



Semester Withdrawal Flow in MyGJU

Feras Al-Hawari, Hala Abu Salah, Rasha Al-Attal, Anoud Alufieshat

Overview

- ▶ The aim of this presentation is to illustrate the semester withdrawal flow in the MyGJU portal/admin [1,2] from the students, schools, and registration perspectives.
- ▶ The steps to withdraw all registered courses in a semester for a student will be shown.
- ▶ The flow to review all semester withdrawal requests by the deans and registrars will be discussed.
- ▶ Setting the withdrawal periods by registration is covered.

Students Side

Withdrawing the Whole Semester by a Student (1)

The screenshot shows the MyGJU Academic Affairs portal. At the top, there are navigation tabs: Profile, Academic Affairs (selected), Financial Affairs, Registration, and Clearance. Below these are icons for Course Sections, Schedules, Evaluations, Grades, Transcript, German Year, and Other Affairs. The 'Other Affairs' section is expanded, showing a list of links. The link 'Semesters Withdrawal' is circled in red, and a red arrow points to it from the text below.

Academic Affairs > **Other Affairs**

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	First 2022 / 2023
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Science Department	Clearance Status:	Not Started
Major:	Computer Science	Program:	Foreign Certificates-Parallel
Study Plan:	Computer Science 2023-2024 -General Track New Remedial	Advisor:	N.A.
Study Plan Credit Hours:	145	Dual Studies Track:	No
		Account Status:	Active

Other Affairs

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

Login to your MyGJU account, go to Academic Affairs, click the Other Affairs button, then click the Semesters Withdrawal link



Withdrawing the Whole Semester by a Student (2)

Profile
Academic Affairs
Financial Affairs
Registration
Clearance

Course Sections

Schedules

Evaluations

Grades

Transcript

German Year

Other Affairs

▸ Academic Affairs ▸ Other Affairs ▸ Semester Withdrawal

Filtering Criteria

Year :

Semester : *

Note: You can only edit or delete withdrawal requests with Pending Submission withdrawal status if the Withdrawal period is opened.

Note: Bachelor degree students are not allowed to withdraw their first semester at the university

Semester Withdrawal Requests	
Semester	Status
No records found	
<input type="button" value="Delete"/>	<input type="button" value="View"/>

Total Rows : 0

Click the Add button



Withdrawing the Whole Semester by a Student (3)

Profile Academic Affairs Financial Affairs Registration Clearance

Course Sections Schedules Evaluations Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs Semester Withdrawal Add Semester Withdrawal Request

Semester Withdrawal Request Information

Withdrawal Semester: Summer 2023/2024

Student Notes: I need to withdraw all courses in the summer 2023/2024 semester due to family matters.
1. Enter note here

Dean Notes:

Registrar Note:

Back Withdraw Semester **2. Click here**



Withdrawing the Whole Semester by a Student (4)

Profile
Academic Affairs
Financial Affairs
Registration
Clearance

Course Sections

Schedules

Evaluations

Grades

Transcript

German Year

Other Affairs

▶ Academic Affairs ▶ Other Affairs ▶ Semester Withdrawal

Filtering Criteria

Year : Semester : *

Note: You can only edit or delete withdrawal requests with Pending Submission withdrawal status if the Withdrawal period is opened.

Note: Bachelor degree students are not allowed to withdraw their first semester at the university

Semester Withdrawal Requests		
	Semester	Status
<input type="radio"/>	Summer 2023/2024	Pending Dean Action
<input type="button" value="Delete"/> <input type="button" value="View"/>		

Total Rows : 1

Keep checking the request status in here

Note on Withdrawing One or More Courses

The screenshot shows the student portal interface. At the top, there are navigation tabs: Profile, Academic Affairs (selected), Financial Affairs, Registration, and Clearance. Below these are icons for Course Sections, Schedules, Evaluations, Grades, Transcript, German Year, and Other Affairs. The 'Academic Affairs' section is expanded to show 'Other Affairs'. Under 'Student Information', there are fields for Name, Degree (Bachelor), Faculty (School of Electrical Engineering and Information Technology), Department (Computer Science Department), Major (Computer Science), Study Plan (Computer Science 2023-2024 -General Track New Remedial), Study Plan Credit Hours (145), Student ID, Enrollment Year (First 2022 / 2023), Student Status (Enrolled), Clearance Status (Not Started), Program (Foreign Certificates-Parallel), Advisor (N.A.), Dual Studies Track (No), and Account Status (Active). Under 'Other Affairs', there is a list of links: Advisors, Erasmus+ Europe, Substitute Courses, **Courses Withdrawal** (circled in red), Semesters Withdrawal, Feedback, Vaccination Certificate, Student Status, Dual Studies, Hold Status, Study Plan, Study Plan versus Transcript, Major Transfers, Transfer Credit, Prerequisite Tests, Academic Calendar, Remedial Courses Fulfillment, Proficiency Exam, Library Penalties, Disciplinary Penalties, and Loaned Books. A red arrow points from the 'Courses Withdrawal' link to the text below.

Note that if you want to withdraw one or more courses but NOT the whole semester, then you need to use the *Courses Withdrawal* flow

Schools Side

Reviewing the Semester Withdrawal Requests by Deans (1)

The screenshot shows the MyGJU interface with the following elements:

- Navigation Tabs:** My Affairs, Academic Affairs, **Dean's Tasks** (selected), QA Tasks, President View.
- Task Grid:**
 - Row 1: Course Sections, Courses, Study Plans, Grades Submission, Evaluations, Advisors, GY Outgoing Applications
 - Row 2: Student Details, Email to Students, Admission Apps, Prerequisite Tests, Reports, Dual Studies, GY Internships
 - Row 3: **Withdrawal** (highlighted in orange), Substitute Courses, Vacations, Leaves, Fingerprint, Supplies, GY Scholarships
 - Row 4: Workloads, Erasmus+ Europe, Reg. Packages, Students Clearance, Deprivation

▸ Dean's Tasks ▸ **Withdrawal**

[Students Courses Withdrawal Requests](#)

[Students Semesters Withdrawal Requests](#)

1. Login to your MyGJU account
2. Navigate to the *Dean's Tasks* tab
3. Click the *Withdrawal* button
4. Click the *Students Semesters Withdrawal Requests* link

Note: Only the Deans are involved in this process from the schools' side based on the regulations. Hence, the Instructors & Chairs have no role in this semester withdrawal flow.

Reviewing the Semester Withdrawal Requests by Deans (2)

Dean's Tasks ▸ Withdrawal ▸ Students Semesters Withdrawal Requests

Filtering Criteria

Student ID:	<input type="text"/>	Year :	2023/2024 ▾
Degree :	All ▾	Semester : *	Summer ▾
Faculty:	School of Electrical Engineering and Information Technology ▾		
Department:	All ▾		
Major:	All ▾		
Status :	All ▾		

 Search

Note: You can review the student withdrawal requests for this semester during the Withdrawal Review period

Semester Withdrawal Requests				
(1 of 1) 				
Student ID	Student Name	Degree	Withdrawal Status	Withdrawal Semester
20		Bachelor	Pending Dean Action	Summer

 Review  Export

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.

Reviewing the Semester Withdrawal Requests by Deans (3)

Dean's Tasks > Withdrawal > Students Semesters Withdrawal Requests > Review Semester Withdrawal Request

Student and Course Section Information

Student ID : ██████████ Semester : Summer 2023/2024
 Name : ██████████
 Degree : Bachelor
 Faculty : School of Electrical Engineering and Information Technology
 Department : Computer Science Department
 Major : Computer Science

Semester Withdrawal Request Information

Withdrawal Semester: Summer 2023/2024

Student Notes: I need to withdraw all courses in the summer 2023/2024 semester due to family matters.

Dean Notes: Approved

1. Enter your note here

Registrar Note:

Back Return Approve Reject

2. The Dean can then, Approve, Return, or Reject the request. Returning the request will transfer control to the student again, while approving the request will transfer the request to the registrars for review and execution (if approved).

Reviewing the Semester Withdrawal Requests by Deans (4)

Dean's Tasks > Withdrawal > Students Semesters Withdrawal Requests

The data was updated successfully

Filtering Criteria

Student ID:

Degree:

Faculty:

Department:

Major:

Status:

Year:

Semester: *

Note: You can review the student withdrawal requests for this semester during the Withdrawal Review period

Semester Withdrawal Requests					
(1 of 1) <input type="button" value="1"/>					
Student ID	Student Name	Degree	Withdrawal Status	Withdrawal Semester	
2023		Bachelor	Pending Registration Action	Summer	

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

Registration Side

Setting the Withdrawal Periods By Registration

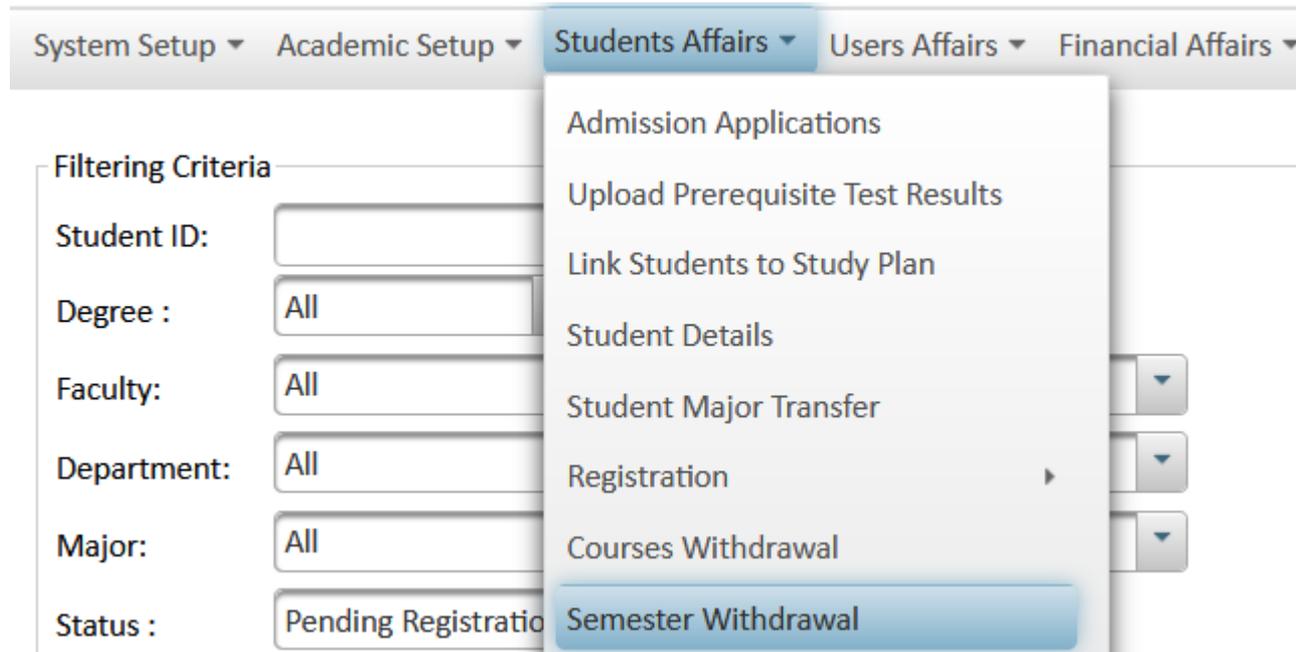
Academic Calendar (Summer 2023/2024)			
<input type="checkbox"/>	Period Type	From Date	To Date
<input checked="" type="checkbox"/>	Students Withdrawal	2024-11-01 00:00	2024-11-30 00:00
<input type="checkbox"/>	Grades Submission		
<input type="checkbox"/>	Grades Posting		
<input checked="" type="checkbox"/>	Withdrawal Review	2024-11-01 00:00	2024-12-19 00:00
<input type="checkbox"/>	Evaluation		

Students Withdrawal Period: students can submit *course* and/or *semester* withdrawal requests within this period. Hence when this period is closed, students cannot submit any further requests.

Withdrawal Review Period: schools and registration can review the submitted *course* and/or *semester* withdrawal requests within this period. *Note that it is important to define this period to enable the review process.*

Note: The above periods may start and end at the same dates/times. However, it is recommended to have both periods start at the same date/time, while setting the end date/time of the *Withdrawal Review* period after the end date/time of the *Students Withdrawal* period to give administration more time to process the submitted requests.

Reviewing the Semester Withdrawal Requests by Registrars (1)



To process the approved by dean semester withdrawal requests:

1. Login to the registration admin application.
2. Navigate to *Students Affairs*
3. Click the *Semester Withdrawal* menu item.



Reviewing the Semester Withdrawal Requests by Registrars (2)

Filtering Criteria

Student ID:

Degree : All

Faculty: All

Department: All

Major: All

Status : Pending Registration Action

Withdrawn : All

Year : 2023/2024

Semester : * Summer

Search

Note: You can process the requests during the Withdrawal Review period

Semester Withdrawal Requests							
(1 of 1)							
<input checked="" type="checkbox"/>	Student ID	Student Name	Degree	Faculty	Withdrawal Status	Withdrawn	View
<input checked="" type="checkbox"/>			Bachelor	School of Electrical Engineering and Information Technology	Pending Registration Action	No	View

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



Reviewing the Semester Withdrawal Requests by Registrars (3)

Summary					
Student ID	Student Name	Withdrawal Status	Withdrawn	Status	Note
2		Withdrawn By Registration	Yes	Success	The withdrawal is completed, and the student academic status changed to default postponed as all student courses were withdrawn

Total Rows :1

When clicking the *Withdrawal* button in the previous page, you will be navigated to the above *Summary* page.

Reviewing the Semester Withdrawal Requests by Registrars (4)

Student Schedule for Summer 2023/2024							
Course ID	Course Name	Credit Hours	Days/Times	Room ID	Instructor	Deprived/Absence	Remark
CS116	Computing Fundamentals	3	Sun 09:30 AM - 11:00 AM	M328	Ismail Hababeh	Not Deprived	W
			Tue 09:30 AM - 11:00 AM	M328			
CS117	Object Oriented Programming	3	Sun 08:00 AM - 09:30 AM	M226	Feras Al Hawari	Not Deprived	W
			Tue 08:00 AM - 09:30 AM	M226			
MATH101	Calculus I	3	Mon 08:00 AM - 09:30 AM	H404	Mohammad Alqudah	Not Deprived	W
			Wed 08:00 AM - 09:30 AM	H404			
Total Credit Hours: 9							

The student schedule after executing the semester withdrawal request by registration

When the **W** letter shows up in the *Remark* column for a certain course, that means the course has been *withdrawn* successfully by registration

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed November 2024].
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.