

# Course Withdrawal Flow in MyGJU

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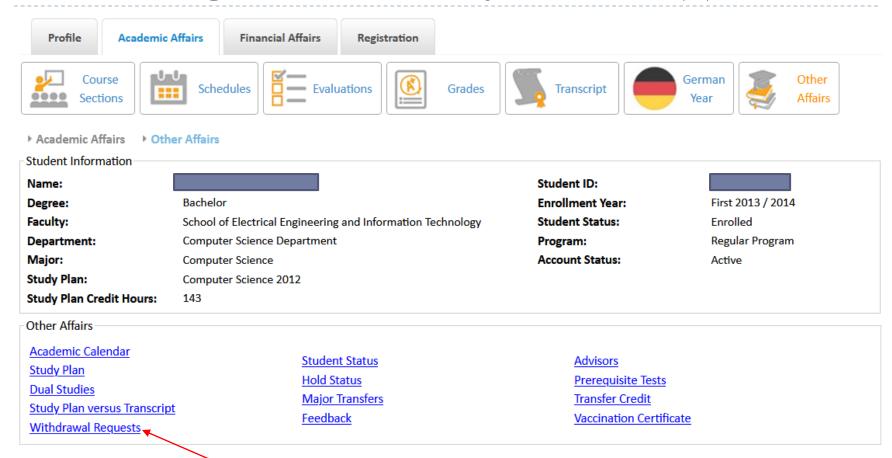


### Overview

- 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



### 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



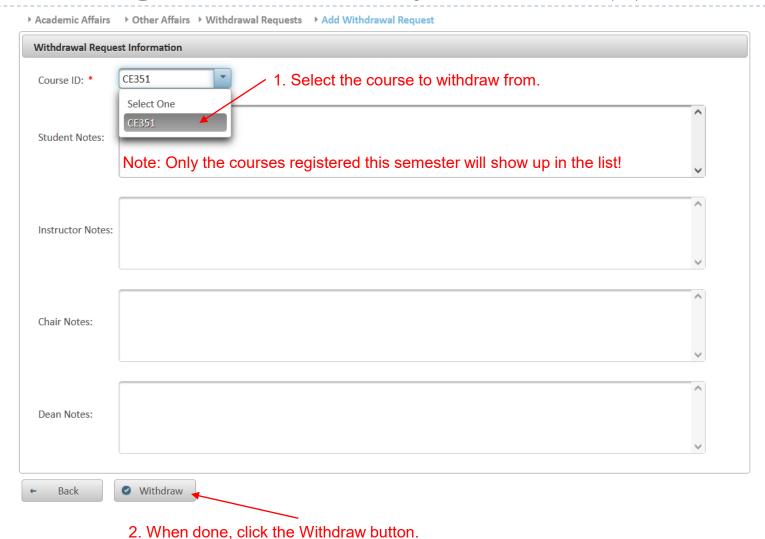
← Back + Add

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)

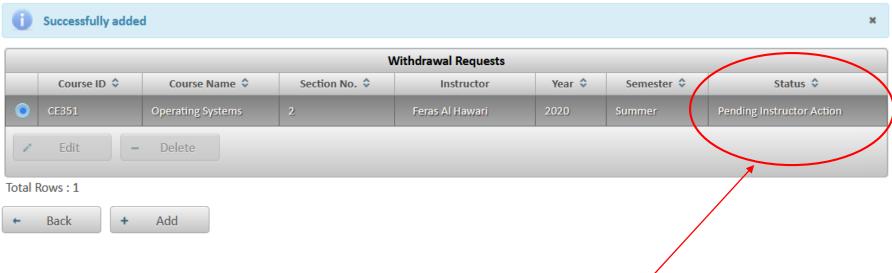




#### Withdrawing from a Course by a Student (4)

▶ Academic Affairs → Other Affairs → Withdrawal Requests

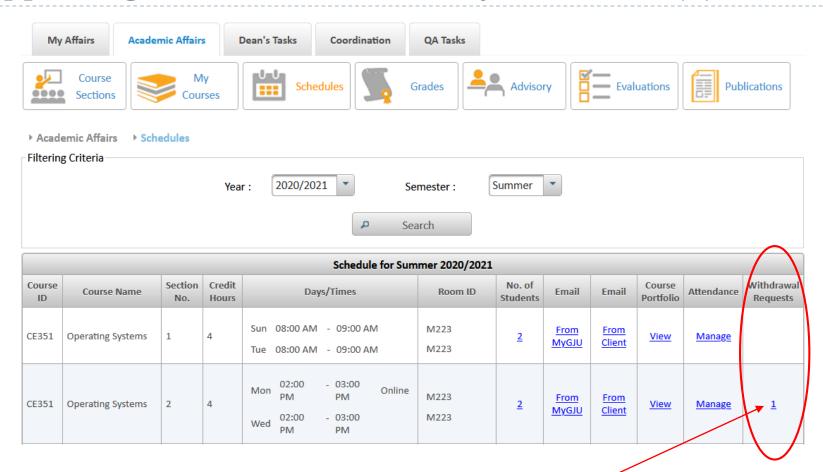
Note: You can only edit or delete withdrawal requests with Pending Submission withdrawal status



- 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)



Click on the number of withdrawal requests link to proceed



### Approving Course Withdrawal by Instructor (2)

▶ Academic Affairs → Schedules → Withdrawal Requests Course Section Information Summer 2020/2021 2 Semester: Section No.: Bachelor Degree: 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: Room ID Online Day Day From To 02:00 PM 03:00 PM M223 Yes 02:00 PM 03:00 PM M223 No

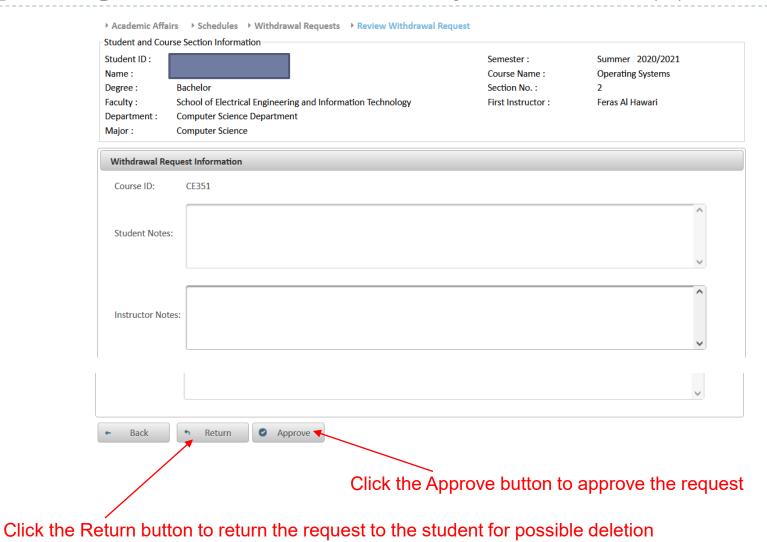
1. Select the request to approve

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





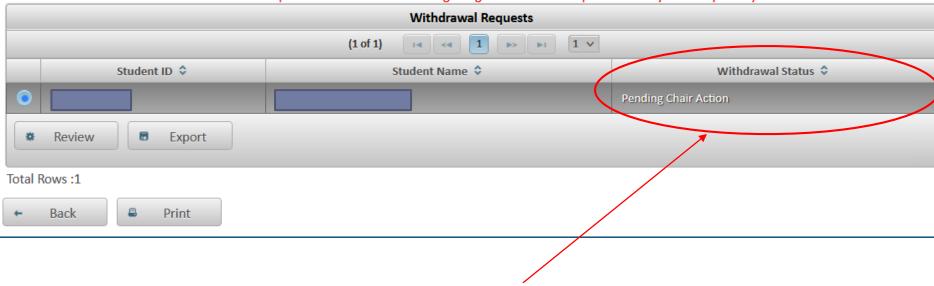
# Approving Course Withdrawal by Instructor (3)





# 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



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	GY Outgoing Application	
Student Details	Email to Studen	Admission Apps	Prerequisite Tests	Reports	Dual Studies	GY Internships		
Withdrawal	Vacations	Leaves	Fingerprint					
Chair's Tasks → \	Withdrawal							
Filtering Criteria				Year:				
Student ID:					2020/2021			
Degree:	All Semester: * Summer •							
Faculty:	School of Electrical Engineering and Information Technology				Course ID :			
Department:	Computer Science Dep	Course Name :						
Major:	All	Section No. :						
Status :	All							
			₽ Search					
ote: You can revie	w the student withdraw	val requests for this semeste	er during the grades subm	ission period				
			Withdrawal Requests					
		(1 of 1)	14 <4 1 b> b	1 ٧				
Student ID	♦ Student N	lame ≎ Course ID	<b>♦</b> Course Name <b>♦</b>	Section No	o. \$ Withdr	rawal Status 💠	Instructo	
•		CE351	Operating Systems	2	Pending C	hair Action	Feras Al Hawari	

Click the Review button, then Approve or Return the request

Review

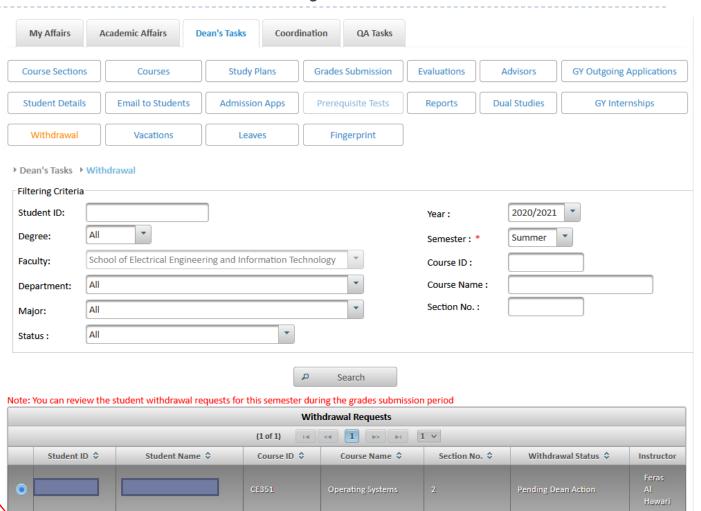
■ Export



#### Approving Course Withdrawal by Dean

Review

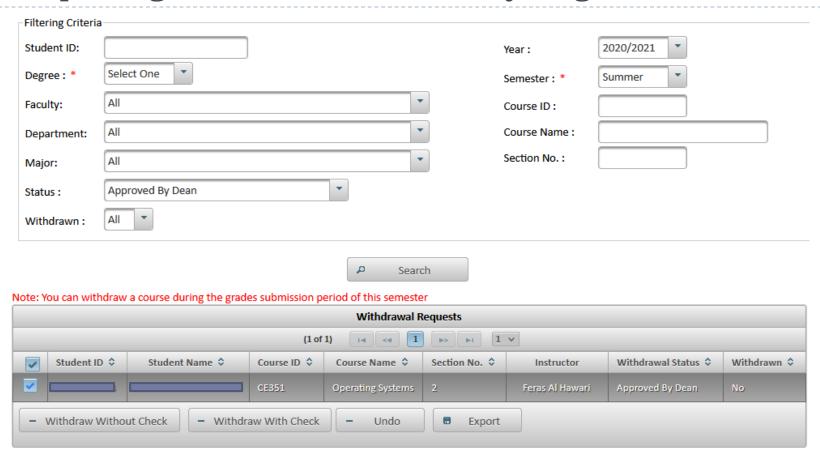
Export



Click the Review button, then Approve or Return the request



#### 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 <a href="https://mygju.gju.edu.jo">https://mygju.gju.edu.jo</a> [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.

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