

# (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.

The screenshot displays the Opera Academic System dashboard. On the left is a dark sidebar with the UBT logo and 'ALDHABAN' at the top. Below it are menu items: 'Dashboard', 'Academic Staff System', 'Faculty Forms', 'HOD Forms', and 'Vice Dean Forms'. The main content area is white with the title 'Welcome to Opera Academic System' and a subtitle: 'Welcome to UBT Opera Academic System, hoping it meets all your needs and requirements. Browsing the application is easy as we provide most functions to strengthen the relationship with our dear users.' The dashboard features three large blue panels: 'Faculty Services', 'Dept. Head Services', and 'Vice Dean Services'. Each panel contains a list of menu items with right-pointing arrows: 'Grading & Attendance', 'Advising & Exceptions', and 'Pending Grades (IC,IP)' for Faculty; 'Grading Approvals', 'Pending Grades (IC,IP)', 'Advising & Exceptions', 'Exception Approvals', and 'Distribute Students' for Dept. Head; and 'Grading Approvals', 'Pending Grades (IC,IP)', 'Advising & Exceptions', and 'Exception Approvals' for Vice Dean. A white button labeled 'Click Here' with an arrow points to the 'Exception Approvals' link in the Dept. Head Services panel. At the bottom of each panel, there is a small text label: 'Opera Faculty System', 'Opera HOD Services', and 'Opera Vice Dean Services' respectively. In the top right corner of the dashboard, there are icons for window management, user profile, and a menu.

- ❖ 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: 2018 Term: FALL Department: All Request Status: 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 الياحي	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 الياحي	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 الياحي	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 سليمي 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 سليمي 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.

UBT OPERA ACADEMIC SYSTEM

**EXCEPTIONS APPROVAL FORM**  
Head of Department Form

Year: 2018 Term: FALL

Pre Requisite / Co Requisite / Plan Level Exceed Credit Hours Allowed

Show 10 entries

SSN	Name	Course	Course Title	Req. Status	Requested By	Followed Justification	Req. Status	Accept	Reject
PB0009	محمد أحمد باعيسى	MIS 400	Database Management System 2	APPROVED	Mohammed Sleem Abdalla		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
PB0009	محمد أحمد باعيسى	MIS 450	Telecommunication & Networking	APPROVED	Mohammed Sleem Abdalla		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
PB0006	رضا أحمد رضا لاري	MIS 450	Telecommunication & Networking	APPROVED	Mohammed Minhajuddin		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
PC0021	أحمد فيصل غازي باذيب	MIS 420	System Analysis And Design	APPROVED	Mohammed Sleem Abdalla		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
PC0064	محمد عبد الله عبد الحميد السيد	IT 101	Computer And Info. Technology	REJECTED FROM H.O.D	Manirul Jabbar		REJECTED FROM H.O.D	<input type="checkbox"/>	<input type="checkbox"/>
QB0036	عبد الله محمد حسن عسائي	MIS 320	E-Commerce	APPROVED	Hatem Akeel		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
RA0197	فيصل عماد أحمد بحري	MIS 420	System Analysis And Design	APPROVED BY H.O.D	Mohammed Sleem Abdalla	lest	APPROVED BY H.O.D	<input type="checkbox"/>	<input type="checkbox"/>
RB0001	أحمد محمد عمر باسهول	IT 101	Computer And Info. Technology	APPROVED	Ahmed Bahurmuz		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
RB0001	أحمد محمد عمر باسهول	IT 101	Computer And Info. Technology	APPROVED	Ahmed Bahurmuz		APPROVED	<input type="checkbox"/>	<input type="checkbox"/>
RB0062	عبد العزيز طلال محمد بكر	MIS 301	Management Of Info. System	REJECTED FROM H.O.D	Ahmed Asfahani		REJECTED FROM H.O.D	<input type="checkbox"/>	<input type="checkbox"/>

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**Student Information**



فيصل عماد أحمد بحري  
FAISAL ESSAM A BAHRI

SSN	RA0197
College	CBA (B)
Major	MANAGEMENT INFORMATION SYSTEM
Status	ACTIVE
GPA	4.75
Student Level	5
Supervisor	Mohammed Ahmed Sleem Abdalla

Total Credit Earned & Transferred	41	Number of General Elective Required	3
Total Credit Advised	12	Number of General Elective Done	0
Net Total	53	Number of Major Elective Required	4
Credit Hours Required	131	Number of Major Elective Done	0
Last Semester	FALL 2018		

❖ 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: 2018
Term: FALL
Department: All
Request Status: All

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 الياامي	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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAB494	محمد مسفر سعد الياامي	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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAB494	محمد مسفر سعد الياامي	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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
NAB052	محمد سلمان سلمى 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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
NAB052	محمد سلمان سلمى 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	<input type="button" value="Accept"/>	<input type="button" value="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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
OBB006	طوق علي معدي آل هتيله	MIS 460	Database Management Systems 2	SKIP CO-REQUISITE	Graduated Student	Mohammed Sleem Abdalla		APPROVED	<input type="button" value="Accept"/>	<input type="button" value="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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
OBB006	طوق علي معدي آل هتيله	MIS 310	Info. Resources Management	SKIP PRE-REQUISITE	Graduated student	Mohammed Sleem Abdalla		APPROVED	<input type="button" value="Accept"/>	<input type="button" value="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	<input type="button" value="Accept"/>	<input type="button" value="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.

UBT OPERA ACADEMIC SYSTEM

### EXCEPTIONS APPROVAL FORM

Head of Department Form

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

Show 10 entries Search:

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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAB494	محمد مسفر سعد اليامني	3	Student is almost graduated and on last 2 semesters scholarship	05-Sep-2018 10:54 AM	m.sleem			APPROVED	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
NAB052	محمد سلمان سلمى الجهني	4	SSS	11-Dec-2018 01:34 PM	m.sleem	test approved by hod	test approved by vdean	APPROVED	<input type="button" value="Accept"/>	<input type="button" value="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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
RA0197	فيصل عمام أحمد بحري	3	Test Request	31-Dec-2018 03:23 PM	m.sleem			REQUEST TO APPROVE	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>

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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.

UBT OPERA ACADEMIC SYSTEM

**EXCEPTIONS APPROVAL FORM**  
Head of Department Form

Year: 2018 Term: FALL

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

Show 10 entries

SSN	Name	Credit	Request Justification	Requested Date	Requested By	H.O.D Justification	Vice Dean Justification	Req. Status		
LAB097	أوس علي علوي باشقيه	2	Test Request	08-Nov-2018 11:11 AM	m.sleem	TEST COMMENTS	TEST Approved by vdean	APPROVED	Accept	Reject
MAB494	محمد مسفر سعد الياحي	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 سلمى 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 عمام أحمد بحري	3	Test Request	31-Dec-2018 03:23 PM	m.sleem			REQUEST TO APPROVE	Accept	Reject

Showing 1 to 5 of 5 entries

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✓ Accept Exception

Type your comment here ...

Submit Action Cancel