Major Transfer Flow in MyGJU

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Overview

▸ The aim of this presentation is to illustrate the major transfer flow in the MyGJU portal/admin [1,2] from the students, schools, and registration perspectives.

▸ The steps a student follows to submit a major transfer request through the MyGJU portal will be illustrated.

▸ The eligible students and permitted cases for major transfer requests will be discussed.

▸ The review process of submitted requests by deans and registrars will be outlined.

▸ The process of setting the major transfer submission period by the registration unit will be covered.

▸ The two-way notification flow during the major transfer process will be explained.

Students Side

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Eligibility and Permitted Cases

▸ Undergraduate (BSc) who have completed at least one semester at GJU are eligible to submit a major transfer request.

▸ The student's academic status must be one of the following: Enrolled, Postponed, or Default Postponed.

▸ The major transfer fees must be paid by the student prior to submitting a request (via MadfooatCom).

▸ If the maximum number of major transfers is exceeded, no new requests can be submitted.

▸ As per GJU regulations, the maximum allowed transfers are 2.

▸ Requests must be submitted during the official major transfer period set by the Registration Department.

▸ If the student has already submitted a request for the current semester, they cannot submit another in the same semester.

▸ If the student has an enrolled schedule in the current semester, they cannot submit a major transfer request.

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Permitted Cases and Possible Processing Delays

The following permitted cases can submit a major transfer request but may face processing delays:

▸ Students with an Incomplete mark(IC) in their transcript that is not posted.

▸ Students with a registration hold.

▸ Students with a financial hold.

▸ Students with a penalty.

Student Initiates a Major Transfer Request (1)

Login to your MyGJU account, click the Academic Affairs tab, click the Other Affairs button, then click the Major Transfer link

Student Initiates a Major Transfer Request(2)-Not Eligible Student

Student Initiates a Major Transfer Request(3)-Eligible Student

▸ Academic Affairs   ▸ Other Affairs   ▸ Major Transfer Request

Student Information

Name:		**Student ID:**	
Degree:	Bachelor	**Enrollment Year:**	Second 2018/2019
Faculty:	School of Applied Technical Sciences	**Student Status:**	Enrolled
Department:	Mechatronics Engineering Department	**Clearance Status:**	Not Started
Major:	Mechatronics Engineering	**Program:**	Foreign Certificates-Parallel
Major Track:	General Track	**Advisor:**	N.A.
Study Plan:	Mechatronics Engineering 2017/2018	**Dual Studies Track:**	No
Study Plan Credit Hours:	179	**Account Status:**	Active

Filtering Criteria

Year :   2024/2025 ▾   Semester : *   Summer ▾

🔎 Search

Note: Previous major transfers are determined starting from the student's enrollment semester through to the current semester.

Previous Major Transfers				
Old Student ID	New Student ID	Old Major	New Major	Transfer Year
No majors found				

> **The previous major transfers for the student**

Note: You cannot submit a major transfer request unless the transfer fees have been paid.

Note: You cannot submit a major transfer request if your academic status is not one of the following: Enrolled, Postponed, or Default Postponed.

Note: Students are not permitted to request a major transfer during their first semester of enrollment.

Note: Students are allowed to transfer their major up to 2 times only.

> **Notes on eligibility**

Major Transfer Requests					
	Semester	to Faculty	to Department	to Major	Creation Date	Status
No records found					

🔎 View

Total Rows : 0

← Back   + Add   → **Click the Add button**

Student Initiates a Major Transfer Request(4)

Student Information

Name:		Student ID:	
Degree:	Bachelor	Enrollment Year:	Second 2018/2019
Faculty:	School of Applied Technical Sciences	Student Status:	Enrolled
Department:	Mechatronics Engineering Department	Clearance Status:	Not Started
Major:	Mechatronics Engineering	Program:	Foreign Certificates-Parallel
Major Track:	General Track	Advisor:	N.A.
Study Plan:	Mechatronics Engineering 2017/2018	Dual Studies Track:	No
Study Plan Credit Hours:	179	Account Status:	Active

Note: Your high school branch must meet the major's admission requirements. The scientific branch is accepted for all majors.
Note: Your high school grade must meet the minimum admission grade for the major, unless you have completed at least 30 credit hours with a GPA of 76% or higher.
Note: Transferring to an engineering major requires a minimum school grade of 80% or above.

Notes on choosing a major based on student's high school branch and grade

Major Transfer Request Information

Request Semester:	Summer 2024/2025
Degree:	Bachelor
Student Admission Grade:	82.0
Student Admission Max Grade:	100.0
School Certificate Branch:	HSD/SAT/AP-Scientific
Student GPA:	80.1
Total Passed Credit Hours:	164
to Faculty:	Select One
to Department:	Select One
to Major:	Select One

1. Select the Faculty to transfer to (mandatory)

2. Select the Department to transfer to (mandatory)

3. Select the Major to transfer to (mandatory)

Student Notes: *

4. Enter note here(mandatory)

Dean Notes:

Registrar Notes:

← Back   ✔ Submit

5. Click here

Upon submission of the request, email notifications are automatically sent to the student and the assigned academic dean.

Keep checking the request status in here

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Schools Side

Reviewing the Major Transfer Requests by Deans (1)

1. Login to your MyGJU account
2. Navigate to the Dean's Tasks tab
3. Click the Major Transfer button

Reviewing the Major Transfer Requests by Deans (2)

Notes on student eligibility

1. Set the desired filters
2. Click the *Search* button
3. Select a row for a certain student, if any
4. Click the *Review* button.

*The dean can only review requests from the active semester.

Reviewing the Major Transfer Requests by Deans (3)

Student Information

Name:		Student ID:	
Degree:	Bachelor	Enrollment Year:	Second 2018/2019
Faculty:	School of Applied Technical Sciences	Student Status:	Enrolled
Department:	Mechatronics Engineering Department	Clearance Status:	Not Started
Major:	Mechatronics Engineering	Program:	Foreign Certificates-Parallel
Major Track:	General Track	Advisor:	Mutaz Ryalat
Study Plan:	Mechatronics Engineering 2017/2018	Dual Studies Track:	No
Study Plan Credit Hours:	179	Account Status:	Active

Major Transfer Request Information

Request Semester:	Summer 2024/2025
Degree :	Bachelor
to Faculty:	School of Electrical Engineering and Information Technology
to Department:	Computer Science Department
to Major:	Computer Science
Major to Transfer To Minimum Admission Grade:	65.0
Student Admission Grade:	82.0
Student Admission Max Grade:	100.0
School Certificate Branch:	HSD/SAT/AP-Scientific
Student GPA:	80.1
Total Passed Credit Hours:	164
Total Registered Credit Hours:	162

Request Information

Student Notes: *
test

Dean Notes:
1. Enter your note here

Registrar Notes:

← Back | ✓ Approve | ✕ Reject

2. The Dean can take one of two actions: **Approve** or **Reject**.

•**Approve**:
The request is forwarded to the Registration Unit, with notifications sent to the student, and academic registrar.

•**Reject**:
Rejecting the request will end the major transfer process, and a notification is sent to the student.

Reviewing the Major Transfer Requests by Deans (4)

> ▸ Dean's Tasks ▸ Major Transfer ▸ Students major transfer requests

> ℹ The data was updated successfully   ✕

Filtering Criteria

Student ID:		Year :	2024/2025 ▾
Degree :	Bachelor ▾	Semester : *	Summer ▾
Faculty:	School of Applied Technical Sciences ▾		
Department:	All ▾		
Major:	All ▾		
Status :	Pending Dean Action ▾		

Columns to Show in Results

☐ from Faculty   ☑ to Faculty
☐ from Department   ☑ to Department
☑ from Major

[🔍 Search]

Note: Student requests can only be processed for the current active semester.
Note: The student must have an eligible academic status for major transfer, which includes Enrolled, Postponed, or Default Postponed.
Note: Students are not permitted to request a major transfer during their first semester of enrollment.
Note: The high school branch must align with the admission requirements of the intended major. The scientific branch qualifies for all majors.
Note: The student's high school grade must meet the minimum admission requirement for the intended major, unless the student has completed at least 30 credit hours with a GPA of 76% or higher.
Note: Transferring to an engineering major requires a minimum school grade of 80% or above.

Major Transfer Requests										
(1 of 1) ⏮ ◀◀ ▶▶ ⏭ 0 ▾										
Student ID ⬍	Student Name ⬍	Academic Status ⬍	Degree ⬍	from Major	to Faculty	to Department	to Major	Creation Date	Last Modification Date	Status
No records found.										

[⚙ Review]   [⚙ View Log]   [🖫 Export]

Total Rows :0

[← Back]   [🖶 Print]

The dean will be navigated to this page upon approving the request in the previous page.

Registration Side

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Setting the Major Transfer Period by Registration

☐	Employees Workloads Correction			Clear
☐	Erasmus+ European Scholarship Applications			Clear
☐	Semester Postponement Period			Clear
☐	Post Evaluation Period	2025-08-17 00:00	2025-08-20 00:00	Clear
☐	Transfer From Major Period	2025-08-11 00:00	2025-08-26 00:00	Clear

💾 Save   ✖ Clear

← Back

Major Transfer Period:
Students can submit major transfer requests only during this period.
Once it is closed:
➢ **Students** can no longer submit new requests.
➢ However, **Academic Deans and** the **Registration Unit** may continue processing requests, but only for the active semester.

Reviewing the Major Transfer Requests by Registration Admin (1)

To process the pending registration action major transfer requests:
1. Login to the registration admin application.
2. Navigate to *Students Affairs*
3. Click the *Major Transfer* menu item.
4. Click the *Major Transfer Requests* sub-menu item.

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Reviewing the Major Transfer Requests by Registration Admin (2)

1. Set the desired filters
2. Click the *Search* button
3. Select a row for a certain student, if any
4. Click the *Review button*.

Student Information

Name :		Program:	Foreign Certificates-Parallel
Student ID :		Student Status:	Enrolled
Degree:	Bachelor	Enrollment:	Second 2018/2019
Faculty:	School of Applied Technical Sciences	Study Plan:	Mechatronics Engineering 2017/2018
Department:	Mechatronics Engineering Department	Cumulative Average:	80.1
Major:	Mechatronics Engineering	Semester GPA:	70.0
Scholarship:		Completed Credit Hours:	147

Note: Please ensure that the fees already paid by the student are used before processing the transfer to the requested major.

Major Transfer Request Information

Request Semester:	Summer 2024/2025
Degree :	Bachelor
to Faculty:	School of Electrical Engineering and Information Technology
to Department:	Computer Science Department
to Major:	Computer Science

Request Information

Major to Transfer To Minimum Admission Grade:	65.0
Student Admission Grade:	82.0
Student Admission Max Grade:	100.0
School Certificate Branch:	HSD/SAT/AP-Scientific

Student Notes: test

Dean Notes: approved

Registrar Notes:
1. Enter your note here

Study Plan: * Select One

2. Select a study plan (mandatory)

[← Back] [↩ Transfer Major] [⊗ Reject]

3. The Admin can take one of two actions: **Transfer Major** or **Reject**.

•**Transfer Major** :
- The request status is updated to Transferred by Registration.
- The student academic status is changed to **Transfer from Major.**
- The student is transferred to the requested major with a new student ID.
- A notification is sent to the student.

•**Reject**:
The request is declined, ending the major transfer process, and a notification is sent to the student.

Reviewing the Major Transfer Requests by Registration Admin (4)

The admin will be navigated to this page upon approving or rejecting the request in the previous page.

Student Semester and Academic Status Post Major Transfer – Old Major

Student Information

Name:		**Student ID:**	
Degree:	Bachelor	**Enrollment Year:**	Second 2018/2019
Faculty:	School of Applied Technical Sciences	**Student Status:**	Transfer from Major
Department:	Mechatronics Engineering Department	**Clearance Status:**	Not Started
Major:	Mechatronics Engineering	**Program:**	Foreign Certificates-Parallel
Major Track:	General Track	**Advisor:**	N.A.
Study Plan:	Mechatronics Engineering 2017/2018	**Dual Studies Track:**	No
Study Plan Credit Hours:	179	**Account Status:**	Active

Manage Student Semester Status

Year	Semester	Semester Status
2018/2019	Second	Enrolled
2018/2019	Summer	Enrolled
2019/2020	First	Enrolled
2019/2020	Second	Enrolled
2020/2021	First	Enrolled
2020/2021	Second	Enrolled
2020/2021	Summer	Enrolled
2021/2022	First	Enrolled
2021/2022	Second	Enrolled
2021/2022	Summer	Enrolled
2022/2023	First	Enrolled
2022/2023	Second	Enrolled
2022/2023	Summer	Enrolled
2023/2024	First	Enrolled
2023/2024	Second	Enrolled
2024/2025	First	Enrolled
2024/2025	Second	Postponed
2024/2025	Summer	Enrolled

Total Rows : 18

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8/29/2025

Student Semester and Academic Status Post Major Transfer – New Major

Student Information

Name:	
Degree:	Bachelor
Faculty:	School of Electrical Engineering and Information Technology
Department:	Computer Science Department
Major:	Computer Science
Major Track:	Cybersecurity
Study Plan:	Computer Science 2023-2024- Cybersecurity Track (Dual Studies) New Remedial
Study Plan Credit Hours:	145

Student ID:	
Enrollment Year:	Second 2018/2019
Student Status:	Accepted
Clearance Status:	Not Started
Program:	Foreign Certificates-Parallel
Advisor:	N.A.
Dual Studies Track:	Yes
Account Status:	Active

Manage Student Semester Status

	Year	Semester	Semester Status	Edit
○	2018/2019	Second	Enrolled	✎
○	2018/2019	Summer	Enrolled	✎
○	2019/2020	First	Enrolled	✎
○	2019/2020	Second	Enrolled	✎
○	2020/2021	First	Enrolled	✎
○	2020/2021	Second	Enrolled	✎
○	2020/2021	Summer	Enrolled	✎
○	2021/2022	First	Enrolled	✎
○	2021/2022	Second	Enrolled	✎
○	2021/2022	Summer	Enrolled	✎
○	2022/2023	First	Enrolled	✎
○	2022/2023	Second	Enrolled	✎
○	2022/2023	Summer	Enrolled	✎
○	2023/2024	First	Enrolled	✎
○	2023/2024	Second	Enrolled	✎
○	2024/2025	First	Enrolled	✎
○	2024/2025	Second	Postponed	✎
○	2024/2025	Summer	Accepted	✎

| − Delete |

Total Rows : 18

References

1. MyGJU. Available from https://mygju.gju.edu.jo [last accessed August 2025].

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.