Course Withdrawal Flow in MyGJU

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Overview

▸ The goal of this presentation is to illustrate the course withdrawal flow in MyGJU portal [1,2] from the student & school perspectives.

▸ Withdrawing from a course by a student

▸ Approving course withdrawal by instructor, chair, dean, and registrar.

Withdrawing from a Course by a Student (1)

Login to your MyGJU account, go to Other Affairs,
then click the Withdrawal Requests link

University Computerization Project Team   12/7/2021

Withdrawing from a Course by a Student (2)

▸ Academic Affairs   ▸ Other Affairs   ▸ Withdrawal Requests

Note: You can only edit or delete withdrawal requests with Pending Submission withdrawal status

	Withdrawal Requests						
	Course ID ⇕	Course Name ⇕	Section No. ⇕	Instructor	Year ⇕	Semester ⇕	Status ⇕
	No records found						

✎ Edit	— Delete

Total Rows : 0

← Back	+ Add

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

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

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Withdrawing from a Course by a Student (3)

Withdrawing from a Course by a Student (4)

▸ Academic Affairs   ▸ Other Affairs   ▸ Withdrawal Requests

Note: You can only edit or delete withdrawal requests with Pending Submission withdrawal status

ℹ️ **Successfully added**   ✖

	Course ID ⇕	Course Name ⇕	Section No. ⇕	Instructor	Year ⇕	Semester ⇕	Status ⇕
⦿	CE351	Operating Systems	2	Feras Al Hawari	2020	Summer	Pending Instructor Action

Withdrawal Requests

✏️ Edit	— Delete

Total Rows : 1

← Back	+ Add

- After withdrawing the CE 351 course in the previous slide
- You may check the status of the course withdrawal here ...

Approving Course Withdrawal by Instructor (1)

My Affairs	Academic Affairs	Dean's Tasks	Coordination	QA Tasks

Course Sections	My Courses	Schedules	Grades	Advisory	Evaluations	Publications

▸ Academic Affairs   ▸ Schedules

Filtering Criteria

Year : 2020/2021 ▾   Semester : Summer ▾

🔍 Search

Schedule for Summer 2020/2021											
Course ID	Course Name	Section No.	Credit Hours	Days/Times	Room ID	No. of Students	Email	Email	Course Portfolio	Attendance	Withdrawal Requests
CE351	Operating Systems	1	4	Sun 08:00 AM - 09:00 AM Tue 08:00 AM - 09:00 AM	M223 M223	2	From MyGJU	From Client	View	Manage	
CE351	Operating Systems	2	4	Mon 02:00 PM - 03:00 PM Online Wed 02:00 PM - 03:00 PM	M223 M223	2	From MyGJU	From Client	View	Manage	1

Click on the number of withdrawal requests link to proceed

Approving Course Withdrawal by Instructor (2)

▸ Academic Affairs ▸ Schedules ▸ Withdrawal Requests

Course Section Information

Semester :	Summer 2020/2021	Section No. :	2
Degree :	Bachelor	Max. Seats :	23
Faculty :	School of Electrical Engineering and Information Technology	Available Seats :	21
Department :	Computer Engineering Department	Registered Students :	2
Course Name :	Operating Systems	Course ID :	CE351
First Instructor :	Feras Al Hawari		

Schedule :

Day	From	To	Room ID	Online Day
Mon	02:00 PM	03:00 PM	M223	Yes
Wed	02:00 PM	03:00 PM	M223	No

1. Select the request to approve

Note: You can review the student withdrawal requests for this semester during the grades submission period and if you are a primary instructor on the section

Withdrawal Requests

(1 of 1) |◄ ◄◄ **1** ►► ►| 1 ▼

	Student ID ⇕	Student Name ⇕	Withdrawal Status ⇕
⊙			Pending Instructor Action

⚙ Review   ▣ Export

Total Rows :1

← Back   🖶 Print

2. Click the Review button

Approving Course Withdrawal by Instructor (3)

▸ Academic Affairs   ▸ Schedules   ▸ Withdrawal Requests   ▸ Review Withdrawal Request

Student and Course Section Information

Student ID :		Semester :	Summer 2020/2021
Name :		Course Name :	Operating Systems
Degree :	Bachelor	Section No. :	2
Faculty :	School of Electrical Engineering and Information Technology	First Instructor :	Feras Al Hawari
Department :	Computer Science Department		
Major :	Computer Science		

Withdrawal Request Information

Course ID: CE351

Student Notes:

Instructor Notes:

← Back   ↻ Return   ☑ Approve

Click the Approve button to approve the request

Click the Return button to return the request to the student for possible deletion

Approving Course Withdrawal by Instructor (4)

Note: You can review the student withdrawal requests for this semester during the grades submission period and if you are a primary instructor on the section

	Student ID ⇕	Student Name ⇕	Withdrawal Status ⇕
●			Pending Chair Action

Withdrawal Requests

(1 of 1) |◄ ◄◄ 1 ►► ►| 1 ▾

⚙ Review   🖫 Export

Total Rows :1

← Back   🖨 Print

Status after approval by instructor

Approving Course Withdrawal by Chair

Click the Review button, then Approve or Return the request

Approving Course Withdrawal by Dean

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German Jordanian University

| 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 | Vacations | Leaves | Fingerprint |

▸ Dean's Tasks ▸ Withdrawal

Filtering Criteria

Student ID:

Degree: All

Faculty: School of Electrical Engineering and Information Technology

Department: All

Major: All

Status: All

Year: 2020/2021

Semester: * Summer

Course ID:

Course Name:

Section No.:

Click the Review button, then Approve or Return the request

🔍 Search

Note: You can review the student withdrawal requests for this semester during the grades submission period

Withdrawal Requests

(1 of 1) |◄ ◄◄ **1** ►► ►| 1 ▾

Student ID ⇅	Student Name ⇅	Course ID ⇅	Course Name ⇅	Section No. ⇅	Withdrawal Status ⇅	Instructor
●		CE351	Operating Systems	2	Pending Dean Action	Feras Al Hawari

| ⚙ Review | 🖫 Export |

Completing Course Withdrawal by Registrar

A registrar needs to complete all the withdrawal requests that were approved by deans to complete the process and for the requested course withdrawals to be effective.

References

1. MyGJU. Available from https://mygju.gju.edu.jo [last accessed October, 2021].

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.