

Vice Dean Exception Approvals User Guide

- ❖ To go to the **Exception Approvals** you will find it under the **Vice Dean 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 & H.O.D.
- ❖ Reviewing the exceptions you will either accept or reject, after that the response will be sent back to the H.O.D then Faculty members.

The screenshot displays the Opera Academic System dashboard. On the left is a dark sidebar with the UBT logo and the text 'ALDHABAN'. Below the logo are navigation items: 'Dashboard', 'Academic Staff System', 'Faculty Forms', 'HOD Forms', and 'Vice Dean Forms'. The main content area has a header with 'UBT OPERA ACADEMIC SYSTEM' and a 'Welcome to Opera Academic System' message. Below the header are three service panels: 'Faculty Services', 'Dept. Head Services', and 'Vice Dean Services'. The 'Vice Dean Services' panel contains a list of links: 'Grading Approvals', 'Pending Grades (IC,IP)', 'Advising & Exceptions', and 'Exception Approvals'. A white box with the text 'Click Here' and an arrow points to the 'Exception Approvals' link. The footer of the dashboard shows 'Opera Faculty System', 'Opera HOD Services', and 'Opera Vice Dean Services'.

- ❖ 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)**.

UBT OPERA ACADEMIC SYSTEM

EXCEPTIONS APPROVAL FORM

Vice Dean Form

Year: 2018 Term: FALL Campus: 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		
IAB120	هشام محمد عبده القاسم	ISLS201	Islamic Culture 2	SKIP PRE-REQUISITE	news student	Abdulaziz Abu Mansour		APPROVED	Accept	Reject
IAB120	هشام محمد عبده القاسم	ISLS201	Islamic Culture 2	SKIP PLAN LEVEL(PRIORITY)	n ew student	Abdulaziz Abu Mansour		APPROVED	Accept	Reject
JAB005	عبد الرحمن مصطفى علي عوض	MATH101	Calculus	SKIP PLAN LEVEL(PRIORITY)	The student needs to take the course this semester to graduate	Abdulah Althagafi		APPROVED	Accept	Reject
JAB005	عبد الرحمن مصطفى علي عوض	STAT101	Introduction To Statistics	SKIP PRE-REQUISITE	The student needs to take this course this semester to graduate	Abdulah Althagafi		APPROVED	Accept	Reject
JAB005	عبد الرحمن مصطفى علي عوض	STAT101	Introduction To Statistics	SKIP PRE-REQUISITE	The student needs to take the course to graduate next semester	Abdulah Althagafi		APPROVED	Accept	Reject
KAB417	مهند سالم عبدالله القثمى	BUS 121	Quantitative Business Analysis	SKIP PRE-REQUISITE	The student is taking the pre req this semester	Mohammed Hejazi		APPROVED	Accept	Reject
KAB417	مهند سالم عبدالله القثمى	SCM 301	Supply Chain Management	SKIP PRE-REQUISITE	The student is taking the twp pres this semester	Mohammed Hejazi		APPROVED	Accept	Reject
LAB018	محمد عادل سالم باجبع	SCM 401	Purchasing Management	SKIP PRE-REQUISITE	He can take it	Eng.Mossab Habani		APPROVED	Accept	Reject
LAB018	محمد عادل سالم باجبع	BUS 490	Business Policies	SKIP PRE-REQUISITE	he can bus 490 with fin 301	Eng Mossab Habani		APPROVED	Accept	Reject
LAB091	عبد الرحمن كريم سيف الدين سماقيه	ACCT361	Auditing I	SKIP PRE-REQUISITE	closed	Ayman Eltemsahi		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
Vice Dean Form

Year: 2018 Term: FALL

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


Show 10 entries

SSN	Name	Course	Course Title	LEVEL/PRIORITY	Reason	Requested By	Followed Justification	Req. Status	Accept	Reject
IAB120	هشام محمد عبده القاسم	ISLS201	Islamic Culture 2			Abdulaziz Abu Mansour		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IAB120	هشام محمد عبده القاسم	ISLS201	Islamic Culture 2			Abdulaziz Abu Mansour		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JAB005	عبد الرحمن مصطفى علي عوض	MATH101	Calculus		The student needs to take the course this semester to graduate	Abdulelah Althagafi		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JAB005	عبد الرحمن مصطفى علي عوض	STAT101	Introduction To Statistics	SKIP PRE-REQUISITE	The student needs to take this course this semester to graduate	Abdulelah Althagafi		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JAB005	عبد الرحمن مصطفى علي عوض	STAT101	Introduction To Statistics	SKIP PRE-REQUISITE	The student needs to take the course to graduate next semester	Abdulelah Althagafi		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KAB417	مهند سالم عبدالله القاسمي	BUS 121	Quantitative Business Analysis	SKIP PRE-REQUISITE	The student is taking the pre req this semester	Mohammed Hejazi		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KAB417	مهند سالم عبدالله القاسمي	SCM 301	Supply Chain Management	SKIP PRE-REQUISITE	The student is taking the twp pres this semester	Mohammed Hejazi		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAB018	محمد عادل سالم باجيم	SCM 401	Purchasing Management	SKIP PRE-REQUISITE	He can take it	Eng. Mossab Habani		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAB018	محمد عادل سالم باجيم	BUS 490	Business Policies	SKIP PRE-REQUISITE	he can bus 490 with fin 301	Eng. Mossab Habani		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAB091	عبد الرحمن كريم سيف الدين سماقيه	ACCT361	Auditing I	SKIP PRE-REQUISITE	closed	Ayman Eltemsahi		APPROVED	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Student Information



هشام محمد عبده القاسم
HISHAM MOHAMMED ABDU AL-QASIM

SSN	IAB120
College	CBA (B)
Major	UNDECIDED/GENERAL
Status	VISITOR
GPA	3.88
Student Level	3
Supervisor	

Total Credit Earned & Transferred	24	Number of General Elective Required	0
Total Credit Advised	0	Number of General Elective Done	0
Net Total	24	Number of Major Elective Required	0
Credit Hours Required	88	Number of Major Elective Done	0
Last Semester	SUMMER 2009		

❖ 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
Vice Dean Form

Year: 2018

Term: FALL

Campus: 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		
IAB120	هشام محمد عبده القاسم	ISLS201	Islamic Culture 2	SKIP PRE-REQUISITE	news student	Abdulaziz Abu Mansour		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
IAB120	هشام محمد عبده القاسم	ISLS201	Islamic Culture 2	SKIP PLAN LEVEL(PRIORITY)	n ew student	Abdulaziz Abu Mansour		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
JAB005	عبد الرحمن مصطفى علي عوض	MATH101	Calculus	SKIP PLAN LEVEL(PRIORITY)	The student needs to take the course this semester to graduate	Abdulah Althagafi		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
JAB005	عبد الرحمن مصطفى علي عوض	STAT101	Introduction To Statistics	SKIP PRE-REQUISITE	The student needs to take this course this semester to graduate	Abdulah Althagafi		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
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LAB018	محمد عادل سالم باجع	SCM 401	Purchasing Management	SKIP PRE-REQUISITE	He can take it	Eng.Mossab Habani		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
LAB018	محمد عادل سالم باجع	BUS 490	Business Policies	SKIP PRE-REQUISITE	he can bus 490 with fin 301	Eng.Mossab Habani		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
LAB091	عبد الرحمن كريم سيف الدين سماقيه	ACCT361	Auditing I	SKIP PRE-REQUISITE	closed	Ayman Eltemsahi		APPROVED	<input type="checkbox"/> Accept	<input type="checkbox"/> 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 they will leave a comment).
 - 7- Vice Dean Justification (where you will leave a justification).
 - 8- Request status.

- ❖ After reviewing all these options then make your choice to either **Accept or Reject**, afterwards the response will go back to the H.O.D & Faculty, If the H.O.D accepts then you can accept or reject if not then you will only be able to view.

UBT
OPERA ACADEMIC SYSTEM

EXCEPTIONS APPROVAL FORM

Vice Dean Form

Year:

Term:

Campus:

Request Status:

Pre Requisite / Co Requisite / Plan Level	Exceed Credit Hours Allowed	Expand Section Enrollment	Coop / Senior / Summer Max Credits							
Show <input type="text" value="10"/> entries Search: <input type="text"/>										
SSN	Name	Credit	Request Justification	Requested Date	Requested By	H.O.D Justification	Vice Dean Justification	Req. Status		
IAB123	بلال مصطفى . محير	3	This the last semester	06-Sep-2018 12:30 PM	mta.hejazi			APPROVED	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
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"/>
LAB175	أحمد عبدالمكيم محمد شماخ	6	To graduate	06-Sep-2018 12:37 PM	hkm.akeel			APPROVED	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAB243	فواز ناصر حميد الجدعاني	3	graduation	26-Sep-2018 03:23 PM	a.eltemsahi		BE Happy accepted	APPROVED	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAB431	عبد الرحمن خالد شريف الشريف	3	Student beed in College for 5 years and must finish within limited duration	19-Sep-2018 12:23 PM	h.garamoun			APPROVED BY H.O.D.	<input checked="" type="button" value="Accept"/>	<input type="button" value="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	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAC003	بدر حمزة محمود حسنين	3	Graduated student ,last course	02-Sep-2018 12:31 PM	tam.bahabri			APPROVED	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
MAC031	فراس فهد عبد الوهاب خياط	3	student needs coop alone	25-Sep-2018 01:56 PM	a.zerban			APPROVED BY H.O.D.	<input checked="" type="button" value="Accept"/>	<input type="button" value="Reject"/>
MBB087	حسام محمد عبد اللطيف الجهني	3	Student wants to get exceed credit hours to be allowed to add additional course.	04-Sep-2018 12:20 PM	mim.islam			APPROVED	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>
NAB021	عبد الله زكي حسين كماس	3	student needs to register 18 cr	09-Sep-2018 03:59 PM	a.zerban			APPROVED	<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
Vice Dean Form

Year: 2018 Term: FALL

Submit Action Cancel

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

Show 10 entries Search:

SSN	Name	Credit	Request Justification	Requested Date	Requested By	H.O.D Justification	Vice Dean Justification	Req. Status	Accept	Reject
IAB123	بلال مصطفى - محير	3	This the last semester	06-Sep-2018 12:30 PM	mta.hejazi			APPROVED	✓ Accept	✓ Reject
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
LAB175	أحمد عبدالحكيم محمد شماخ	6	To graduate	06-Sep-2018 12:37 PM	hkm.akeel			APPROVED	✓ Accept	✓ Reject
MAB243	فواز ناصر حميد الجدعاني	3	graduation	26-Sep-2018 03:23 PM	a.eltemsahi		BE Happy accepted	APPROVED	✓ Accept	✓ Reject
MAB431	عبد الرحمن خالد شريف الشريف	3	Student beed in College for 5 years and must finish within limited duration	19-Sep-2018 12:23 PM	h.garamoun			APPROVED BY H.O.D.	✓ 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
MAC003	بدر حمزة محمود صنين	3	Graduated student ,last course	02-Sep-2018 12:31 PM	tam.bahabri			APPROVED	✓ Accept	✓ Reject
MAC031	فراس فهد عبد الوهاب خياط	3	student needs coop alone	25-Sep-2018 01:56 PM	a.zerban			APPROVED BY H.O.D.	✓ Accept	✗ Reject
MBB087	حسام محمد عبد اللطيف الجهني	3	Student wants to get exceed credit hours to be allowed to add additional course.	04-Sep-2018 12:20 PM	mim.islam			APPROVED	✓ Accept	✓ Reject
NAB021	عبد الله زكي حسين كماس	3	student needs to register 18 cr	09-Sep-2018 03:59 PM	a.zerban			APPROVED	✓ Accept	✓ Reject

Showing 1 to 10 of 51 entries Previous 1 2 3 4 5 6 Next