

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.

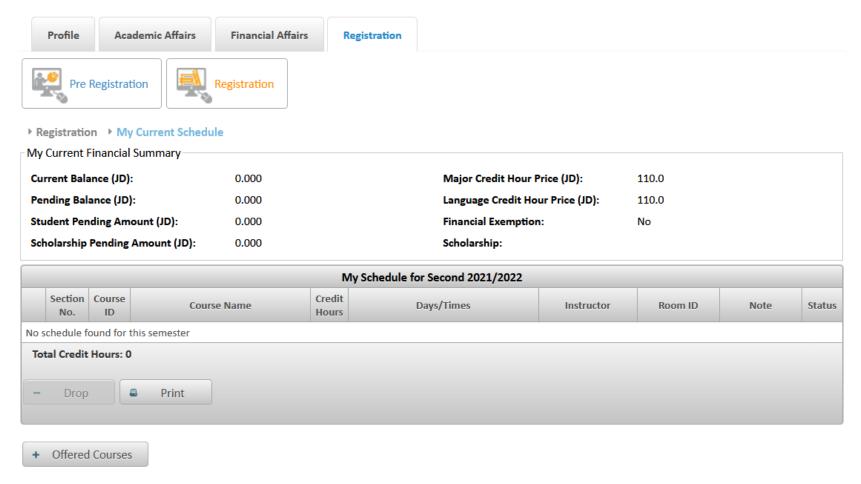


Requirements to a Reserve Seat in a Course Section

- 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)



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.



▶ Registration → My Current Schedule

▶ My Study Plan Offered Courses

		Uni	versity Requiremen	ts Offere	ed Course	s				
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 sched	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 C	ourse	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 Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM	-	09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	Abdalla Alnatour	L201 L201 L201 L201 L201	Blocked by Admin	Submit
2	GERL102B2	German II B2-TRACK	3	Sun Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM		09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	N.A.	L204 L204 L204 L204 L204	Blocked by Admin	Submit

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:

Section No. 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 (Cours	e Sections					
Section No.	Course ID	Course Name	Credit Hours		Days	/Time	es	Instructor	Room ID	Add	Reserve Seat	
1	GERL102B2	German II B2-TRACK	3	Sun Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM	-	09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	Abdalla Alnatour	L201 L201 L201 L201 L201	Blocked by Admin	Submit	
2	GERL102B2	German II B2-TRACK	3	Sun Mon Tue Wed Thu	MA 00:80 MA 00:80 MA 00:80 MA 00:80		09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	N.A.	L204 L204 L204 L204 L204	Blocked b Admin	Unsubmit)

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:

Section No. 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	Cours	se Sections							
Section No.	Course ID	Course Name	Credit Hours	Days/Times				Instructor	Room ID	Add	Reserve Seat			
				Sun	08:00 AM	-	09:30 AM		L201					
		German II B2-TRACK		Mon	08:00 AM	-	09:30 AM		L201					
1	1 GERL102B2		German II B2-TRACK	German II B2-TRACK	German II B2-TRACK	3	Tue	08:00 AM	-	09:30 AM	Abdalla Alnatour	L201	Blocked by Admin	Submit
				Wed	08:00 AM	-	09:30 AM	7 illiatour	L201	71011111				
				Thu	MA 00:80	-	11:00 AM		L201					
				Sun	08:00 AM	-	09:30 AM		L204					
				Mon	08:00 AM	-	09:30 AM		L204					
2	GERL102B2	German II B2-TRACK	3	Tue	08:00 AM	-	09:30 AM	N.A.	L204	Blocked by Admin	<u>Unsubmit</u>			
			Wed 08:00 AM -	-	09:30 AM		L204	Admin						
				Thu	08:00 AM	_	11:00 AM		L204					

To cancel a request, just click the



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	Cours	e 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 Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM 08:00 AM	-	09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	Abdalla Alnatour	L201 L201 L201 L201 L201	Blocked by Admin	Submit
2	GERL102B2	German II B2-TRACK	3	Sun Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM 08:00 AM		09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	N.A.	L204 L204 L204 L204 L204	Add	Approved

- 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 <u>cannot</u> 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 Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM	-	09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	Abdalla Alnatour	L201 L201 L201 L201 L201	Blocked by Admin	Submit			
2	GERL102B2	German II B2-TRACK	3	Sun Mon Tue Wed Thu	08:00 AM 08:00 AM 08:00 AM 08:00 AM		09:30 AM 09:30 AM 09:30 AM 09:30 AM 11:00 AM	N.A.	L204 L204 L204 L204 L204	Blocked by Admin	Rejected			

- 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				
L201				
L201	Blocked by Admin	Unsubmit		
L201				
 1201				
L204				
L204				
L204	Blocked by Admin	Rejected		
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			
				Sun	08:00 AM	-	09:30 AM		L201				
			3	Mon	MA 00:80	-	09:30 AM		L201				
1	GERL102B2	German II B2-TRACK		Tue	MA 00:80	-	09:30 AM		L201				
				Wed	MA 00:80	-	09:30 AM		L201	_			
				Thu	MA 00:80	-	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.

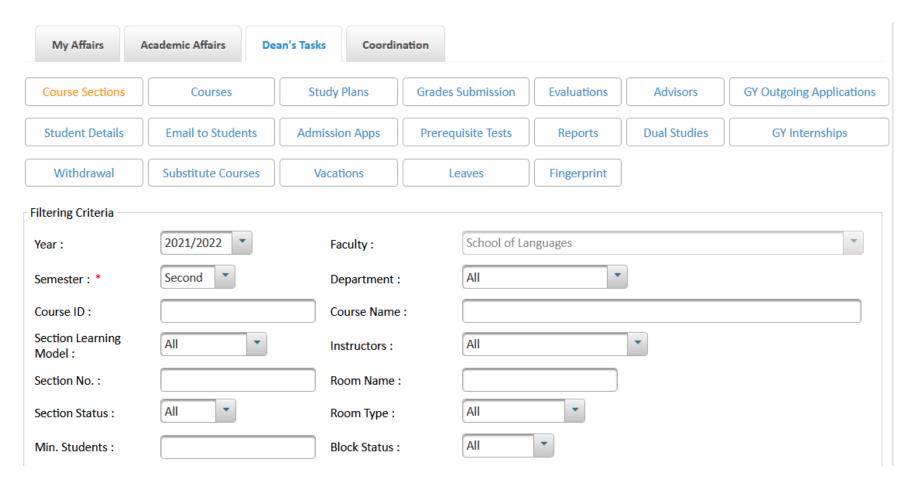
					Offered	Cour	se Sections				
Section No.	Course ID	Course Name	Credit Hours		Days	/Time	es	Instructor	Room ID	Add	Reserve Seat
				Sun	08:00 AM	-	09:30 AM		L201		
				Mon	08:00 AM	-	09:30 AM		L201	K	
1	GERL102B2	German II B2-TRACK	3	Tue	08:00 AM	-	09:30 AM	Abdalla Alnatour	L201	Registered	Approved
	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

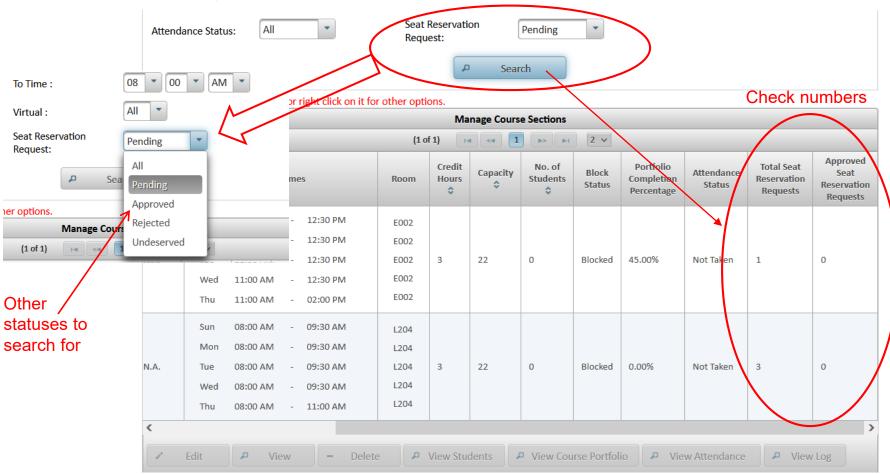
Go to the Course Sections page from the Dean's or Chair's Tasks tab





Handling Seat Reservation Requests by Chair/Dean (2)

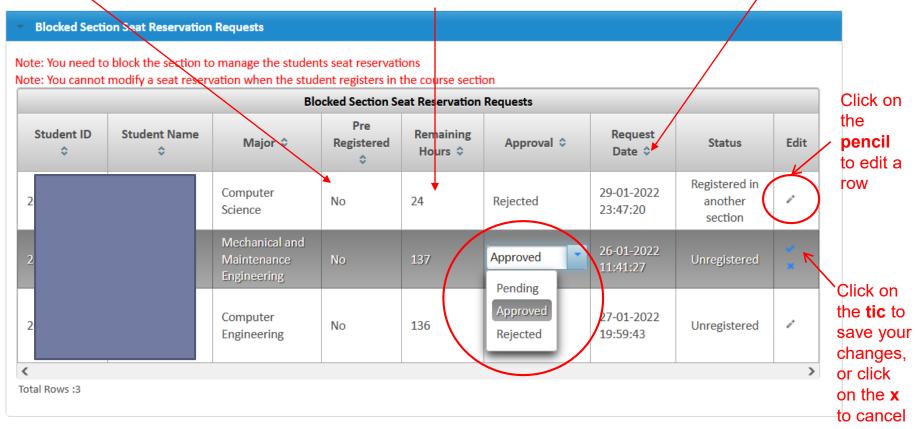
Select Pending in the Seat Reservation Request filter to search for all course sections with pending seat reservation requests, then edit a section to handle the requests as shown next.





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 <u>request date</u>, <u>preregistration</u> in the course by student, or <u>minimum remaining hours</u> (i.e., expected to graduate) for student.

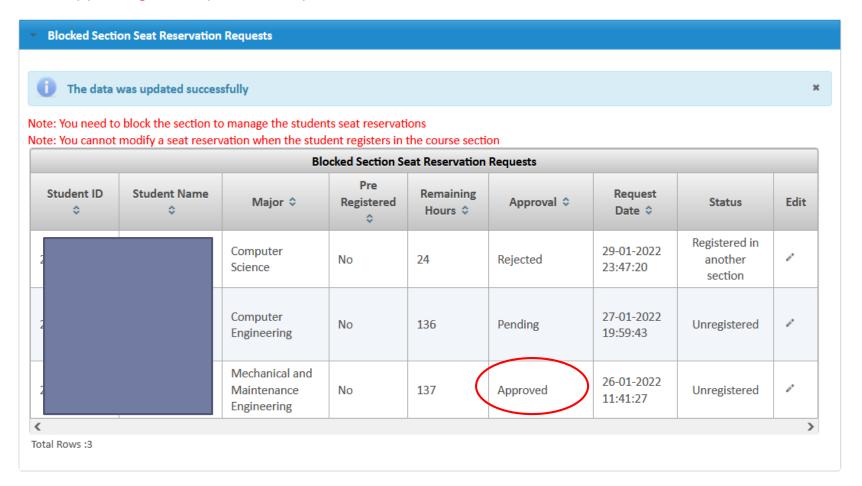


Note: You <u>cannot</u> add a request by yourself, you only can handle the requests that were submitted by students.



Handling Seat Reservation Requests by Chair/Dean (4)

After approving the request in the previous screen.





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.

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