



Semester Postponement Flow in MyGJU

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Overview

- ▶ The aim of this presentation is to illustrate the semester postponement flow in the MyGJU portal/admin [1,2] from the students, schools, and registration perspectives.
- ▶ The steps a student follows to submit a semester postponement request through the MyGJU portal will be illustrated.
- ▶ The eligible students and permitted cases for semester postponement requests will be discussed.
- ▶ The review process of submitted requests by academic chairs, deans, and registrars will be outlined.
- ▶ The process of setting the postponement period by the registration unit will be covered.
- ▶ The two-way notification flow during the semester postponement process will be explained.



Students Side



Eligibility and Permitted Cases

- ▶ Undergraduate (BSc) and graduate students who have completed at least one semester at GJU are eligible to submit a semester postponement request.
- ▶ The student's academic status must be one of the following: Enrolled, Postponed, Seat Lost, Default Postponed, or Special Studies.
- ▶ If the maximum number of postponements is exceeded, no new requests can be submitted.
- ▶ As per GJU regulations, the maximum allowed postponements are:
 - 4 semesters for BSc students
 - 2 semesters for graduate students
- ▶ Requests must be submitted during the official semester postponement period set by the registration unit.
- ▶ Students may submit semester postponement requests for the first and second semesters only, as the summer semester is optional.
- ▶ 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 postponement request.

Student Initiates a Semester Postponement Request (1)

The screenshot shows the MyGJU student portal. At the top, there is a navigation bar with the university logo and name in Arabic and English. Below this, a user greeting "Hello Mohammad Aloqaily" is displayed. The main navigation area includes tabs for Profile, Academic Affairs, Financial Affairs, Registration, and Clearance. Under the Academic Affairs tab, there are buttons for Course Sections, Schedules, Teaching Evaluation, Grades, Transcript, German Year, and Other Affairs. The "Other Affairs" button is highlighted with a red circle, and a red arrow points from it to the "Semester Postponement" link in the "Other Affairs" section of the student information page.

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	Second 2023/2024
Faculty:	School of Applied Technical Sciences	Student Status:	Enrolled
Department:	Industrial Engineering Department	Clearance Status:	Not Started
Major:	Industrial Engineering	Program:	Regular Program
Major Track:	General Track	Advisor:	N.A.
Study Plan:	Industrial Engineering 2023/2024 New Remedial	Dual Studies Track:	No
Study Plan Credit Hours:	168	Account Status:	Active

Other Affairs

- [Advisors](#)
- [Erasmus+ Europe](#)
- [Substitute Courses](#)
- [Courses Withdrawal](#)
- [Semesters Withdrawal](#)
- [Semester Postponement](#)
- [Flag Service Postponements](#)
- [Feedback](#)
- [Vaccination Certificate](#)
- [Withdrawal From University](#)
- [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, click the Academic Affairs tab, click the Other Affairs button, then click the Semester Postponement link

Student Initiates a Semester Postponement Request (2)

MyGJU

الجامعة الألمانية الأردنية
German Jordanian University

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 Semester Postponement Requests

Filtering Criteria

Year : 2024/2025 Semester : * Second

Search

Note: The postponed semesters are determined starting from the student's enrollment semester through to the current semester.

Postponed Semesters		
Year	Semester	Semester Status
No records found		

Note :Semester postponement requests are not applicable for the summer semester, as participation in this semester is optional for students.

Note: You cannot submit a semester postponement request if your academic status is not one of the following: Enrolled, Postponed, Seat Lost, Default Postponed, or Special Studies.

Note: As per GJU regulations, the maximum number of semesters a student can postpone is 4 for BSc students and 2 for graduate students.

Note: Students are not allowed to postpone their first semester at the university.

Semester Postponement Requests		
Postponement Semester	Creation Date	Request Status
No records found		

View

Total Rows : 0

Back Add

The previously postponed semester(s) for the student

Notes on eligibility

Click the Add button



Student Initiates University Semester Postponement Request (3)

▸ Academic Affairs ▸ Other Affairs ▸ Semester Postponement ▸ [Add Semester Postponement Request](#)

Note: The postponed semesters are determined starting from the student's enrollment semester through to the current semester.

Postponed Semesters		
Year	Semester	Semester Status
No records found		

Semester Postponement Request Information

Postponement Semester: Second 2024/2025

Student Notes: *

Chair Notes:

Dean Notes:

Registrar Notes:

← Back

✓ Submit

2. Click here

Student Initiates University Semester Postponement Request (4)

MyGJU

الجامعة الألمانية الأردنية
German Jordanian University

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 Semester Postponement Requests

Filtering Criteria

Year : 2024/2025 Semester : * Second

Search

Note: The postponed semesters are determined starting from the student's enrollment semester through to the current semester.

Postponed Semesters		
Year	Semester	Semester Status
No records found		

Note :Semester postponement requests are not applicable for the summer semester, as participation in this semester is optional for students.

Note: You cannot submit a semester postponement request if your academic status is not one of the following: Enrolled, Postponed, Seat Lost, Default Postponed, or Special Studies.

Note: As per GJU regulations, the maximum number of semesters a student can postpone is 4 for BSc students and 2 for graduate students.

Note: Students are not allowed to postpone their first semester at the university.

Semester Postponement Requests			
	Postponement Semester	Creation Date	Request Status
	Second 2024/2025	2025-06-17 13:04:49.0	Pending Chair Action

View

Total Rows : 1

Back Add

Successfully added

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

Keep checking the request status in here



Schools Side

Reviewing the Semester Postponement Requests by Chairs (1)

The screenshot displays the MyGJU web application interface. At the top left is the MyGJU logo, and at the top right is the German Jordanian University logo. Below the logos, there is a navigation bar with three tabs: 'My Affairs', 'Academic Affairs', and 'Chair's Tasks'. The 'Chair's Tasks' tab is selected. Below the navigation bar, there is a grid of buttons for various functions. The 'Postponement' button is circled in red, and a red arrow points from it to a list of instructions. The instructions are: 1. Login to your MyGJU account, 2. Navigate to the Chair's Tasks tab, and 3. Click the Postponement button. Below the grid of buttons, there is a welcome message: 'Welcome to your account.'

الجامعة الألمانية الأردنية
German Jordanian University

Help Calendar AR Arabic Logout

My Affairs Academic Affairs Chair'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

Workloads Students Clearance Postponement Reg. Packages Deprivation

Welcome to your account.

1. Login to your MyGJU account
2. Navigate to the Chair's Tasks tab
3. Click the Postponement button

Reviewing the Semester Postponement Requests by Chairs (2)

My Affairs
Academic Affairs
Chair'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

Workloads

Students Clearance

Postponement

Reg. Packages

Deprivation

► Chair's Tasks ► **Students Semester Postponement Requests**

Filtering Criteria

Student ID:

Degree:

Faculty:

Department:

Major:

Status:

Year:

Semester: *

Note: You can review the student semester postponement requests within the open postponement period for this semester.

Semester Postponement Requests					
(1 of 1) 1					
	Student ID	Student Name	Degree	Request Status	Postponement Semester
○			Bachelor	Pending Chair Action	Second 2024/2025

Total Rows :1

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 Postponement Requests by Chairs (3)

Chair's Tasks > Semester Postponement > Review Semester Postponement Request

Student Information

Student ID : Semester : Second 2024/2025
 Name :
 Degree : Bachelor
 Faculty : School of Applied Technical Sciences
 Department : Industrial Engineering Department
 Major : Industrial Engineering

Note: The postponed semesters are determined starting from the student's enrollment semester through to the current semester.

Postponed Semesters		
Year	Semester	Semester Status
No records found		

Semester Postponement Request Information

Postponement Semester: Second 2024/2025

Student Notes:

Chair Notes:
1. Enter your note here

Dean Notes:

Registrar Notes:

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

- Approve**: The request is forwarded to the Dean for review, with notifications sent to both the student and the Dean.
- Reject**: rejecting the request will end the postponement process, and a notification is sent to the student.

Reviewing the Semester Postponement Requests by Chairs (4)

Chair's Tasks > Students Semester Postponement Requests

i The data was updated successfully ✕

Filtering Criteria

Student ID:

Year :

Degree :

Semester :

Faculty:

Department:

Major:

Status :

Search

Note: You can review the student semester postponement requests within the open postponement period for this semester.

Semester Postponement Requests				
(1 of 1)				
Student ID	Student Name	Degree	Request Status	Postponement Semester
No records found.				
Review		Export		

Total Rows :0

Print

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

Reviewing the Semester Postponement Requests by Deans (1)

The screenshot shows the MyGJU portal interface. At the top left is the MyGJU logo. At the top right is the university name in Arabic and English. Below the header is a navigation bar with tabs for 'My Affairs', 'Academic Affairs', and 'Dean's Tasks'. The 'Dean's Tasks' tab is selected. Below the tabs is a grid of buttons for various functions. The 'Postponement' button is circled in red, and a red arrow points from it to the instructions below.

الجامعة الألمانية الأردنية
German Jordanian University

Help Calendar 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

Workloads Erasmus+ Europe Reg. Packages Students Clearance Deprivation Postponement

Welcome to your account.

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

Reviewing the Semester Postponement 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

Workloads

Erasmus+ Europe

Reg. Packages

Students Clearance

Deprivation

Postponement

▶ Dean's Tasks ▶ **Students Semester Postponement Requests**

Filtering Criteria

Student ID:

Degree :

Faculty:

Department:

Major:

Status :

Year :

Semester : *

Note: You can review the student semester postponement requests within the open postponement period for this semester.

Semester Postponement Requests				
(1 of 1) 1				
Student ID	Student Name	Degree	Request Status	Postponement Semester
[Redacted]	[Redacted]	Bachelor	Pending Dean Action	Second 2024/2025

Total Rows :1

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 Postponement Requests by Deans (3)

Dean's Tasks > Semester Postponement > Review Semester Postponement Request

Student Information

Student ID : ██████████ Semester : Second 2024/2025
 Name : ██████████
 Degree : Bachelor
 Faculty : School of Applied Technical Sciences
 Department : Industrial Engineering Department
 Major : Industrial Engineering

Note: The postponed semesters are determined starting from the student's enrollment semester through to the current semester.

Postponed Semesters		
Year	Semester	Semester Status
No records found		

Semester Postponement Request Information

Postponement Semester: Second 2024/2025

Student Notes:

Chair Notes:

Dean Notes:

Registrar Notes:

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

- Approve**:
 - For graduate students: the request is forwarded to the Dean of Graduate Studies to review it, with notifications sent to both the student and the Dean of GS.
 - For undergraduate students: the request is forwarded to the Registration Unit, with notifications sent to the student, and academic registrar.
- Reject**:
Rejecting the request will end the postponement process, and a notification is sent to the student.

Registration Side

Setting the postponement period by Registration

<input type="checkbox"/>	GY Erasmus Scholarship Applications	<input type="text"/>	<input type="text"/>	Clear
<input type="checkbox"/>	Employees Workloads Submission	<input type="text"/>	<input type="text"/>	Clear
<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"/>	Clear
<input checked="" type="checkbox"/>	Semester Postponement Period	<input type="text" value="2025-05-26 00:00"/>	<input type="text" value="2025-05-31 00:00"/>	Clear

Semester Postponement Period:

Students can submit semester postponement requests only during this period.

Once it is closed:

- **Students** can no longer submit new requests.
- **Academic Chairs and Deans** cannot take any action on pending requests.
- However, the **Registration Unit** can continue processing requests regardless of the period status.

Reviewing the Semester Postponement Requests by Registrars (1)



The screenshot displays the MyGJU Registration system interface. At the top, there is a navigation bar with the university's name in Arabic and English, and a logo. Below this, a user greeting 'Hello [redacted]' is visible. The main navigation menu includes 'System Setup', 'Academic Setup', 'Students Affairs', 'Users Affairs', 'Financial Affairs', and 'Reports'. The 'Students Affairs' menu is expanded, showing a list of options: 'Admission Applications', 'Upload Prerequisite Test Results', 'Link Students to Study Plan', 'Student Details', 'Student Major Transfer', 'Semester Postponement' (highlighted), 'Registration', 'Courses Withdrawal', 'Semester Withdrawal', 'Substitute Courses', 'Grades', 'Flag Service Postponements', 'Graduation', 'Withdrawal From University', 'Students Clearance', and 'Inactive Students Accounts'. On the right side of the interface, there are links for 'Help', 'Calendar', 'Arabic', and 'Logout'.

To process the pending registration action semester postponement requests:

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

Reviewing the Semester Postponement Requests by Registrars (2)

 

Hello [Redacted] ? Help | Calendar | AR Arabic | Logout

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

Filtering Criteria

Student ID:

Degree:

Faculty:

Department:

Major:

Status:

Year:

Semester:

Semester Postponement Requests

(1 of 1) 1 ▾

	Student ID	Student Name	Degree	Faculty	Major	Request Status	Creation Date	View
●	[Redacted]	[Redacted]	Bachelor	School of Applied Technical Sciences	Industrial Engineering	Pending Registration Action	2025-06-17 13:04:49.0	View

Total Rows :1

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

Reviewing the Semester Postponement Requests by Registrars (3)

Filtering Criteria

Student ID:

Year:

Degree:

Semester:

Faculty:

Department:

Major:

Status:

Semester Postponement Requests							
Student ID	Student Name	Degree	Faculty	Major	Request Status	Creation Date	View
		Bachelor	School of Applied Technical Sciences	Industrial Engineering	Pending Registration Action	2025-06-17 13:04:49.0	View

Total Rows :1

- The Registrar can take one of two actions: **Approve** or **Reject**.
 - Approve:** The request status is updated to Approved by Registration, the student's semester and academic status are changed to **Postponed**, and a notification is sent to the student.
 - Reject:** The request is declined, ending the postponement process, and a notification is sent to the student.



Student Semester and Academic Status Post Registration Approval

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

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	Second 2023/2024
Faculty:	School of Applied Technical Sciences	Student Status:	Postponed
Department:	Industrial Engineering Department	Clearance Status:	Not Started
Major:	Industrial Engineering	Program:	Regular Program
Major Track:	General Track	Advisor:	Lena Abu-El-Haija
Study Plan:	Industrial Engineering 2023/2024 New Remedial	Dual Studies Track:	No
Study Plan Credit Hours:	168	Account Status:	Active

Manage Student Semester Status

	Year	Semester	Semester Status	Edit
<input type="radio"/>	2023/2024	Second	Enrolled	
<input type="radio"/>	2023/2024	Summer	Enrolled	
<input type="radio"/>	2024/2025	First	Enrolled	
<input type="radio"/>	2024/2025	Second	Postponed	

Total Rows : 4

References

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