



## Major Transfer Flow in MyGJU

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# Overview

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- ▶ 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

# Eligibility and Permitted Cases

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- ▶ 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 MadfoatCom).
- ▶ 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.

# Permitted Cases and Possible Processing Delays

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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)

Hello [Redacted]

Help Calendar AR Arabic Logout

Profile Academic Affairs Financial Affairs Registration Clearance

Course Sections Schedules Teaching Evaluation Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs

**Student Information**

|                                 |   |                            |                 |
|---------------------------------|---|----------------------------|-----------------|
| <b>Name:</b>                    | [Redacted]  | <b>Student ID:</b>         | [Redacted]      |
| <b>Degree:</b>                  | Bachelor  | <b>Enrollment Year:</b>    | First 2024/2025 |
| <b>Faculty:</b>                 | School of Electrical Engineering and Information Technology | <b>Student Status:</b>     | Enrolled        |
| <b>Department:</b>              | Computer Engineering Department                             | <b>Clearance Status:</b>   | Not Started     |
| <b>Major:</b>                   | Computer Engineering  | <b>Program:</b>            | Regular Program |
| <b>Major Track:</b>             | General Track   | <b>Advisor:</b>            | N.A.            |
| <b>Study Plan:</b>              | Computer Engineering 2023/2024 New Remedial- General Track  | <b>Dual Studies Track:</b> | No              |
| <b>Study Plan Credit Hours:</b> | 176   | <b>Account Status:</b>     | Active          |

**Other Affairs**

- [Advisors](#)
- [Erasmus+ Europe](#)
- [Substitute Courses](#)
- [Courses Withdrawal](#)
- [Semesters Withdrawal](#)
- [Semester Postponement](#)
- [Major Transfer](#)
- [Flag Service Postponements](#)
- [Feedback](#)
- [Vaccination Certificate](#)
- [Withdrawal From University](#)
- [Student Status](#)
- [Dual Studies](#)
- [Hold Status](#)
- [Study Plan](#)
- [Study Plan versus Transcript](#)
- [Transfer Credit](#)
- [Prerequisite Tests](#)
- [Academic Calendar](#)
- [Remedial Courses Fulfillment](#)
- [Proficiency Exam](#)
- [Library Penalties](#)
- [Disciplinary Penalties](#)
- [Loaned Books](#)

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

Profile
Academic Affairs
Financial Affairs
Registration
Clearance

Course Sections
Schedules
Teaching Evaluation
Grades
Transcript
German Year
Other Affairs

► Academic Affairs ► Other Affairs ► Major Transfer Request

**Student Information**

|   |   |
|---|---|
| <b>Name:</b> [Redacted]   | <b>Student ID:</b> [Redacted]           |
| <b>Degree:</b> Bachelor   | <b>Enrollment Year:</b> First 2024/2025 |
| <b>Faculty:</b> School of Electrical Engineering and Information Technology   | <b>Student Status:</b> Enrolled         |
| <b>Department:</b> Computer Engineering Department                            | <b>Clearance Status:</b> Not Started    |
| <b>Major:</b> Computer Engineering  | <b>Program:</b> Regular Program         |
| <b>Major Track:</b> General Track   | <b>Advisor:</b> N.A.                    |
| <b>Study Plan:</b> Computer Engineering 2023/2024 New Remedial- General Track | <b>Dual Studies Track:</b> No           |
| <b>Study Plan Credit Hours:</b> 176   | <b>Account Status:</b> Active           |

**Filtering Criteria**

Year :  Semester : \*

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      |
| [Redacted]               | [Redacted]     | Computer Science | Computer Engineering | Summer 2024 / 2025 |

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.  
 Note: You cannot submit a major transfer request because you already have a schedule for this semester

| Major Transfer Requests             |          |            |               |          |               |        |
|-------------------------------------|----------|------------|---------------|----------|---------------|--------|
|                                     | Semester | to Faculty | to Department | to Major | Creation Date | Status |
| No records found                    |          |            |               |          |               |        |
| <input type="button" value="View"/> |          |            |               |          |               |        |

Total Rows : 0

The previous major transfer for the student

Notes on eligibility

Student cannot submit a request because fees are unpaid and have an enrolled schedule this semester.



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

▸ Academic Affairs ▸ Other Affairs ▸ Major Transfer Request

**Student Information**

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

**Filtering Criteria**

Year :  Semester : \*

**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          |                |           |           |               |

**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.

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

Total Rows : 0

The previous major transfers for the student

Notes on eligibility

Click the Add button





# Student Initiates a Major Transfer Request(4)

Academic Affairs > Other Affairs > Major Transfer Request > Add major transfer request

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

| 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                    |
| Student Notes: *                   | 4. Enter note here(mandatory) |
| Dean Notes:                        |                               |
| Registrar Notes:                   |                               |

Back Submit

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

1. Select the Faculty to transfer to (mandatory)
2. Select the Department to transfer to (mandatory)
3. Select the Major to transfer to (mandatory)

4. Enter note here(mandatory)

5. Click here

## Student Initiates a Major Transfer Request(5)

The screenshot shows the MyGJU portal interface. At the top, there are navigation tabs for Profile, Academic Affairs, Financial Affairs, Registration, and Clearance. Below these are icons for Course Sections, Schedules, Teaching Evaluation, Grades, Transcript, German Year, and Other Affairs. A notification banner at the top right says "Successfully added".

The main content area is titled "Major Transfer Request" and contains the following information:

**Student Information**

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

**Filtering Criteria**

Year : 2024/2025 Semester : Summer

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

| Old Student ID  | New Student ID | Old Major | New Major | Transfer Year |
|-----------------|----------------|-----------|-----------|---------------|
| No majors found |                |           |           |               |

**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.

| Major Transfer Requests |                  |   |                             |                  |                       |                     |
|-------------------------|------------------|---|-----------------------------|------------------|-----------------------|---------------------|
|                         | Semester         | to Faculty  | to Department               | to Major         | Creation Date         | Status              |
|                         | Summer 2024/2025 | School of Electrical Engineering and Information Technology | Computer Science Department | Computer Science | 2025-08-19 14:09:05.0 | Pending Dean Action |

Total Rows : 1

Buttons: Back, Add

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



# Schools Side

## Reviewing the Major Transfer Requests by Deans (1)

The screenshot displays the MyGJU website interface. At the top left is the MyGJU logo. At the top right is the university's name in Arabic and English, along with a logo. Below the header, there is a navigation bar with three tabs: 'My Affairs', 'Academic Affairs', and 'Dean's Tasks'. The 'Dean's Tasks' tab is currently selected. Below the navigation bar, there is a grid of buttons for various services. The 'Major Transfer' button is highlighted with a red oval. A red arrow points from the 'Major Transfer' button to the list of instructions below.

MyGJU

الجامعة الألمانية الأردنية  
German Jordanian University

Hello [Redacted]

Help Calendar AR Arabic Logout

My Affairs Academic Affairs **Dean'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 Substitute Courses Vacations Leaves Fingerprint Supplies GY Scholarships

Postponement Erasmus+ Europe Reg. Packages Students Clearance Deprivation Workloads **Major Transfer**

Welcome to your account.

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)

My Affairs
Academic Affairs
Dean'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

Substitute Courses

Vacations

Leaves

Fingerprint

Supplies

GY Scholarships

Postponement

Erasmus+ Europe

Reg. Packages

Students Clearance

Deprivation

Workloads

Major Transfer

► Dean's Tasks ► Major Transfer ► Students major transfer requests

**Filtering Criteria**

Student ID:

Degree: Bachelor

Faculty: School of Applied Technical Sciences

Department: All

Major: All

Status: Pending Dean Action

Year: 2024/2025

Semester: Summer

**Columns to Show in Results**

from Faculty  to Faculty

from Department  to Department

from Major

\* 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 75% or higher.

Note: Transferring to an engineering major requires a minimum school grade of 80% or above.

**Major Transfer Requests**

(1 of 1) 1

| Student ID | Student Name | Academic Status | Degree   | from Major               | to Faculty  | to Department               | to Major         | Creation Date         | Last Modification Date | Status              |
|------------|--------------|-----------------|----------|--------------------------|---|-----------------------------|------------------|-----------------------|------------------------|---------------------|
|            |              | Enrolled        | Bachelor | Mechatronics Engineering | School of Electrical Engineering and Information Technology | Computer Science Department | Computer Science | 2025-08-19 14:09:05.0 | 2025-08-19 14:09:05.0  | Pending Dean Action |

Notes on student eligibility

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

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.

▶ 13

Digital Transformation Office

8/29/2025

## Reviewing the Major Transfer Requests by Deans (3)

Dean's Tasks > Major Transfer > Review major transfer request

### Student Information

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

### Major Transfer Request Information

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

Request Information

Student Notes: \*  
test

Dean Notes:  
1. Enter your note here

Registrar Notes:

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.

Back Approve Reject

## 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:

Degree:

Faculty:

Department:

Major:

Status:

Year:

Semester:

**Columns to Show in Results**

from Faculty  to Faculty

from Department  to Department

from Major

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 |              |                 |        |            |            |               |          |               |                        |        |
|-------------------------|--------------|-----------------|--------|------------|------------|---------------|----------|---------------|------------------------|--------|
| Student ID              | Student Name | Academic Status | Degree | from Major | to Faculty | to Department | to Major | Creation Date | Last Modification Date | Status |
| No records found.       |              |                 |        |            |            |               |          |               |                        |        |

(1 of 1)

Total Rows :0

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

# Registration Side

## Setting the Major Transfer Period by Registration

|                          |  |   |   |                       |
|--------------------------|--|---|---|-----------------------|
| <input type="checkbox"/> | Employees Workloads Correction             | <input type="text"/>                          | <input type="text"/>                          | Clear                 |
| <input type="checkbox"/> | Erasmus+ European Scholarship Applications | <input type="text"/>                          | <input type="text"/>                          | <a href="#">Clear</a> |
| <input type="checkbox"/> | Semester Postponement Period               | <input type="text"/>                          | <input type="text"/>                          | <a href="#">Clear</a> |
| <input type="checkbox"/> | Post Evaluation Period                     | <input type="text" value="2025-08-17 00:00"/> | <input type="text" value="2025-08-20 00:00"/> | Clear                 |
| <input type="checkbox"/> | Transfer From Major Period                 | <input type="text" value="2025-08-11 00:00"/> | <input type="text" value="2025-08-26 00:00"/> | <a href="#">Clear</a> |

[← 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)

The screenshot shows the MyGJU Registration Admin interface. The top navigation bar includes the MyGJU logo, the university name in Arabic and English, and utility links for Help, Calendar, Arabic, and Logout. Below this is a main menu with categories: System Setup, Academic Setup, Students Affairs, Users Affairs, Financial Affairs, and Reports. The 'Students Affairs' menu is expanded, showing a list of options including Admission Applications, Upload Prerequisite Test Results, Link Students to Study Plan, Student Details, Major Transfer, Semester Postponement, Registration, Courses Withdrawal, Semester Withdrawal, Substitute Courses, Grades, Flag Service Postponements, Graduation, Withdrawal From University, Students Clearance, and Inactive Students Accounts. The 'Major Transfer' option is highlighted, and its sub-menu is displayed, containing 'Major Transfer Requests' and 'Major Transfer without Request'.

- 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.

## Reviewing the Major Transfer Requests by Registration Admin (2)

System Setup ▾ Academic Setup ▾ Students Affairs ▾ Users Affairs ▾ Financial Affairs ▾ Reports ▾

**Filtering Criteria**

Student ID:

Degree : Bachelor ▾

Faculty: All ▾

Department: All ▾

Major: All ▾

Status : Pending Registration Action ▾

Year : All ▾

Semester : All ▾

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.

Note: Student requests can only be processed for the current active semester.

| Major Transfer Requests  |              |              |                 |          |   |  |   |                     |                |                             |                       |     |
|--|--------------|--------------|-----------------|----------|---|--|---|---------------------|----------------|-----------------------------|-----------------------|-----|
| (1 of 1) <input type="button" value="1"/> <input type="button" value="4"/> |              |              |                 |          |   |  |   |                     |                |                             |                       |     |
|  | Requester ID | Student Name | Academic Status | Degree   | from Faculty  | from Major                             | to Faculty  | to Major            | New Student ID | Request Status              | Creation Date         | Mo  |
| <input checked="" type="radio"/>   |              |              | Enrolled        | Bachelor | School of Applied Technical Sciences                        | Mechatronics Engineering               | School of Electrical Engineering and Information Technology | Computer Science    | N.A.           | Pending Registration Action | 2025-08-19 14:09:05.0 | 202 |
| <input type="radio"/>  |              |              | Enrolled        | Bachelor | School of Applied Technical Sciences                        | Mechanical and Maintenance Engineering | Business School   | Management Sciences | N.A.           | Pending Registration Action | 2025-08-18 12:54:31.0 | 202 |
| <input type="radio"/>  |              |              | Enrolled        | Bachelor | School of Electrical Engineering and Information Technology | Computer Science                       | Business School   | Logistic Sciences   | N.A.           | Pending Registration Action | 2025-08-18 09:26:08.0 | 202 |
| <input type="radio"/>  |              |              | Enrolled        | Bachelor | School of Electrical Engineering and Information Technology | Computer Science                       | Business School   | Logistic Sciences   | N.A.           | Pending Registration Action | 2025-08-17 14:46:18.0 | 202 |

Total Rows :4

## Reviewing the Major Transfer Requests by Registration Admin (3)

| Student Information     |                                      |
|-------------------------|--------------------------------------|
| Name :                  | [Redacted]                           |
| Student ID :            | [Redacted]                           |
| Degree:                 | Bachelor                             |
| Faculty:                | School of Applied Technical Sciences |
| Department:             | Mechatronics Engineering Department  |
| Major:                  | Mechatronics Engineering             |
| Scholarship:            |                                      |
| Program:                | Foreign Certificates-Parallel        |
| Student Status:         | Enrolled                             |
| Enrollment:             | Second 2018/2019                     |
| Study Plan:             | Mechatronics Engineering 2017/2018   |
| Cumulative Average:     | 80.1                                 |
| Semester GPA:           | 70.0                                 |
| 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  |
| Major to Transfer To Minimum Admission Grade: | 65.0  |
| Student Admission Grades:                     | 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  |

Request Information

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.

← Back   ↻ Transfer Major   ✖ Reject

2. Select a study plan (mandatory)



# Reviewing the Major Transfer Requests by Registration Admin (4)

**Filtering Criteria**

Student ID:

Degree : Bachelor

Faculty: All

Department: All

Major: All

Status : Pending Registration Action

Year : All

Semester : All

**Note:** Student requests can only be processed for the current active semester.

| Major Transfer Requests |              |              |                 |          |   |  |                 |                     |                |                             |                       |                   |
|-------------------------|--------------|--------------|-----------------|----------|---|--|-----------------|---------------------|----------------|-----------------------------|-----------------------|-------------------|
| (1 of 1)                |              |              |                 |          |   |  |                 |                     |                |                             |                       |                   |
|                         | Requester ID | Student Name | Academic Status | Degree   | from Faculty  | from Major                             | to Faculty      | to Major            | New Student ID | Request Status              | Creation Date         | Last Modific Date |
|                         |              |              | Enrolled        | Bachelor | School of Applied Technical Sciences                        | Mechanical and Maintenance Engineering | Business School | Management Sciences | N.A.           | Pending Registration Action | 2025-08-18 12:54:31.0 | 2025-08 13:07:56  |
|                         |              |              | Enrolled        | Bachelor | School of Electrical Engineering and Information Technology | Computer Science                       | Business School | Logistic Sciences   | N.A.           | Pending Registration Action | 2025-08-18 09:26:08.0 | 2025-08 09:40:21  |
|                         |              |              | Enrolled        | Bachelor | School of Electrical Engineering and Information Technology | Computer Science                       | Business School | Logistic Sciences   | N.A.           | Pending Registration Action | 2025-08-17 14:46:18.0 | 2025-08 14:49:33  |

Major transfer succeeded, the new student ID is:

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

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





# Student Semester and Academic Status Post Major Transfer – New Major

**Student Information**

|                                 |   |                            |                               |
|---------------------------------|---|----------------------------|-------------------------------|
| <b>Name:</b>                    | [Redacted]  | <b>Student ID:</b>         | [Redacted]                    |
| <b>Degree:</b>                  | Bachelor  | <b>Enrollment Year:</b>    | Second 2018/2019              |
| <b>Faculty:</b>                 | School of Electrical Engineering and Information Technology                 | <b>Student Status:</b>     | Accepted                      |
| <b>Department:</b>              | Computer Science Department   | <b>Clearance Status:</b>   | Not Started                   |
| <b>Major:</b>                   | Computer Science  | <b>Program:</b>            | Foreign Certificates-Parallel |
| <b>Major Track:</b>             | Cybersecurity   | <b>Advisor:</b>            | N.A.                          |
| <b>Study Plan:</b>              | Computer Science 2023-2024- Cybersecurity Track (Dual Studies) New Remedial | <b>Dual Studies Track:</b> | Yes                           |
| <b>Study Plan Credit Hours:</b> | 145   | <b>Account Status:</b>     | Active                        |

  

| Manage Student Semester Status |           |          |                 |      |
|--------------------------------|-----------|----------|-----------------|------|
|                                | Year      | Semester | Semester Status | Edit |
| <input type="radio"/>          | 2018/2019 | Second   | Enrolled        |      |
| <input type="radio"/>          | 2018/2019 | Summer   | Enrolled        |      |
| <input type="radio"/>          | 2019/2020 | First    | Enrolled        |      |
| <input type="radio"/>          | 2019/2020 | Second   | Enrolled        |      |
| <input type="radio"/>          | 2020/2021 | First    | Enrolled        |      |
| <input type="radio"/>          | 2020/2021 | Second   | Enrolled        |      |
| <input type="radio"/>          | 2020/2021 | Summer   | Enrolled        |      |
| <input type="radio"/>          | 2021/2022 | First    | Enrolled        |      |
| <input type="radio"/>          | 2021/2022 | Second   | Enrolled        |      |
| <input type="radio"/>          | 2021/2022 | Summer   | Enrolled        |      |
| <input type="radio"/>          | 2022/2023 | First    | Enrolled        |      |
| <input type="radio"/>          | 2022/2023 | Second   | Enrolled        |      |
| <input type="radio"/>          | 2022/2023 | Summer   | Enrolled        |      |
| <input type="radio"/>          | 2023/2024 | First    | Enrolled        |      |
| <input type="radio"/>          | 2023/2024 | Second   | Enrolled        |      |
| <input type="radio"/>          | 2024/2025 | First    | Enrolled        |      |
| <input type="radio"/>          | 2024/2025 | Second   | Postponed       |      |
| <input type="radio"/>          | 2024/2025 | Summer   | Accepted        |      |

Total Rows : 18

# References

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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.