



Substitute Course Request Handling Flow in MyGJU

Feras Al-Hawari and Anoud Alufieshat

Overview

- ▶ The goal of this presentation is to illustrate the substitute course request handling flow in the MyGJU portal [1,2] from the student, school, and registration perspectives.
- ▶ Adding a substitute course request by a student will be shown.
- ▶ Handling a substitute course request by chair, dean(s), and registrar is discussed.



Requesting a Substitute Course by a Student (1)

Profile Academic Affairs Financial Affairs Registration

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	First 2017 / 2018
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Science Department	Program:	Foreign Certificates-Parallel
Major:	Computer Science	Account Status:	Active
Study Plan:	Computer Science 2017/2018		
Study Plan Credit Hours:	145		

Other Affairs

- | | | |
|--|---------------------------------|---|
| Academic Calendar | Student Status | Advisors |
| Study Plan | Hold Status | Prerequisite Tests |
| Study Plan versus Transcript | Major Transfers | Transfer Credit |
| Courses Withdrawal | Feedback | Vaccination Certificate |
| Substitute Courses | | |

Login to your MyGJU account, go to Other Affairs, then click the Substitute Courses link

Requesting a Substitute Course by a Student (2)

▸ Academic Affairs ▸ Other Affairs ▸ **Substitute Courses**

Filtering Criteria

Year: Semester:

Note: Your remaining credit hours must be ≤ 36 to be able to add substitute course requests

Note: Remaining CH = Study Plan CH - (Completed CH on Transcript + Registered CH on Active Semester)

Note: You cannot have more than two not rejected substitute course requests

Note: You can only edit and delete requests with pending submission status

Substitute Course Requests								
	Study Plan Course	Desired Substitute Course	Desired Substitute Course Faculty	Recommended Substitute Course	Recommended Substitute Course Faculty	Year	Semester	Request Status
No records found								
	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>					

Total Rows : 0

Click the Add button to add a request for a substitute course

Note: To edit or delete a pending request, select it and then click the edit or delete button, respectively

Requesting a Substitute Course by a Student (3)

▶ Academic Affairs ▶ Other Affairs ▶ Substitute Courses ▶ [Add Substitute Course Request](#)

Note: The desired/recommended substitute course lists below contain the offered courses in the active registration semester.

Substitute Course Request Information

Registration Semester: Second 2021/2022

Study Plan Course: Select a study plan course to substitute

Desired Substitute Course: Select a substitute course from the offered courses

Desired Substitute Course Faculty: School of Electrical Engineering and Information Technology

Recommended Substitute Course: Chair's recommendation; initially defaults to your desired course.

Recommended Substitute Course Faculty: School of Electrical Engineering and Information Technology

Student Notes: *
Add student note here

Chair Notes:

[← Back](#)

[✔ Submit](#)

When done, click the Submit button. Otherwise, click the Back button to cancel.

Requesting a Substitute Course by a Student (4)

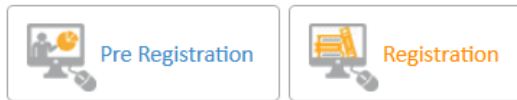
Substitute Course Requests								
	Study Plan Course ▾	Desired Substitute Course ▾	Desired Substitute Course Faculty	Recommended Substitute Course ▾	Recommended Substitute Course Faculty	Year ▾	Semester ▾	Request Status ▾
<input type="radio"/>	CS468 : Data Mining and Data Warehousing : 3 (Cr. Hours)	13743 : Cloud Computing & Big Data : 3 (Cr. Hours)	School of Electrical Engineering and Information Technology	13743 : Cloud Computing & Big Data : 3 (Cr. Hours)	School of Electrical Engineering and Information Technology	2021	Second	Pending Chair Action

Total Rows : 1

- After submitting the substitute course request in the previous slide
- You may check the status of the substitute course request here ...
- You will also get a message in your GJU email when the request is completed!

Requesting a Substitute Course by a Student (5)

Once your request is Completed by Registration you will be able to register in that course by yourself when your registration period is active



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

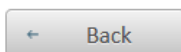
You will get this section at the end of the page

Substitute Courses List Offered Courses										
Course ID	Course Name	Pre-requisites	Co-requisites	Pre Tests	Credit Hours	Theoretical Hours	Practical Hours	Status	Grade	Add
13743	Cloud Computing & Big Data				3	3	3	Not Taken		Course Sections

Section Required Credit Hours: 3

Section Total Offered Credit Hours : 3

Section Completed Credit Hours: 0





Student Part Ends Here

Handling a Substitute Course Request by Chair (1)

My Affairs Academic Affairs **Chair's Tasks**

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

▸ Chair's Tasks ▸ **Substitute Courses**


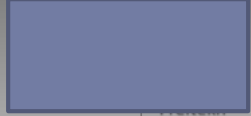
Filtering Criteria

Degree: All Year: 2021/2022

Faculty: School of Electrical Engineering and Information Technology Semester: * Second

Department: Computer Science Department Student ID:

Major: All Status: Pending Chair Action

Students Substitute Course Requests									
(1 of 1) << 1 >>									
Student ID	Student Name	Student Faculty	Study Plan Course	Desired Substitute Course	Desired Substitute Course Faculty	Recommended Substitute Course	Recommended Substitute Course Faculty	Request Status	
		School of Electrical Engineering and Information Technology	CS468 : Data Mining and Data Warehousing ; 3 (Cr. Hours)	13743 : Cloud Computing & Big Data : 3 (Cr. Hours)	School of Electrical Engineering and Information Technology	13743 ; Cloud Computing & Big Data : 3 (Cr. Hours)	School of Electrical Engineering and Information Technology	Pending Chair Action	

1. Select the request to review

2. Click the Review button

Handling a Substitute Course Request by Chair (2)

Note: The desired/recommended substitute course lists below contain the offered courses in the active registration semester.

Substitute Course Request Information

Registration Semester: Second 2021/2022

Study Plan Course: CS468: Data Mining and Data Warehousing (3 Cr. Hours)

Desired Substitute Course: 13743: Cloud Computing & Big Data (3 Cr. Hours)

Desired Substitute Course Faculty: School of Electrical Engineering and Information Technology

Recommended Substitute Course: 13743: Cloud Computing & Big Data (3 Cr. Hours)

Recommended Substitute Course Faculty: School of Electrical Engineering and Information Technology

Student Notes: *
Need to graduate

Chair Notes:
Approved
Add Chair's note here

The Chair may accept the default or recommend another offered course as a substitute course

Back: to cancel your changes; **Approve:** to approve the request; **Reject:** to reject the request; **Return:** to send the request back to the student for editing or cancellation.

Handling a Substitute Course Request by Dean (1)

My Affairs Academic Affairs **Dean's Tasks** Coordination QA Tasks

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

▸ Dean's Tasks ▸ **Substitute Courses**

Filtering Criteria

Degree: All Year: 2021/2022

Faculty: School of Electrical Engineering and Information Technology Semester: * Second

Department: All Student ID: Status: Pending My Faculty Dean Action

Major: All

Search

Students Substitute Course Requests

(1 of 1) 1

Student ID	Student Name	Student Faculty	Study Plan Course	Desired Substitute Course	Desired Substitute Course Faculty	Recommended Substitute Course	Recommended Substitute Course Faculty	Request Status
		School of Electrical Engineering and Information Technology	CS468 : Data Mining and Data Warehousing : 3 (Cr. Hours)	13743 : Cloud Computing & Big Data : 3 (Cr. Hours)	School of Electrical Engineering and Information Technology	13743 : Cloud Computing & Big Data : 3 (Cr. Hours)	School of Electrical Engineering and Information Technology	Pending My Faculty Dean Action

Review Export

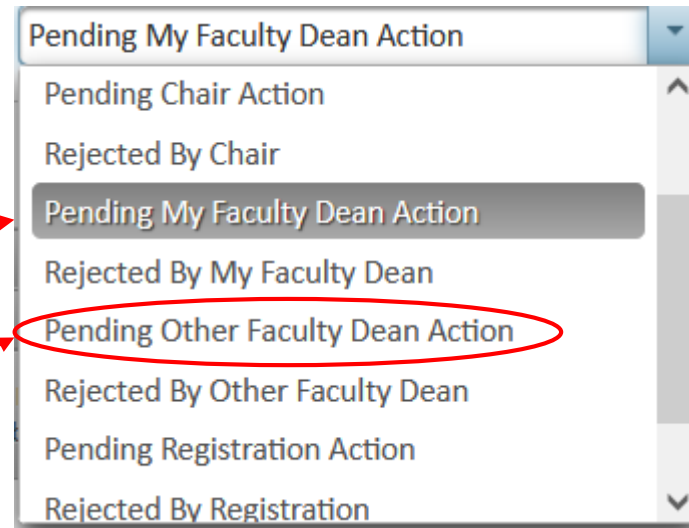
1. Select the request to review

2. Click the Review button

Handling a Substitute Course Request by Dean (2)

To review requests for substitute courses in my faculty by my faculty students

To review requests for substitute courses in my faculty by students in other faculties!



A dean has to check the above two statuses to review the substitute course requests that belong to him/her

Handling a Substitute Course Request by Dean (3)

Note: The desired/recommended substitute course lists below contain the offered courses in the active registration semester.

Substitute Course Request Information

Registration Semester: Second 2021/2022
 Study Plan Course: CS468: Data Mining and Data Warehousing (3 Cr. Hours)
 Desired Substitute Course: 13743: Cloud Computing & Big Data (3 Cr. Hours)
 Desired Substitute Course Faculty: School of Electrical Engineering and Information Technology
 Recommended Substitute Course: 13743: Cloud Computing & Big Data (3 Cr. Hours)
 Recommended Substitute Course Faculty: School of Electrical Engineering and Information Technology

Student Notes: *
 Need to graduate

Chair Notes:

Dean Notes:
 Approved
Add Student Dean note here

← Back
✓ Approve
✗ Reject
↶ Return

Back: to cancel your changes; **Approve:** to approve the request; **Reject:** to reject the request; **Return:** to send the request back to the student for editing or cancellation.

Handling a Substitute Course Request by Dean (4)

Major: All Status: Pending Other Faculty Dean Action

If the recommended substitute course belongs to a faculty other than that of the student, then the other faculty dean has to approve the request after the approval of the student's dean.

Student ID	Student Name	Student Faculty	Study Plan Course	Desired Substitute Course	Desired Substitute Course Faculty	Recommended Substitute Course	Recommended Substitute Course Faculty	Request Status
		School of Electrical Engineering and Information Technology	BE302 : Business Entrepreneurship : 3 (Cr. Hours)	GERL302CE : German 6 technical for civil engineering : 0 (Cr. Hours)	School of Languages	GERL302CE : German 6 technical for civil engineering : 0 (Cr. Hours)	School of Languages	Pending Other Faculty Dean Action

Dean Notes: Approved
Student Faculty Dean note here

Other Dean Notes: Approved
Other Faculty Dean note here

Back Approve Reject Return

Back: to cancel your changes; **Approve:** to approve the request; **Reject:** to reject the request; **Return:** to send the request back to the student for editing or cancellation.

Handling a Substitute Course Request by Registrar (1)

Students Affairs ▾ Users Affairs ▾ Fin...

- Admission
- Upload Prerequisite Test Results
- Link Students to Study Plan
- Student Details
- Student Major Transfer
- Registration
- Withdrawal
- Substitute Courses**
- Grades
- Graduation
- Inactive Students Accounts

Filtering Criteria

Degree: All Year: 2021/2022

Faculty: All Semester: * Second

Department: All Student ID:

Major: All Status : Pending Registration Action

Search

Students Substitute Course Requests

(1 of 1) 1 6

<input type="checkbox"/>	Student ID	Student Name	Study Plan Course	Desired Substitute Course	Recommended Substitute Course	Request Status
<input checked="" type="checkbox"/>			CS468 : Data Mining and Data Warehousing	13743 : Cloud Computing & Big Data	13743 : Cloud Computing & Big Data	Pending Registration Action
<input type="checkbox"/>			CE2110 : Digital Systems Lab	GERL101B1 : German I B1-Track	GERL101B1 : German I B1-Track	Pending Registration Action
<input type="checkbox"/>			CE201 : Computer Architecture and Organization	GERL102B1 : German II B1-Track	GERL102B1 : German II B1-Track	Pending Registration Action
<input type="checkbox"/>			ARB100 : Arabic	CS223 : Data Structures	CS223 : Data Structures	Pending Registration Action
<input type="checkbox"/>			CE211 : Digital Systems	CS355 : Web Technologies	CS355 : Web Technologies	Pending Registration Action
<input type="checkbox"/>			ARB100 : Arabic	CS223 : Data Structures	CS116 : Computing Fundamentals	Pending Registration Action

Approve Reject Export

The registrar needs to handle all the substitute courses requests that were approved by deans in order to complete the process and for the requests to be effective.

Handling a Substitute Course Request by Registrar (2)

Academic Setup

[Change Program](#)

[Link to a New Study Plan](#)

[Include Excluded Major Transfer Courses](#)

[Activate Account](#)

[Substitute Courses](#)

[Transfer Credit](#)

[Merge Transcripts](#)

Student Information

Name: [Redacted]
Degree: Bachelor
Faculty: School of Electrical Engineering and Information Technology
Department: Computer Science Department
Major: Computer Science
Study Plan: Computer Science 2017/2018
Study Plan Credit Hours: 145

Student ID: [Redacted]
Enrollment Year: First 2017 / 2018
Student Status: Enrolled
Program: Foreign Certificates-Parallel
Account Status: Active

Manage Substitute Courses

Manage Substitute Courses						
Course ID	Course Name	Equivalent Course ID	Equivalent Course Name	Year	Semester	Delete
13743	Cloud Computing & Big Data	CS468	Data Mining and Data Warehousing	2021/2022	Second	Delete

Total Rows: 1

[← Back](#) [+ Add](#)

When a request is approved by the registrar, a record will be added to the student's substitute courses list as shown above ...

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed February, 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.