



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
عمادة القبول والتسجيل  
Deanship of Admissions and Registration

# Academic Supervision Services Guide

## Faculty Member and Academic Supervisor

## Recommendations for requests (postponement - apology – withdrawal)

Students' electronic requests (postponement - apology – withdrawal from class) can be accessed to view them and add a recommendation to the supervisor by following the steps below:

First: log in to Student Information System

جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

**USER LOGIN**

User ID  
.....

Password  
.....

Select a Language  
English

Forgot Password?  
Ask for Help

Sign In

**FOLLOW US**

Twitter Instagram

Second: select 'E-Service' icon

<b>E-Service</b> 	<b>Faculty Center</b> 
<b>Profile</b> 	<b>Advisor Center</b> 
<b>Reporting Tools</b> 	<b>Transcript</b> 

To access class drop requests:

The screenshot shows the 'Faculty & Supervisor' search interface. On the left sidebar, 'Enrollment Request' is highlighted with a red box and a red circle '1', and 'Drop Class Request Workflow' is highlighted with a red box and a red circle '2'. The main search area contains the following fields: Form ID, Empl ID (begins with), Term (begins with 2223), User ID (begins with), and Workflow Status. A 'Search' button is highlighted with a red circle '3'. Below the search area are buttons for 'Clear', 'Basic Search', and 'Save Search Criteria'.

To access study postponement and apology applications:

The screenshot shows the 'Faculty & Supervisor' search interface for 'Apology Application'. On the left sidebar, 'Status Change Applications' is highlighted with a red box and a red circle '1', and 'Apology Application' is highlighted with a red box and a red circle '2'. The main search area contains the following fields: Application Number, Empl ID (begins with), Academic Career (set to Undergraduate), Student Last Activated Term (begins with), National ID (begins with), University Term (begins with), Workflow Status (set to In Approval Process), User ID (begins with), Academic Group (begins with), Academic Program (begins with), and Application Date. A 'Search' button is highlighted with a red circle '3'. Below the search area are buttons for 'Clear', 'Basic Search', and 'Save Search Criteria'.



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
عمادة القبول والتسجيل  
Deanship of Admissions and Registration