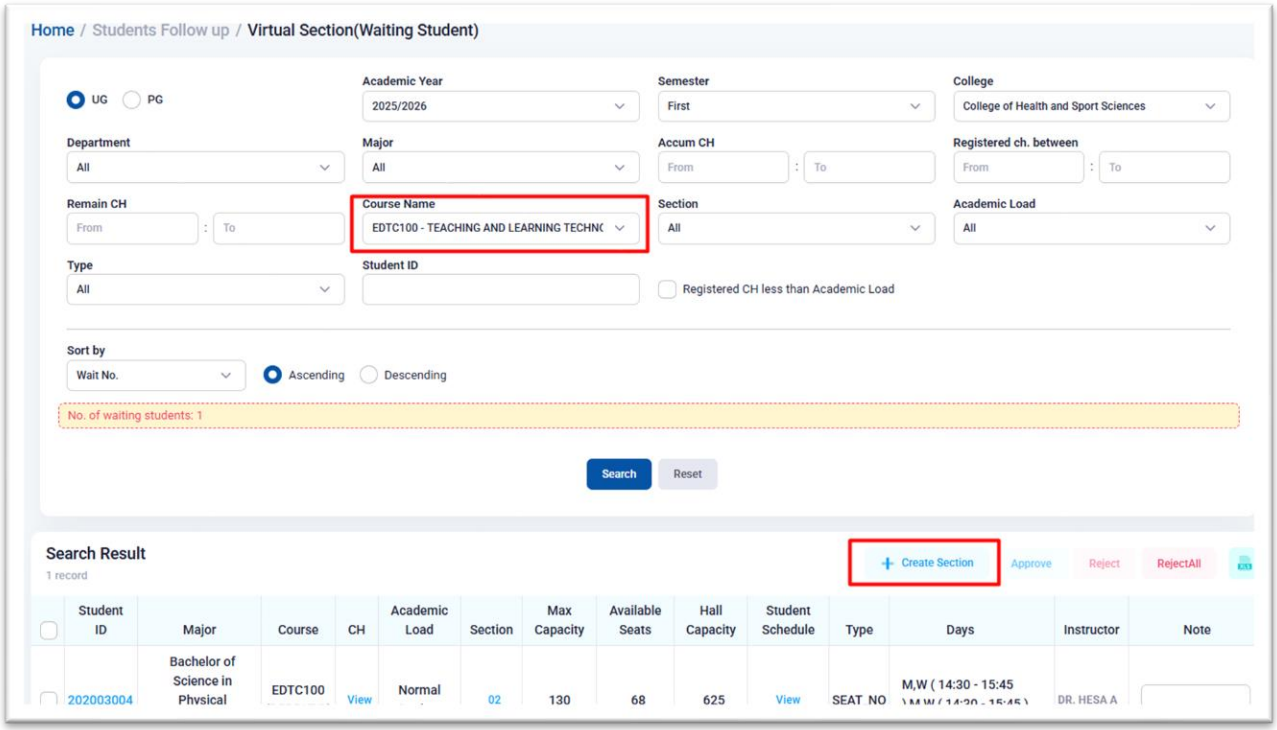

Figure 5- open create section

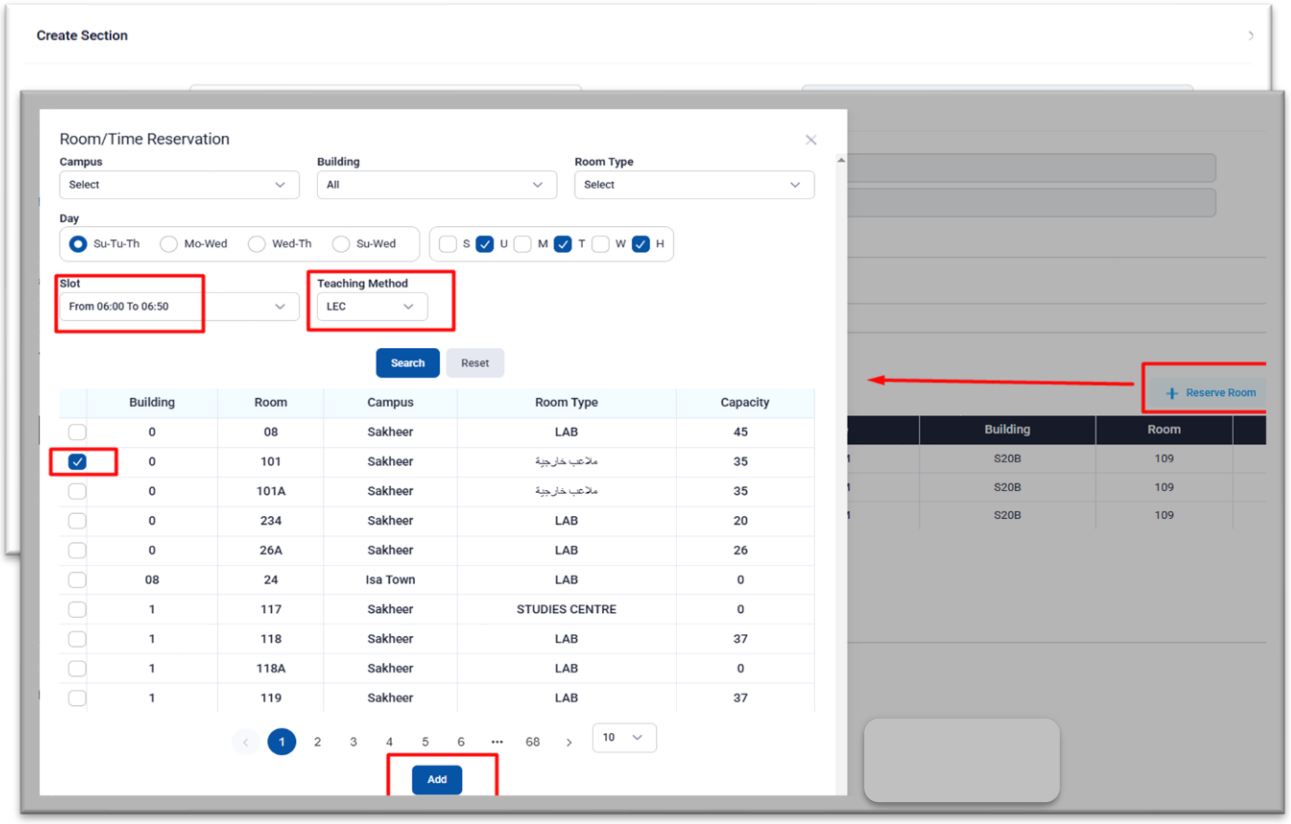

Figure 6- Reserve Room

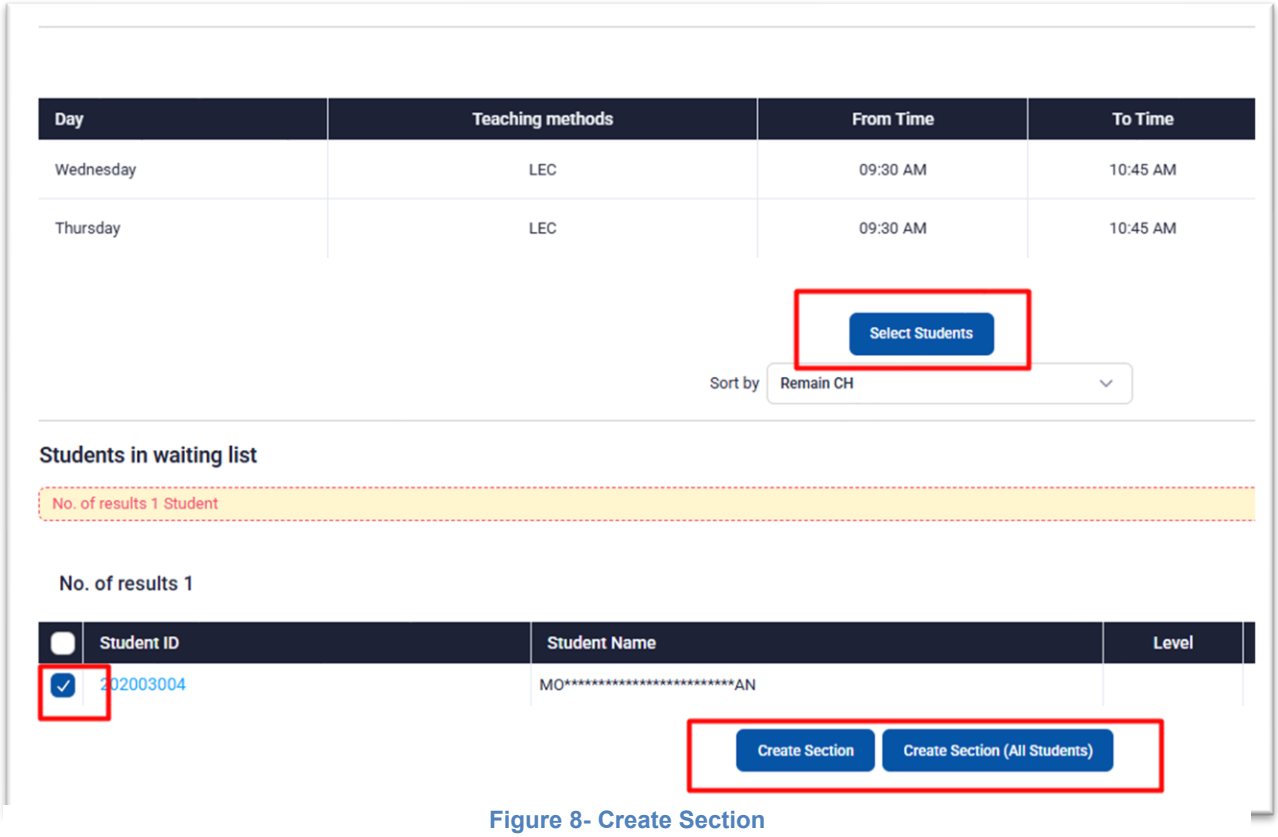

Figure 8- Create Section

5. Transferring Students from Waiting Lists

The screen allows the Head of Department to transfer students listed on waiting lists to other suitable course sections. This can be done by selecting the students to be transferred and choosing the transfer action.

The system will then display the available and suitable course sections for the selected students, allowing the Head of Department to select the appropriate section and complete the transfer process.

Note: Transfers are subject to section availability and the academic regulations and requirements configured in the system.

