Semester Withdrawal Flow in MyGJU

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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)

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)

Withdrawing the Whole Semester by a Student (3)

Withdrawing the Whole Semester by a Student (4)

Keep checking the request status in here

Note on Withdrawing One or More Courses

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)

| My Affairs | Academic Affairs | **Dean's Tasks** | QA Tasks | President View |

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
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:		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) ⏮ ◀◀ **1** ▶▶ ⏭ 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 :
Name :   Semester :   Summer 2023/2024
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)

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)		
	Period Type	**From Date**	**To Date**
☑	Students Withdrawal	2024-11-01 00:00	2024-11-30 00:00
☐	Grades Submission		
☐	Grades Posting		
☑	Withdrawal Review	2024-11-01 00:00	2024-12-19 00:00
☐	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)   ◄   ◄◄   **1**   ►►   ►| 1 ▼

☑	Student ID ↕	Student Name ↕	Degree ↕	Faculty ↕	Withdrawal Status ↕	Withdrawn ↕	View
☑			Bachelor	School of Electrical Engineering and Information Technology	Pending Registration Action	No	View

[− Withdraw] [− Undo] [✕ Reject] [🖫 Export]

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

[← Back] [🖶 Print] [💾 Export]

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 Tue 09:30 AM - 11:00 AM	M328 M328	Ismail Hababeh	Not Deprived	W
CS117	Object Oriented Programming	3	Sun 08:00 AM - 09:30 AM Tue 08:00 AM - 09:30 AM	M226 M226	Feras Al Hawari	Not Deprived	W
MATH101	Calculus I	3	Mon 08:00 AM - 09:30 AM Wed 08:00 AM - 09:30 AM	H404 H404	Mohammad Alqudah	Not Deprived	W
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.