



Student Registration in MyGJU

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Objectives

- ▶ Show how students may use the MyGJU portal [1-3] to add/drop course sections
- ▶ Show what happens when the registration period is open or closed
- ▶ Steps to add a course section from the offered courses in the study plan
- ▶ Explain what is a pending schedule
- ▶ Steps to drop a course section
- ▶ References



After you Login

MyGJU

الجامعة الألمانية الأردنية
German Jordanian University

You are logged in as: student [Logout](#)

[Profile](#) [Academic Affairs](#) [Financial Affairs](#) [Registration](#) [Preferences](#)

[My Information](#)

Welcome to your account ...

1. [Click](#) on the **Registration** tab in the MyGJU portal student view



Now you should see the Registration button



2. Click on the **Registration** button

If the Registration is Closed



The screenshot shows the MyGJU student portal interface. At the top left is the MyGJU logo, which includes a blue graduation cap and an orange book. Below the logo, it says "You are logged in as: student". There are five navigation buttons: "Profile", "Academic Affairs", "Financial Affairs", "Registration", and "Preferences". The "Registration" button is highlighted in blue. Below the navigation buttons is a "Registration" icon with a stack of books and a graduation cap. At the bottom of the page, there is a light blue information banner that reads "Registration is closed now". A red arrow points from a yellow box below to this banner.

The above message will show up

If the Registration is Open

Registration

Registration > My Current Schedule

My Current Financial Summary

Current Balance (JD):	-2319.500	Major Credit Hour Price (JD):	80.0
Pending Balance (JD):	-2319.500	Language Credit Hour Price (JD):	60.0
Student Pending Amount (JD):	0.000	Financial Exemption:	NO
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for First 2015/2016

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

You should see a screen that contains:

- Your current financial summary
- Your current course schedule

3. Click on the **Offered Courses** button to navigate to the next screen

Your Study Plan Offered Courses



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
ARB100	Arabic	ARB099:Arabic 99			3	3	0	Completed	97.0	Cannot repeat a language course
NE101	National Education				3	3	0	Completed	81.0	Course Sections
ENGL098	English I				0	3	0	Completed	Pass	Cannot repeat a language course



Program Electives Offered Courses										
Course ID	Course Name	Pre-requisites	Co-requisites	Pre Tests	Credit Hours	Theoretical Hours	Practical Hours	Status	Grade	Add
CS422	Theoretical Informatics	CS221:Algorithms and Data Structures			3	3	0	Not Taken		Course Sections
CE354	Computer Security	CE352:Computer Networks			3	3	0	Not Taken		Course Sections
CE471	Software Design and Architecture	CS213:Component-Based Computing			3	3	0	Not Taken		Course Sections
CS419	Compiler Construction	CS221:Algorithms and Data Structures			3	3	0	Not Taken		Course Sections

Section Required Credit Hours: 18

Section Total Offered Credit Hours : 12

Section Completed Credit Hours: 0

← Back

4. Find a course that you would like to take and click on its **Course Sections** link to navigate to the next page

Note: Only the offered courses in your study plan will show up here

Offered Course Sections



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

My Current Financial Summary

Current Balance (JD):	-2319.500	Major Credit Hour Price (JD):	80.0
Pending Balance (JD):	-2319.500	Language Credit Hour Price (JD):	60.0
Student Pending Amount (JD):	0.000	Financial Exemption:	NO
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for First 2015/2016

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

Offered Course Sections

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Add
1	CS419	Compiler Construction	3	Mon 11:00 AM - 12:30 PM Wed 11:00 AM - 12:30 PM	Ismail Hababeh	C333 C333	Add

← Back

5. If the **Days and Times** of a course section are suitable for you, then click on the **Add** link to add it to your schedule and to navigate to the schedule page



Your Schedule after Adding CS419

Registration > My Current Schedule

i The course section was added successfully *

My Current Financial Summary

Current Balance (JD):	-2319.500	Major Credit Hour Price (JD):	80.0
Pending Balance (JD):	-1969.500	Language Credit Hour Price (JD):	60.0
Student Pending Amount (JD):	350.000	Financial Exemption:	NO
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for First 2015/2016

	Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note	Status
<input type="radio"/>	1	CS419	Compiler Construction	3	Mon 11:00 AM - 12:30 PM Wed 11:00 AM - 12:30 PM	Ismail Hababeh	C333 C333		

Total Credit Hours: 3

- Drop

+ Offered Courses

Notes:

- **Pending Balance:** The influence of your add & drop operations on your current balance [4]
- **Student Pending Amount:** What you need to pay GJU based on your latest add & drop operations
- **Scholarship Pending Amount:** What your sponsor needs to pay GJU based on your current add & drop operations
- * All the pending amounts will become effective after closing the registration period [5]



Your Schedule after Adding 3 Sections

▸ Registration ▸ [My Current Schedule](#)

My Current Financial Summary

Current Balance (JD):	-2319.500	Major Credit Hour Price (JD):	80.0
Pending Balance (JD):	-1489.500	Language Credit Hour Price (JD):	60.0
Student Pending Amount (JD):	830.000	Financial Exemption:	NO
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for First 2015/2016

	Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note	Status
<input type="radio"/>	1	CE201	Computer Architecture and Organization	3	Mon 08:00 AM - 09:30 AM Wed 08:00 AM - 09:30 AM	Taisir Eldos	C202 C202		
<input type="radio"/>	1	CS419	Compiler Construction	3	Mon 11:00 AM - 12:30 PM Wed 11:00 AM - 12:30 PM	Ismail Hababeh	C333 C333		
<input type="radio"/>	8	NE101	National Education	3	Mon 02:00 PM - 03:30 PM Wed 02:00 PM - 03:30 PM	Adel Hawatmeh	H103 H103		

Total Credit Hours: 9

- Drop

Print



Pending Schedule

▶ Registration ▶ My Current Schedule

My Current Financial Summary

Current Balance (JD):	-2319.500	Major Credit Hour Price (JD):	80.0
Pending Balance (JD):	-1169.500	Language Credit Hour Price (JD):	60.0
Student Pending Amount (JD):	1150.000	Financial Exemption:	NO
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for First 2015/2016

	Section No.	Course ID	Course Name	Credit Hours	Days/Times	Instructor	Room ID	Note	Status
<input type="radio"/>	1	CS212	Object Oriented Programming	4	Mon 12:30 PM - 02:00 PM Wed 12:30 PM - 02:00 PM	Ismail Hababeh	C233 C233	Must register co-requisite CS2120	
<input type="radio"/>	1	CS419	Compiler Construction	3	Mon 11:00 AM - 12:30 PM Wed 11:00 AM - 12:30 PM	Ismail Hababeh	C333 C333		
<input type="radio"/>	1	CE201	Computer Architecture and Organization	3	Mon 08:00 AM - 09:30 AM Wed 08:00 AM - 09:30 AM	Taisir Eldos	C202 C202		
<input type="radio"/>	8	NE101	National Education	3	Mon 02:00 PM - 03:30 PM Wed 02:00 PM - 03:30 PM	Adel Hawatmeh	H103 H103		
Total Credit Hours: 13									

- If you add a course that needs a co-requisite, your schedule will become pending until you add the needed co-requisite
- If you don't add the co-requisite, your advisor may drop that course from your schedule to approve it

Course Section Conflicts

My Schedule for First 2015/2016

Section No.	Course ID	Course Name	Credit Hours	Days/Times			Instructor	Room ID	Note
1	CE201	Computer Architecture and Organization	3	Mon	08:00 AM	-	09:30 AM	Taisir Eidos	C202
				Wed	08:00 AM	-	09:30 AM		C202
1	CS419	Compiler Construction	3	Mon	11:00 AM	-	12:30 PM	Ismail Hababeh	C333
				Wed	11:00 AM	-	12:30 PM		C333
8	NE101	National Education	3	Mon	02:00 PM	-	03:30 PM	Adel Hawatmeh	H103
				Wed	02:00 PM	-	03:30 PM		H103

Current Schedule

Offered Course Sections

Section No.	Course ID	Course Name	Credit Hours	Days/Times			Instructor	Room ID	Add
1	SFTS101	Soft Skills	3	Sun	11:00 AM	-	12:30 PM	Eva Haddad	H203
				Tue	11:00 AM	-	12:30 PM		H203
2	SFTS101	Soft Skills	3	Mon	11:00 AM	-	12:30 PM	Eva Haddad	H106
				Wed	11:00 AM	-	12:30 PM		H106
3	SFTS101	Soft Skills	3	Sun	09:30 AM	-	11:00 AM	Deema Khasawneh	H201
				Tue	09:30 AM	-	11:00 AM		H201

Offered Sections

- Two course sections are in conflict if they overlap in a day and time like the two courses above
- In that case you either have to drop a section from your schedule or find a non-overlapping section to add

Dropping a Course Section

Pending Balance (JD):	-1169.500	Language Credit Hour Price (JD):	60.0
Student Pending Amount (JD):	1150.000	Financial Exemption:	NO
Scholarship Pending Amount (JD):	0.000	Scholarship:	

My Schedule for First 2015/2016										
	Section No.	Course ID	Course Name	Credits	Days	Time	Instructor	Room ID	Note	Status
<input checked="" type="radio"/>	1	CS212	Object Oriented Programming				Hababeh	C233 C233	Must register co-requisite CS2120	
<input type="radio"/>	1	CS419	Compiler Construction		Wed	11:00 AM - 12:30 PM	Hababeh	C333 C333		
<input type="radio"/>	1	CE201	Computer Architecture and Organization	3	Mon Wed	08:00 AM - 09:30 AM 08:00 AM - 09:30 AM	Taisir Eldos	C202 C202		
<input type="radio"/>	8	NE101	National Education	3	Mon Wed	02:00 PM - 03:30 PM 02:00 PM - 03:30 PM	Adel Hawatmeh	H103 H103		

Total Credit Hours: 13

Are you sure that you want to drop the selected course section?

1. Select the course section that you would like to drop
2. Click on the **Drop** button
3. Confirm the operation by clicking on the **OK** button

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed June, 2019].
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.
3. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. *International Journal of Applied Engineering Research*, 2017, 12(1):119-133.
4. F. Al-Hawari. Tutorial: Student Financial Affairs in the MyGJU Portal. 2019.
5. F. Al-Hawari. Analysis and design of an accounting information system. *International Research Journal of Electronics and Computer Engineering*, 2017 Jun, 3(2):16-21.