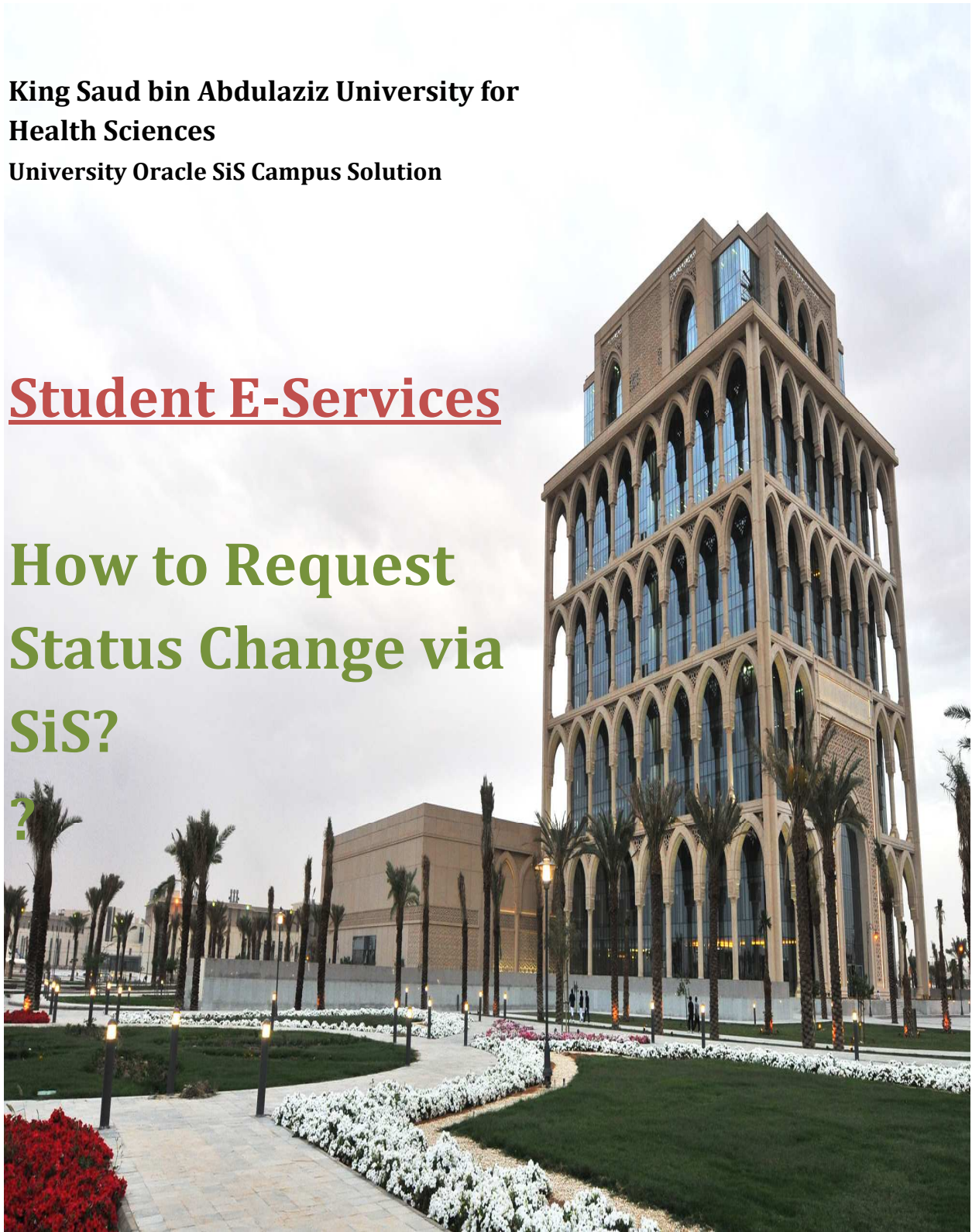


**King Saud bin Abdulaziz University for  
Health Sciences  
University Oracle SiS Campus Solution**

## Student E-Services

# How to Request Status Change via SiS?

?

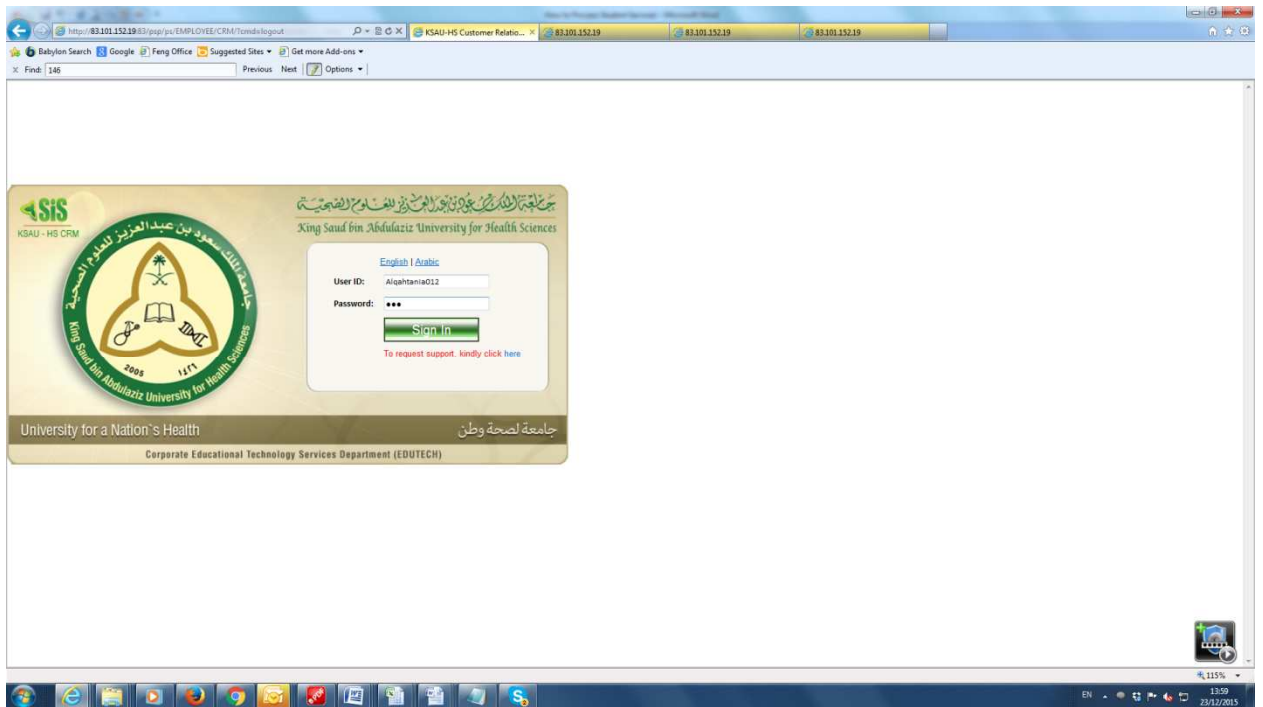


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## How student can fill a new request

1. Login to the system (<https://sis.ksau-hs.edu.sa/psp/ps/EMPLOYEE/HRMS/?&cmd=login&languageCd=ENG>) by using your KSAU-HS accounts



2. Click on the link (**Self Service**)



3. Click on the link (**Student Center**)

## How to Request Status Change via SIS?

The screenshot shows the SIS Self Service menu. The 'Student Center' link is highlighted with a red box. The menu includes various categories such as Self Service, Class Search, Academic Planning, Enrollment, Select Course Offering, Campus Finances, Campus Personal Information, Transfer Credit, Faculty Center, Degree Progress/Graduation, and Hidden SA Components.

4. Click the link **“My Academics”**

The screenshot shows the SIS My Academics page. The 'My Academics' link in the left sidebar is highlighted with a red box. The main content area displays a message: "You are not enrolled in classes." Below this message, there are sections for 'Academics' and 'Personal Information'. The 'Academics' section includes a search bar and a dropdown menu. The 'Personal Information' section includes a contact information table with fields for Permanent Address, Billing Address, Primary Phone, and Home E-mail. On the right side, there are several utility buttons and sections: 'SEARCH FOR CLASSES', 'SHARE MY INFORMATION', 'To Do List', 'Milestones', 'Advisor', 'News and Info', 'Search Engines', and 'Student E-Services'.

5. Click the link **“Request Status Change”**

## How to Request Status Change via SiS?

The screenshot shows the SiS 'My Academics' page. On the left is a navigation menu with 'Student Center' expanded. The main content area is titled 'My Academics' and contains several sections: 'Academic Requirements' with links for 'View my advisement report', 'What-If Report' with 'Create a what-if scenario', and 'Advisors' with 'View my advisors'; 'Transfer Credit' with 'Evaluate my transfer credits' and 'View my transfer credit report'; 'Course History' with 'View my course history'; 'Enrollment Verification' with 'Request enrollment verification'; 'Manage Program Status' with 'Request Status Change' (highlighted in a red box) and 'View my request status'; and 'Transfer and Transition' with 'Request Program Transition' and 'View my request status'. A 'My Program' sidebar on the right shows the user's institution, career, program, and major. At the bottom, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics', and a search bar.

6. Read terms, conditions, and important notes then click the checkbox (Terms and Condition Agreement), then click the button “**Next**”

The screenshot shows the SiS 'Student Status Change Request' page. The page title is 'Student Status Change Request' and the section is 'Terms & Conditions'. Under 'English Version:', there are three numbered points: 1. Withdrawn student does not have the right to return to study and must apply as a new student and undergo announced admission criteria at that time. 2. Student must complete clearance procedures from Deanship of Admission & Registrations. 3. Female students must attach a letter of guardian approval for withdrawal after downloading the form, filling it, and uploading it to the request. To download the form please click [here](#). Under 'Arabic Version:', there are three numbered points: 1. لا يحق للطلاب المنسحب من الجامعة العودة للدراسة إلا بالتقديم على الجامعة كطالب مستجد و تنطبق عليه شروط القبول المعلنه في حينه. 2. يلزم الطالب باكمال إجراءات إخلاء الطرف من عمادة القبول والتسجيل. 3. بالنسبة للطلاب، يجب إرفاق خطاب موافقة ولي الأمر على الإنسحاب من الجامعة وذلك بتحميل النموذج وتبنيته ثم رفعه مع الطلب الإلكتروني. لتحميل النموذج الرجاء الضغط [هنا](#). Under 'Important Notes', there are three numbered points: 1. Semester Drop and Study Postponement are not available by the system and requester for mentioned student status values need to request them from academic affairs of the college. 2. This system is in beta mode and currently available for students under College of Sciences and Health Professions (Riyadh & Jeddah). After finishing the beta mode system will be available for all KSAU-HS students (Riyadh, Jeddah, and Al Ahsa) and all students will be notified via email. 3. Male students are not required to attach any document where the attachment field is not mandatory in the requesting page for male students. At the bottom, there is a checkbox for 'Terms and Condition Agreement' (highlighted in a red box), a 'Refresh' button, and 'Back' and 'Next' buttons.

7. Fill the fields and click submit.

### Important Notes:



## How to Request Status Change via SiS?

- Fields start with (\*) are mandatory fields
- Attachment is mandatory for female students only for uploading the signed Guardian Agreement form

The screenshot shows the 'New Request' form in the SiS system. The form fields include:

- Name: [Redacted]
- Campus ID: [Redacted]
- ID: [Redacted]
- Campus: KSAU-HS Riyadh Male
- Term: [Redacted]
- Request #: 3
- Request Date: 02/29/2016
- Approval Status: Pending
- Academic Institution: KSAU Univ. for Health Sciences
- Academic Career: Undergraduate
- \*Request Type: [Redacted]
- \*Request Reason: [Redacted]
- Request Detail: [Redacted]

Below the form, there is a table for 'File Attachments':

Attached File	View	Add Attachment
1	View	Add Attachment

A 'Submit' button is located below the table. A note for female students is visible: 'Fore female students you can download the Guardian Approval form from [here](#)'.

A confirmation email of submitting your request is going to be sent to you like following sample:



After processing your request by DAR and approving/rejecting it you will receive a confirmation email like following sample:

## Student Status Change Request – King Saud bin Abdulaziz University for Health Sciences

noreply@ksau-hs.edu.sa

To:

[Redacted]

Sunday, February 28, 2016 4:51 PM

Dear

[Redacted]

Kindly be informed that your request of 'Withdrawal' with following details has been approved. Please contact Deanship of Admission and Registration to process your request.

Your Application Details

System ID:1000050044

Request #:1

Date & Time of Approval:2016-02-28-16.57.16.000000

DAR Comments:test for approval

Your status change request has been approved. .

King Saud bin Abdulaziz University for Health Sciences.

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