Sultan Qaboos University

Deanship of Postgraduate Studies

Drop with 'W'

Help / User Manual

January 2019
Version 0.01

DISCLAIMER

Sultan Qaboos University

The University represented by the Deanship of Postgraduate Studies offers a range of postgraduate programs at the diploma, masters and doctoral levels through advanced course work and research in various combinations.

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Document Revisions

Date	Version Number	Document Changes
13-Jan-2018	0.01	Initial draft

Approvals

This document requires following approvals:

Name	Title

Distribution

This document has been distributed to:

Name	Title
DPS	
Online Distribution to concerned users through related services at SQU portal	

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Contents

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1 PREFACE

1.1 Description of the User

User is defined as stakeholder candidates from Deanship of Postgraduate Studies, system analyst, administrators and developers from Center for Information Systems along with related students and approvers from concerned colleges/departments at Sultan Qaboos University. Any users who are not defined considered as restricted users and having limited ability to proceed with this documents.

1.2 Obtaining Documentation and Information

Internet

The latest version of the documentation is available at the following address:
Help link/section of DPS E-Services | Drop with 'W' at Portal

Ordering Documentation

Documentation, user instructions and technical information can be ordered by calling
Deanship of Postgraduate Studies.

Documentation Feedback

If you are reading Deanship of Postgraduate Studies product documentation on the internet, any comments can be submitted on the support website. Comments can also be sent dps_eservices@squ.edu.om.

We appreciate your comments.

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2 Description of the product

2.1 Purpose of the Product

Drop with 'W' performed in special circumstances and must be approved by the multiple approvers with help of Deanship of Studies. Electronic services are available in portal for paper free green environment to make the process simple and efficient.

2.2 Process Overview

Form Number: DPS7

Form Name : Drop with 'W'

Rules:
  • Students with FULL time, should have minimum 9 (nine) credit balance after the drop operation

  • Students with PART time, should have minimum 3 (three) credit balance after the drop operation

  • Drop with 'W' will held within predefined period only

Users :

  - Student

  • Advisor

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[PROCESS/WORKFLOW]

2.3 [Sub-process/Workflow Student]

<mark>Student need to initiate first.</mark>

1. Student need to follow the set of rules (mentioned in 2.2) to find eligibility

2. Student need to be in **specific predefined period for Drop the courses**

3. *Full Time Students should maintain minimum 9 credits after drop any course*

4. *Part Time Students should maintain minimum 3 credits after drop any course*

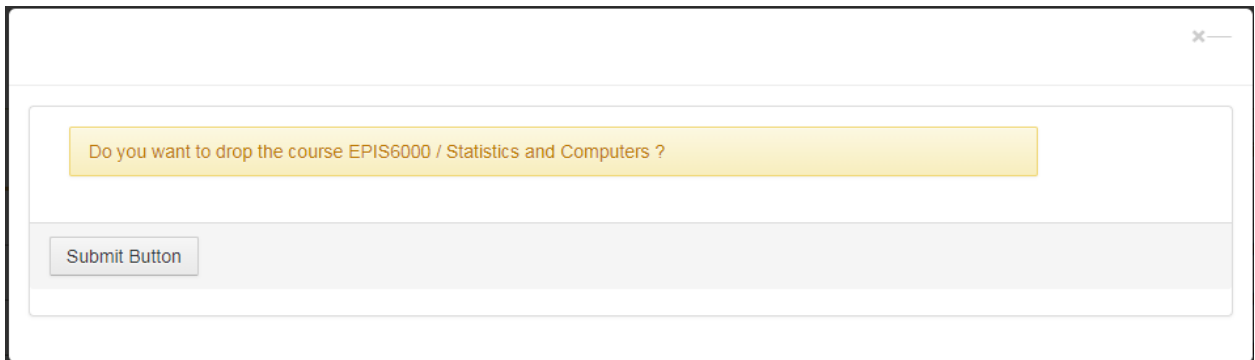### 2.3.1 [Procedures for Students]

To apply for Drop with 'W':

1. Login to portal.
2. Click Academic /DPS Tab (In Manual it is DPS tab).
3. Select Drop with W from left menu.

4. Click ✏ button on right from **Action** column.

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5. Select Submit button to confirm drop of a particular course.

6. Click **X** (close) or press **Esc** key to exit if do not want to drop the specific course.

Do you want to drop the course EPIS6000 / Statistics and Computers ?	
Submit Button	

7. Work flow will start. Student and approvers will be notified.

DPS - Drop with W

Course Code	Course Title	Section No	Credits	Tution Fees	Action
EPIS6000	Statistics and Computers	10	3	0.0	⊘
FSHN6011	Functional Foods	10	3	270.0	✎
FSHN6011	Functional Foods	11	0	270.0	✎
PHAR6001	Clinical Pharmacy (1)	10	3	270.0	✎
PHAR6001	Clinical Pharmacy (1)	11	0	270.0	✎
PHAR6002	Clinical Pharmacy (2)	10	3	270.0	✎
PHAR6002	Clinical Pharmacy (2)	11	0	270.0	✎

Based On action, possible dropped courses might listed below

Course Code	Course Title	Section No	Credits	
EPIS6000	Statistics and Computers	10	3	Pending

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8. Approver level is one. And only one approver is there.
   a. Advisor

9. Drop request will be accepted when the approver accept the request. Process can be rejected for approvers' rejection and no further progress in same channel will entertain. Student need to start fresh again with all the applicable rules.

DPS - Drop with W

Course Code	Course Title	Section No	Credits	Tution Fees	Action
FSHN6011	Functional Foods	10	3	270.0	✏
FSHN6011	Functional Foods	11	0	270.0	✏
PHAR6001	Clinical Pharmacy (1)	10	3	270.0	✏
PHAR6001	Clinical Pharmacy (1)	11	0	270.0	✏
PHAR6002	Clinical Pharmacy (2)	10	3	270.0	✏
PHAR6002	Clinical Pharmacy (2)	11	0	270.0	✏

Based On action, possible dropped courses might listed below

Course Code	Course Title	Section No	Credits	
EPIS6000	Statistics and Computers	10	3	Accepted

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2.4 [Sub-process/Workflow Approvers]

Approval process starts after student's initiation.

List of Approvers :

1. Advisor (Program Coordinator)

2.4.1 [Procedures for Approvers]

To approve Student drop courses:

1. Get notification
2. Login Portal.
3. Select **DPS** tab from top menu
4. Select **Drop with W** from left menu
5. Approver will see approval screen with appropriate role/s
6. Select appropriate role
7. Able to find list of students who applied for **Drop with 'W'**

DPS - Drop with W

Home	Advisor (Program Coordinator)		Supervisor	

Student Id	Name	Cohort	College	Program
xxxxx	Xxxx xxx xxxxx	2018	College of Medicine & Health Sciences	Masters in Biomedical Sciences

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8. Select appropriate student

DPS - Drop with W

| Home | Advisor (Program Coordinator) | Supervisor |

Student Id	Name	Cohort	College	Program
xxxxx	Xxxx xxx xxxxx	2018	College of Medicine & Health Sciences	Masters in Biomedical Sciences

Following course details for student : (**Xxxx xxx xxxx / XXXXX**)

Course Code	Course Title	Section No	Credits	Action
EPIS6000	Statistics and Computers	10	3	○Approved ○ Not Approved

9. Take action (Approve/Reject) by selecting appropriate radio button
10. For Approve need to select approve radio button and **Yes** button at the next dialogue box. If not sure then **No** and exit.

Approver Form (Drop with W)

You are about to approve to drop course with 'W'. Are you sure?

No   Yes

11. For reject , approver need to provide reason or rejection

Approver Form (Drop with W)

You are about to reject request to drop course with 'W'. Are you sure?

Comments

No   Yes

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12. In case of reject, approver and requester both will find **Rejected** action for their respective approver

Course Code	Course Title	Section No	Credits	Action
EPIS6000	Statistics and Computers	10	3	Rejected

13. In case of approve the approver and requester both will find **Accepted** as an action by respective approver.

DPS - Drop with W

| Home | Advisor (Program Coordinator) | Supervisor |

Student Id	Name	Cohort	College	Program
xxxxx	Xxxx xxx xxxxx	2018	College of Medicine & Health Sciences	Masters in Biomedical Sciences

Following course details for student : (**XXXX XXX XXXX / XXXXX**)

Course Code	Course Title	Section No	Credits	Action
EPIS6000	Statistics and Computers	10	3	Accepted