



Seat Reservation in a Course Section in MyGJU

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Overview

- ▶ The goal of this presentation is to illustrate how a student may reserve a seat in a course section from the registration flow in the MyGJU portal [1,2].
- ▶ The requirements to reserve a seat by a student are discussed.
- ▶ When a seat reservation request is approved, a student may register in a blocked section.
- ▶ Handling the seat reservation requests by a chair/dean from the manage course sections screens is also shown.





Requirements to a Reserve Seat in a Course Section

- ▶ The course section must be **Blocked by Admin** (i.e., chair or dean) to enable seat reservation in it.
- ▶ The course section to reserve a seat in should not have any conflicts with the sections in the student schedule.
- ▶ A student cannot submit a seat reservation request in case he/she is registered in any of the course sections.
- ▶ A **maximum of one seat reservation request** can be submitted against all blocked course sections.
- ▶ In case a request is rejected by chair, the student may submit another seat reservation request against a different course section.
- ▶ **The chair/dean may approve/reject the requests based on the following priorities: preregistration in the course by student, minimum remaining hours (i.e., expected to graduate) for student, or request date.**

Reserving a Seat in a Course Section by Student (1)

Profile
Academic Affairs
Financial Affairs
Registration


Pre Registration


Registration

▶ Registration ▶ My Current Schedule


My Current Financial Summary

Current Balance (JD):	0.000	Major Credit Hour Price (JD):	110.0
Pending Balance (JD):	0.000	Language Credit Hour Price (JD):	110.0
Student Pending Amount (JD):	0.000	Financial Exemption:	No
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for Second 2021/2022

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note	Status
No schedule found for this semester								

Total Credit Hours: 0

- Drop
 Print


+ Offered Courses


When your registration period is effective, go to the Registration tab in MyGJU, click the Registration button, then click the Offered Courses button.

Reserving a Seat in a Course Section by Student (2)

From the Offered Courses page, click on the **Course Sections** link of the course that you would like to register in.

Profile
Academic Affairs
Financial Affairs
Registration

 Pre Registration

 Registration

▶ Registration ▶ My Current Schedule ▶ [My Study Plan Offered Courses](#)

University Requirements Offered Courses										
Course ID	Course Name	Pre-requisites	Co-requisites	Pre Tests	Credit Hours	Theoretical Hours	Practical Hours	Status	Grade	Add
GERL102B2	German II B2-TRACK	GERL101B1:German I B1- Track			3	9	0	Not Taken		Course Sections
GERL101	German I				3	9	0	Completed	87.0	To repeat a language course, please contact your registrar
GERL102	German II	GERL101:German I			3	9	0	Completed	74.0	To repeat a language course, please contact your registrar

Section Required Credit Hours: 21
Section Total Offered Credit Hours : 9
Section Completed Credit Hours: 6

Reserving a Seat in a Course Section by Student (3)

▶ Registration ▶ My Current Schedule ▶ My Study Plan Offered Courses ▶ Offered Course Sections

My Current Financial Summary

Current Balance (JD):	0.000	Major Credit Hour Price (JD):	110.0
Pending Balance (JD):	0.000	Language Credit Hour Price (JD):	110.0
Student Pending Amount (JD):	0.000	Financial Exemption:	No
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for Second 2021/2022

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note
No schedule found for this semester							

Note: You cannot submit a seat reservation request if the section is not blocked or if the section conflicts with your schedule.

Note: You cannot submit a seat reservation request if you already registered in the course or you have an approved/rejected seat reservation request in the section.

Note: You can only reserve a maximum of one seat from all blocked course sections.

Note: Once your seat reservation request is processed (approved/rejected) by the chair you will get a message in your GJU email so you can register in the section.

Offered Course Sections

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Add	Reserve Seat
1	GERL102B2	German II B2-TRACK	3	Sun 08:00 AM - 09:30 AM	Abdalla Alnatour	L201	Blocked by Admin	Submit
				Mon 08:00 AM - 09:30 AM		L201		
				Tue 08:00 AM - 09:30 AM		L201		
				Wed 08:00 AM - 09:30 AM		L201		
				Thu 08:00 AM - 11:00 AM		L201		
2	GERL102B2	German II B2-TRACK	3	Sun 08:00 AM - 09:30 AM	N.A.	L204	Blocked by Admin	Submit
				Mon 08:00 AM - 09:30 AM		L204		
				Tue 08:00 AM - 09:30 AM		L204		
				Wed 08:00 AM - 09:30 AM		L204		
				Thu 08:00 AM - 11:00 AM		L204		

Click the **Submit** link of the desired section, to request a seat reservation in it

Reserving a Seat in a Course Section by Student (4)

▶ Registration ▶ My Current Schedule ▶ My Study Plan Offered Courses ▶ **Offered Course Sections**

My Current Financial Summary

Current Balance (JD):	0.000	Major Credit Hour Price (JD):	110.0
Pending Balance (JD):	0.000	Language Credit Hour Price (JD):	110.0
Student Pending Amount (JD):	0.000	Financial Exemption:	No
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for Second 2021/2022

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note
No schedule found for this semester							

Note: You cannot submit a seat reservation request if the section is not blocked or if the section conflicts with your schedule.

Note: You cannot submit a seat reservation request if you already registered in the course or you have an approved/rejected seat reservation request in the section.

Note: You can only reserve a maximum of one seat from all blocked course sections.

Note: Once your seat reservation request is processed (approved/rejected) by the chair you will get a message in your GJU email so you can register in the section.

Offered Course Sections

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Add	Reserve Seat
1	GERL102B2	German II B2-TRACK	3	Sun 08:00 AM - 09:30 AM	Abdalla Alnatour	L201	Blocked by Admin	Submit
				Mon 08:00 AM - 09:30 AM				
				Tue 08:00 AM - 09:30 AM				
				Wed 08:00 AM - 09:30 AM				
				Thu 08:00 AM - 11:00 AM				
2	GERL102B2	German II B2-TRACK	3	Sun 08:00 AM - 09:30 AM	N.A.	L204	Blocked by Admin	Unsubmit
				Mon 08:00 AM - 09:30 AM				
				Tue 08:00 AM - 09:30 AM				
				Wed 08:00 AM - 09:30 AM				
				Thu 08:00 AM - 11:00 AM				

After clicking the **Submit** link in the previous slide

Reserving a Seat in a Course Section by Student (5)

▶ Registration ▶ My Current Schedule ▶ My Study Plan Offered Courses ▶ **Offered Course Sections**

My Current Financial Summary

Current Balance (JD):	0.000	Major Credit Hour Price (JD):	110.0
Pending Balance (JD):	0.000	Language Credit Hour Price (JD):	110.0
Student Pending Amount (JD):	0.000	Financial Exemption:	No
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for Second 2021/2022

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note
No schedule found for this semester							

Note: You cannot submit a seat reservation request if the section is not blocked or if the section conflicts with your schedule.

Note: You cannot submit a seat reservation request if you already registered in the course or you have an approved/rejected seat reservation request in the section.

Note: You can only reserve a maximum of one seat from all blocked course sections.

Note: Once your seat reservation request is processed (approved/rejected) by the chair you will get a message in your GJU email so you can register in the section.

Offered Course Sections

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Add	Reserve Seat
1	GERL102B2	German II B2-TRACK	3	Sun 08:00 AM - 09:30 AM	Abdalla Alnatour	L201	Blocked by Admin	Submit
				Mon 08:00 AM - 09:30 AM				
				Tue 08:00 AM - 09:30 AM				
				Wed 08:00 AM - 09:30 AM				
				Thu 08:00 AM - 11:00 AM				
2	GERL102B2	German II B2-TRACK	3	Sun 08:00 AM - 09:30 AM	N.A.	L204	Blocked by Admin	Unsubmit
				Mon 08:00 AM - 09:30 AM				
				Tue 08:00 AM - 09:30 AM				
				Wed 08:00 AM - 09:30 AM				
				Thu 08:00 AM - 11:00 AM				

To cancel a request, just click the Unsubmit link.

Reserving a Seat in a Course Section by Student (6)

Note: You cannot submit a seat reservation request if the section is not blocked or if the section conflicts with your schedule.

Note: You cannot submit a seat reservation request if you already registered in the course or you have an approved/rejected seat reservation request in the section.

Note: You can only reserve a maximum of one seat from all blocked course sections.

Note: Once your seat reservation request is processed (approved/rejected) by the chair you will get a message in your GJU email so you can register in the section.

Offered Course Sections											
Section No.	Course ID	Course Name	Credit Hours	Days/Times			Instructor	Room ID	Add	Reserve Seat	
1	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM	-	09:30 AM	Abdalla Alnatour	L201	Blocked by Admin	Submit
				Mon	08:00 AM	-	09:30 AM		L201		
				Tue	08:00 AM	-	09:30 AM		L201		
				Wed	08:00 AM	-	09:30 AM		L201		
				Thu	08:00 AM	-	11:00 AM		L201		
2	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM	-	09:30 AM	N.A.	L204	Add	Approved
				Mon	08:00 AM	-	09:30 AM		L204		
				Tue	08:00 AM	-	09:30 AM		L204		
				Wed	08:00 AM	-	09:30 AM		L204		
				Thu	08:00 AM	-	11:00 AM		L204		

- When the chair approves the request, the student will get a message in the GJU email so he/she can login into MyGJU to register in the course.
- The student will see an **Approved** label in the course section row of the reserved seat.
- The student cannot cancel an Approved request!
- The **Add** link will be enabled to allow that student to register in the course.

Reserving a Seat in a Course Section by Student (7)

Offered Course Sections									
Section No.	Course ID	Course Name	Credit Hours	Days/Times		Instructor	Room ID	Add	Reserve Seat
1	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM - 09:30 AM	Abdalla Alnatour	L201	Blocked by Admin	Submit
				Mon	08:00 AM - 09:30 AM		L201		
				Tue	08:00 AM - 09:30 AM		L201		
				Wed	08:00 AM - 09:30 AM		L201		
				Thu	08:00 AM - 11:00 AM		L201		
2	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM - 09:30 AM	N.A.	L204	Blocked by Admin	Rejected
				Mon	08:00 AM - 09:30 AM		L204		
				Tue	08:00 AM - 09:30 AM		L204		
				Wed	08:00 AM - 09:30 AM		L204		
				Thu	08:00 AM - 11:00 AM		L204		

- When the chair rejects the request, the student will get a message in the GJU email.
- The student will see a **Rejected** label in the course section row of the desired seat.
- In this case, the student will NOT be able to register in that course section.
- However, the student may try to reserve another seat in a different course section ...

Room ID	Add	Reserve Seat
L201	Blocked by Admin	Unsubmit
L201		
L201		
L201		
L201		
L204	Blocked by Admin	Rejected
L204		
L204		
L204		
L204		

Reserving a Seat in a Course Section by Student (8)

My Schedule for Second 2021/2022								
Section No.	Course ID	Course Name	Credit Hours	Days/Times		Instructor	Room ID	Note
1	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM - 09:30 AM	Abdalla Alnatour	L201	
				Mon	08:00 AM - 09:30 AM		L201	
				Tue	08:00 AM - 09:30 AM		L201	
				Wed	08:00 AM - 09:30 AM		L201	
				Thu	08:00 AM - 11:00 AM		L201	

Note: You cannot submit a seat reservation request if the section is not blocked or if the section conflicts with your schedule.

Note: You cannot submit a seat reservation request if you already registered in the course or you have an approved/rejected seat reservation request in the section.

Note: You can only reserve a maximum of one seat from all blocked course sections.

Note: Once your seat reservation request is processed (approved/rejected) by the chair you will get a message in your GJU email so you can register in the section.

Offered Course Sections									
Section No.	Course ID	Course Name	Credit Hours	Days/Times		Instructor	Room ID	Add	Reserve Seat
1	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM - 09:30 AM	Abdalla Alnatour	L201	Registered	Approved
				Mon	08:00 AM - 09:30 AM		L201		
				Tue	08:00 AM - 09:30 AM		L201		
				Wed	08:00 AM - 09:30 AM		L201		
				Thu	08:00 AM - 11:00 AM		L201		
2	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM - 09:30 AM	N.A.	L204	Blocked by Admin	Rejected
				Mon	08:00 AM - 09:30 AM		L204		
				Tue	08:00 AM - 09:30 AM		L204		
				Wed	08:00 AM - 09:30 AM		L204		
				Thu	08:00 AM - 11:00 AM		L204		
3	GERL102B2	German II B2-TRACK	3	Sun	08:00 AM - 09:30 AM	N.A.	L207	Blocked by Admin	Submit
				Mon	08:00 AM - 09:30 AM		L207		
				Tue	08:00 AM - 09:30 AM		L207		
				Wed	08:00 AM - 09:30 AM		L207		
				Thu	08:00 AM - 11:00 AM		L207		

After registering in the desired course section, student cannot reserve any more seats in that course after that.



Handling Seat Reservation Requests by Chair/Dean (1)

Go to the Course Sections page from the Dean's or Chair's Tasks tab

My Affairs
Academic Affairs
Dean's Tasks
Coordination

Course Sections

Courses

Study Plans

Grades Submission

Evaluations

Advisors

GY Outgoing Applications

Student Details

Email to Students

Admission Apps

Prerequisite Tests

Reports

Dual Studies

GY Internships

Withdrawal

Substitute Courses

Vacations

Leaves

Fingerprint

Filtering Criteria

Year :	<input type="text" value="2021/2022"/>	Faculty :	<input type="text" value="School of Languages"/>
Semester : *	<input type="text" value="Second"/>	Department :	<input type="text" value="All"/>
Course ID :	<input type="text"/>	Course Name :	<input type="text"/>
Section Learning Model :	<input type="text" value="All"/>	Instructors :	<input type="text" value="All"/>
Section No. :	<input type="text"/>	Room Name :	<input type="text"/>
Section Status :	<input type="text" value="All"/>	Room Type :	<input type="text" value="All"/>
Min. Students :	<input type="text"/>	Block Status :	<input type="text" value="All"/>

Handling Seat Reservation Requests by Chair/Dean (2)

Select Pending in the Seat Reservation Request filter to search for all course sections with pending seat reservation requests, then edit a section to handle the requests as shown next.

Attendance Status: All

Seat Reservation Request: Pending

To Time: 08 00 AM

Virtual: All

Seat Reservation Request: Pending

Search

or right click on it for other options.

Check numbers

Other statuses to search for

Manage Course Sections

(1 of 1)

Course	Room	Credit Hours	Capacity	No. of Students	Block Status	Portfolio Completion Percentage	Attendance Status	Total Seat Reservation Requests	Approved Seat Reservation Requests
	E002	3	22	0	Blocked	45.00%	Not Taken	1	0
N.A.	L204	3	22	0	Blocked	0.00%	Not Taken	3	0

Edit View Delete View Students View Course Portfolio View Attendance View Log

Handling Seat Reservation Requests by Chair/Dean (3)

From the edit course section page, go to the Blocked Section Seat Reservation Requests accordion. Then edit a row and Approve/Reject a request as shown below. The chair may give priority based on the request date, preregistration in the course by student, or minimum remaining hours (i.e., expected to graduate) for student.

Blocked Section Seat Reservation Requests

Note: You need to block the section to manage the students seat reservations
Note: You cannot modify a seat reservation when the student registers in the course section

Student ID	Student Name	Major	Pre Registered	Remaining Hours	Approval	Request Date	Status	Edit
2		Computer Science	No	24	Rejected	29-01-2022 23:47:20	Registered in another section	
2		Mechanical and Maintenance Engineering	No	137	Approved	26-01-2022 11:41:27	Unregistered	
2		Computer Engineering	No	136	Rejected	27-01-2022 19:59:43	Unregistered	

Total Rows :3

Click on the pencil to edit a row

Click on the tic to save your changes, or click on the x to cancel

Note: You cannot add a request by yourself, you only can handle the requests that were submitted by students.

Handling Seat Reservation Requests by Chair/Dean (4)

After approving the request in the previous screen.

Blocked Section Seat Reservation Requests

i The data was updated successfully ✕

Note: You need to block the section to manage the students seat reservations
Note: You cannot modify a seat reservation when the student registers in the course section

Blocked Section Seat Reservation Requests								
Student ID	Student Name	Major	Pre Registered	Remaining Hours	Approval	Request Date	Status	Edit
		Computer Science	No	24	Rejected	29-01-2022 23:47:20	Registered in another section	
		Computer Engineering	No	136	Pending	27-01-2022 19:59:43	Unregistered	
		Mechanical and Maintenance Engineering	No	137	Approved	26-01-2022 11:41:27	Unregistered	

Total Rows :3

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed January, 2022].
2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). *Computer Applications in Engineering Education*, 2017 Mar, 25(2):242-263.