



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)


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 2013 / 2014
Faculty: School of Electrical Engineering and Information Technology	Student Status: Enrolled
Department: Computer Science Department	Program: Regular Program
Major: Computer Science	Account Status: Active
Study Plan: Computer Science 2012	
Study Plan Credit Hours: 143	

Other Affairs

Academic Calendar	Student Status	Advisors
Study Plan	Hold Status	Prerequisite Tests
Dual Studies	Major Transfers	Transfer Credit
Study Plan versus Transcript	Feedback	Vaccination Certificate
Withdrawal Requests		

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

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

Withdrawing from a Course by a Student (3)

▸ Academic Affairs ▸ Other Affairs ▸ Withdrawal Requests ▸ [Add Withdrawal Request](#)

Withdrawal Request Information

Course ID: * 

Select One
CE351

Student Notes:
Note: Only the courses registered this semester will show up in the list!

Instructor Notes:

Chair Notes:

Dean Notes:

1. Select the course to withdraw from.

Note: Only the courses registered this semester will show up in the list!

2. When done, click the Withdraw button.

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

Successfully added

Withdrawal Requests							
	Course ID	Course Name	Section No.	Instructor	Year	Semester	Status
<input checked="" type="radio"/>	CE351	Operating Systems	2	Feras Al Hawari	2020	Summer	Pending Instructor Action

Total Rows : 1

- 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 :

Semester :

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	<u>2</u>	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	<u>2</u>	From MyGJU	From Client	View	Manage	<u>1</u>

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 :	<u>Day</u>	<u>From</u>	<u>To</u>	<u>Room ID</u>	<u>Online Day</u>
	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 >>

Student ID	Student Name	Withdrawal Status
[Redacted]	[Redacted]	Pending Instructor Action

Total Rows :1

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 :	<input type="text"/>	Semester :	Summer 2020/2021
Name :	<input type="text"/>	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:

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

The screenshot shows a web interface titled "Withdrawal Requests". At the top, it indicates "(1 of 1)" with navigation buttons. Below this is a table with three columns: "Student ID", "Student Name", and "Withdrawal Status". The "Withdrawal Status" column contains the text "Pending Chair Action", which is circled in red. Below the table are buttons for "Review" and "Export". At the bottom left, there are buttons for "Back" and "Print".

Student ID	Student Name	Withdrawal Status
[Redacted]	[Redacted]	Pending Chair Action

Status after approval by instructor

Approving Course Withdrawal by Chair

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 | Vacations | Leaves | Fingerprint

Chair's Tasks > **Withdrawal**

Filtering Criteria

Student ID:

Degree:

Faculty:

Department:

Major:

Status:

Year:

Semester: *

Course ID:

Course Name:

Section No.:

Click the Review button, then Approve or Return the request

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

Withdrawal Requests						
Student ID	Student Name	Course ID	Course Name	Section No.	Withdrawal Status	Instructor
<input type="text"/>	<input type="text"/>	CE351	Operating Systems	2	Pending Chair Action	Feras Al Hawari

(1 of 1) | < << 1 >> > | 1

Approving Course Withdrawal by Dean

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.:

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
◉	<input type="text"/>	<input type="text"/>	CE351	Operating Systems	2	Pending Dean Action	Feras Al Hawari

Click the Review button, then Approve or Return the request

Completing Course Withdrawal by Registrar

Filtering Criteria

Student ID:	<input type="text"/>	Year :	<input type="text" value="2020/2021"/>
Degree : *	<input type="text" value="Select One"/>	Semester : *	<input type="text" value="Summer"/>
Faculty:	<input type="text" value="All"/>	Course ID :	<input type="text"/>
Department:	<input type="text" value="All"/>	Course Name :	<input type="text"/>
Major:	<input type="text" value="All"/>	Section No. :	<input type="text"/>
Status :	<input type="text" value="Approved By Dean"/>		
Withdrawn :	<input type="text" value="All"/>		

 Search

Note: You can withdraw a course during the grades submission period of this semester

Withdrawal Requests								
(1 of 1) <input type="button" value="1"/>								
<input checked="" type="checkbox"/>	Student ID	Student Name	Course ID	Course Name	Section No.	Instructor	Withdrawal Status	Withdrawn
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	CE351	Operating Systems	2	Feras Al Hawari	Approved By Dean	No

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.