(HOD) Exceptions Approvals User Guide

❖ To go to the **Exception Approvals** you will find it under the **Dept. Head Services** click on it from there.

❖ The Exception Approval is where you will see the exceptions for certain courses and as well as students that need help in with the courses, depending on the situation raised by the faculty member.

❖ Reviewing the exceptions you will either accept or reject it will then be sent to the vice dean to get approval.

❖ After clicking on **Exception Approvals** you will be redirected to this page where you will be able to;
1- Choose the Year & Term.
2- Choose which department.
3- Request status. **(it will change depending on the response from the vice Dean)**

UBT **OPERA** ACADEMIC SYSTEM

EXCEPTIONS APPROVAL FORM
Head of Department Form

▼ Year: | ▼ Term: | ▼ Department: | ▼ Request Status:
2018 | FALL | All | All | 🔍 Search

| Pre Requisite / Co Requisite / PLan Level | Exceed Credit Hours Allowed | Expand Section Enrollment | Coop / Senior / Summer Max Credits |

Show 10 entries   Search: [   ]

SSN	Name	Course	Course Title	Request Type	Request Justification	Requested By	Followed Justification	Req. Status		
MAB494	محمد مسفر سعد اليامي	MIS 460	Database Management Systems 2	SKIP CO-REQUISITE	student finished 101 credit hours and has very limited courses to register	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
MAB494	محمد مسفر سعد اليامي	MIS 420	System Analysis And Design	SKIP CO-REQUISITE	Student has only 2 subjects to register and he already done with 101	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
MAB494	محمد مسفر سعد اليامي	MIS 450	Telecommunication & Networking	SKIP PRE-REQUISITE	Student has only 2 subjects to register and he already done with 101	Mohammed Sleem Abdalla		REJECTED FROM H.O.D	✔ Accept	✔ Reject
NAB052	محمد سلمان سلمي الجهني	MIS 310	Info. Resources Management	SKIP PRE-REQUISITE	Student has no available courses to register and he can take both courses in the same semester	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
NAB052	محمد سلمان سلمي الجهني	MIS 460	Database Management Systems 2	SKIP CO-REQUISITE	Student has no available courses to register and he can take both courses in the same semester	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
OA0379	محمد طارق علي المنصور	MIS 420	System Analysis And Design	SKIP CO-REQUISITE	Student has only registered 3 courses	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
OBB006	طوق علي معدي آل هتيله	MIS 460	Database Management Systems 2	SKIP CO-REQUISITE	Graduated Student	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
OBB006	طوق علي معدي آل هتيله	MIS 450	Telecommunication & Networking	SKIP CO-REQUISITE	Student has only 3 subjects to register and he already done with 92, GPA 3.75	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
OBB006	طوق علي معدي آل هتيله	MIS 310	Info. Resources Management	SKIP PRE-REQUISITE	Graduated student	Mohammed Sleem Abdalla		APPROVED	✔ Accept	✔ Reject
PA0305	فارس طل خالد الصويغ	IT 101	Computer And Info. Technology	SKIP PRE-REQUISITE	His GPA is 3.99 so he needs to take more courses. Kindly allow hin to do.	Zulfeequar Alam		APPROVED	✔ Accept	✔ Reject

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❖ If you click the SSN on the corner left the student's Academic information that will appear in this way for fast review.

❖ There are four major exception buttons in that page;
  1- Pre Requisite / Co Requisite / Plan Level.
  2- Exceed Credit Hours Allowed.
  3- Expand Section Enrollment.
  4- Coop / Senior / Summer Max Credits.

❖ In this section you will have the option of **Accepting or Rejecting** after reviewing the situation and all of the other options carry the same action.

UBT — OPERA ACADEMIC SYSTEM

EXCEPTIONS APPROVAL FORM
Head of Department Form

Year:	Term:	Department:	Request Status:	
2018	FALL	All	All	Q Search

Pre Requisite / Co Requisite / PLan Level | Exceed Credit Hours Allowed | Expand Section Enrollment | Coop / Senior / Summer Max Credits

Show 10 entries   Search: [_____]

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MAB494	محمد مسفر سعد اليامي	MIS 450	Telecommunication & Networking	SKIP PRE-REQUISITE	Student has only 2 subjects to register and he already done with 101	Mohammed Sleem Abdalla		REJECTED FROM H.O.D	✔ Accept	✔ Reject
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❖ After you select **Exceed Credit Hours Allowed** you will see the following;
1- Student SSN/ID.
2- Student Name.
3- Credit.
4- Request justification & Date (where you will see the reason of the exception).
5- Request by (faculty Member).
6- H.O.D Justification (where you will leave a comment).
7- Vice Dean Justification.
8- Request status.

❖ After reviewing all these options then make your choice to either accept to reject, afterwards the vice dean will respond to you with the same action.

SSN	Name	Credit	Request Justification	Requested Date	Requested By	H.O.D Justification	Vice Dean Justification	Req. Status		
LAB097	أوس علي علوي بافقيه	2	Test Request	08-Nov-2018 11:11 AM	m.sleem	TEST COMMENTS	tEST Approved by vdean	APPROVED	✔ Accept	✔ Reject
MAB494	محمد مسفر سعد اليامي	3	Student is almost graduated and on last 2 semesters scholarship	05-Sep-2018 10:54 AM	m.sleem			APPROVED	✔ Accept	✔ Reject
NAB052	محمد سلمان سلمي الجهني	4	SSS	11-Dec-2018 01:34 PM	m.sleem	test approved by hod	test approved by vdean	APPROVED	✔ Accept	✔ Reject
OBB011	فيصل عبد الرحمن سلطان بن حميد	3	Student got 3.47 and he has circumstances to finish his study as early as possible because all family are moving outside Jeddah	10-Sep-2018 10:09 AM	m.sleem			APPROVED	✔ Accept	✔ Reject
RA0197	فيصل عصام أحمد بحري	3	Test Request	31-Dec-2018 03:23 PM	m.sleem			REQUEST TO APPROVE	✔ Accept	✖ Reject

Click here on one of the buttons & you will get a pop up to write comments and submit.

❖ After clicking on one of the options this is the pop up that will appear where you write your comment and submit.

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EXCEPTIONS APPROVAL FORM
Head of Department Form

✔ Accept Exception ✕

Type your comment here ...

Submit Action   Cancel

▼ Year:
2018

▼ Term:
FALL

Q Search

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RA0197	فيصل عصام أحمد بحري	3	Test Request	31-Dec-2018 03:23 PM	m.sleem			REQUEST TO APPROVE	✔ Accept	✖ Reject

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