



Student Clearance Flows for Administrators

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- ▶ Clearance process tasks in MyGJU that are related to the deanship of student affairs.
- ▶ Clearance process tasks in MyGJU that are related to the QA department.
- ▶ Clearance process tasks in the Revenue Admin that are related to the financial department.
- ▶ Clearance process tasks in MyGJU that are related to the presidency department.

Introduction

- ▶ Upon graduating a student by the registration department, the clearance process is required to make sure that the student returned all university belongings (if any) and paid all necessary fees.
- ▶ Accordingly, several entities must check and confirm that a student is clear to complete the process.
- ▶ Previously, the student had to visit each involved entity to confirm that he/she is clear to receive his/her certificate. Hence, the student in some cases had to visit some departments several times on different days to find the responsible person who is responsible for issuing the clearance.
- ▶ In that regard, this document discusses the digitalized clearance process that is introduced in the MyGJU university portals to make the student clearance process seamless, paperless, fully online, faster, transparent, and error prone.

Responsible Entities

Entity	Role	Responsibilities
Registration Department	Registrar	<ul style="list-style-type: none"> - Check students' completion of all academic requirements for graduation - Graduate student to initiate the online clearance process - Verify flag service postponement for Jordanian/male students - Edit clearance flags in case of errors - Clear student, when the student comes to pick up his/her certificate
Library	Library User	<ul style="list-style-type: none"> - Manage students' library penalty orders - Mark the upload of the PhD/Master and senior project files to the library database - Mark students' major transfers - Clear student
Presidency Department	Presidency User	<ul style="list-style-type: none"> - Manage students' disciplinary penalty orders
Deanship of Student affairs	DSA User	<ul style="list-style-type: none"> - Manage foreign students' residency cancelation - Clear student
QA Department	QA User	<ul style="list-style-type: none"> - Manage students' proficiency exam completion - Clear student
School/DITECH	Dean	<ul style="list-style-type: none"> - Require action completion by student, if needed - Clear student
Finance Department	Accountant	<ul style="list-style-type: none"> - Process students' library penalty orders - Process students' disciplinary penalty orders - Check payment of all fees by student - Clear student

Clearance Process Tasks in the Registration Admin that are Related to the Registration Department

Graduating a Student by Registration to Initiate the Clearance Process

Graduation

Meeting No.: *

Meeting Date: *

Graduation Year: *

Graduation Semester: *

Student ID	Name	Academic Status	Student GPA	Total Passed Credit Hours	Registered Hours	Incomplete Hours	Total Hours	Study Plan Hours	Exempted Study Plan Hours
20	hasan	Enrolled	72.2	176	0	0	176	176	N.A.

1.

Please note that graduating the selected students will subsequently initiate their clearance process. Are you sure?

2.



- After clicking the OK button, the Clearance Process will start for the related students
- Then, email notifications will be sent to the admins of all involved entities for action and the students for follow up

Accessing the Clearance Screen to Clear a Student by a Registrar (1)

The screenshot displays a web application interface with a top navigation bar containing the following menu items: System Setup, Academic Setup, Students Affairs, Users Affairs, and Financial Affairs. 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, Registration, Withdrawal, Substitute Courses, Grades, Flag Service Postponements, Graduation, Students Clearance (highlighted in blue), and Inactive Students Accounts.

Below the navigation bar, there are two sections:

- Filtering Criteria:** A series of dropdown menus for Degree (set to Bachelor), Faculty (set to All), Department (set to All), Major (set to All), Program (set to All), Enrollment Year (set to All), and Enrollment Semester (set to All).
- Columns to Show in Results:** Two checkboxes, 'All' and 'National ID', both of which are currently unchecked.

Accessing the Clearance Screen to Clear a Student by a Registrar (2)

Filtering Criteria

Program: Clearance Year:

Degree: Clearance Semester:

Faculty: Student ID:

Department: Clearance Status:

Major: Cleared by Registration Department:

Academic Status: Required Action:

Columns to Show in Results

All Degree Program Faculty Department

Major Academic Status Cleared by Registration Department

Registration Department Clearance Date Clearance Start Date Clearance Completion Date

1. Select the student to clear

2. Click the Clear button when the student picks up his/her certificate

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.
Note: You will not be able to clear a student until he/she is cleared by the finance department.

Students Clearance									
<input type="checkbox"/>	Student ID	Student Name	Clearance Semester	Required Action	Cleared by Registration Department	Registration Department Clearance Date	Clearance Start Date	Clearance Process	
<input type="checkbox"/>			Summer 2022/2023	Pending Clearance by Other Entities	No	N.A.	10-06-2024	View	

Viewing the Clearance Process Details for a Student

Students Clearance

Student ID	Student Name	Clearance Semester	Required Action	Cleared by Registration Department	Registration Department Clearance Date	Clearance Start Date	Clearance Process
20189502034	Khalid Walid Khalid Hasan	Summer 2022/2023	Pending Clearance by Other Entities	No	N.A.	10-06-2024	View

Clear
Export

Study Plan: Computer Engineering 2017/2018
Study Plan Credit Hours: 176

Clearance Information

Clearance Status: Started
Clearance Reason: Graduation

Student ID: [Redacted]
Enrollment Year: [Redacted]
Student Status: Graduated
Program: Foreign Certificates-Parallel
Advisor: Omar Hiari
Dual Studies Track: No
Account Status: Active

Clearance Semester: Summer 2022/2023
Clearance Start Date: 10-06-2024

Required Student Action Color Keys

■ No Action Needed ■ Need Student Action

Entity Clearance Color Keys

■ Cleared ■ Not Cleared

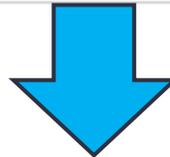
Clearance Process				
Responsible Entity Name	Required Student Action	Cleared	Cleared By	Entity Clearance Date
Deanship of Students Affairs	No Action Needed	No	N.A.	N.A.
Library	No Action Needed	No	N.A.	N.A.
Accreditation and Quality Assurance Department	Pending Proficiency Exam Completion	No	N.A.	N.A.
The Deanship of Innovation, Technology Transfer and Entrepreneurship	No Action Needed	No	N.A.	N.A.
School of Electrical Engineering and Information Technology	No Action Needed	No	N.A.	N.A.
Finance Department	No Action Needed	No	N.A.	N.A.
Admission and Registration Department	Pending Flag Service Postponement	No	N.A.	N.A.



Possible Clearance Process Related Actions

Clearance Process				
Responsible Entity Name	Required Student Action	Cleared	Cleared By	Entity Clearance Date
Deanship of Students Affairs	No Action Needed	No	N.A.	N.A.
Library	No Action Needed	No	N.A.	N.A.
Accreditation and Quality Assurance Department	Pending Proficiency Exam Completion	No	N.A.	N.A.
The Deanship of Innovation, Technology Transfer and Entrepreneurship	No Action Needed	No	N.A.	N.A.
School of Electrical Engineering and Information Technology	No Action Needed	No	N.A.	N.A.
Finance Department	No Action Needed	No	N.A.	N.A.
Admission and Registration Department	Pending Flag Service Postponement	No	N.A.	N.A.

← Back



- No Action Needed
- Pending Library Penalty Payment
- Pending Disciplinary Penalty Payment
- Pending Proficiency Exam Completion
- Pending Residency Review
- Pending Flag Service Postponement
- Pending Check With School Dean
- Pending Check With The Deanship of Innovation, Technology Transfer and Entrepreneurship Dean
- Pending Book Return
- Pending Residency Information Upload

Flag Service Postponement by Registration (1)

The screenshot displays a software interface with a navigation menu at the top containing 'System Setup', 'Academic Setup', 'Students Affairs', 'Users Affairs', and 'Financial'. 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', 'Registration', 'Withdrawal', 'Substitute Courses', 'Grades', 'Flag Service Postponements', 'Graduation', 'Students Clearance', and 'Inactive Students Accounts'. The 'Flag Service Postponements' option is highlighted with a blue background. On the left side of the interface, there are two sections: 'Filtering Criteria' and 'Columns to Show in Results'. The 'Filtering Criteria' section includes dropdown menus for 'Program', 'Degree', 'Faculty', 'Department', 'Major', and 'Enrollment Year', all set to 'All'. The 'Columns to Show in Results' section includes checkboxes for 'All', 'Enrollment Year', 'Program', and 'Degree', all of which are currently unchecked.

Flag Service Postponement by Registration (2)

Note: You cannot verify or reject a flag service postponement if it is already rejected or verified.

Note: You cannot verify or reject the selected flag service postponement if the student is cleared by the admission and registration department.

Flag Service Postponements							
Student ID	Student Name	From Date	To Date	Reason	Verification Status	Postponement File	
		01-05-2024	31-05-2024	once	Verified	View	

Verify
 Reject

Total Rows: 1

1. Click the Add button above to add a flag service postponement for a **Jordanian/Male** student



Find Student

Student ID:

2. Enter the student ID and click the Search button to proceed to the next screen

Flag Service Postponement by Registration (3)

Student Information

Student ID:

Student Name:

Enrollment Year: 2017

Enrollment Semester: First

Academic Status: Graduated

Degree: Bachelor

Major: Computer Engineering

Flag Service Postponement Information

Note that your modifications will not be permanently saved until you click the Save button.

From Date: *

To Date: *

Reason:

Uploaded File:

- Flag Service Postponements  

Upload File

(Valid file size: 2 MB; Valid file types are pdf, jpg, gif, and png)

1. Enter the needed information and upload a scanned copy for the postponement page in the flag service book
2. Click the Save button

Updating Student Semester Status

<input type="radio"/>	2019/2020	Second	Enrolled	
<input type="radio"/>	2019/2020	Summer	Enrolled	
<input type="radio"/>	2020/2021			
<input type="radio"/>	2020/2021			
<input type="radio"/>	2020/2021			
<input type="radio"/>	2021/2022			
<input type="radio"/>	2021/2022			
<input type="radio"/>	2022/2023	First	Enrolled	
<input type="radio"/>	2022/2023	Second	Enrolled	
<input type="radio"/>	2022/2023	Summer	Dismissed from University	

localhost:30178

Note that if the updated academic status requires initiating the clearance process, then the system will initiate the clearance process automatically. Are you sure that you want to proceed?

Note that updating the student academic status on the last semester may also initiate the clearance process if the new status requires that!

Editing the Clearance Flags

Academic Setup

[Substitute Courses](#)

[Remedial Courses Fulfillment](#)

[Transfer Credit](#)

[Edit Student Clearance](#)

[Prerequisite Tests](#)

Clearance Information

Clearance Status: Completed
Clearance Reason: Graduation

Clearance Semester: Summer 2022/2023
Clearance Start Date: 10-06-2024

Required Student Action Color Keys

No Action Needed Need Student Action

Entity Clearance Color Keys

Cleared Not Cleared

Note that if you un-check the clearance flag for an entity that is related to other entities, then you must un-check the clearance flag for all related entities. In the event that the clearance status of an entity is mistakenly altered, then you must contact the related entity in order to correct the error.

Clearance Flow					
Responsible Entity Name	Required Student Action	Cleared	Cleared By	Clearance Date	Edit
Deanship of Students Affairs	No Action Needed	Yes	Hala Alayed	2024-06-11	
Library	No Action Needed	Yes	Laith Alnaser	2024-06-11	
Accreditation and Quality Assurance Department	No Action Needed	Yes	Feras Al Hawari	2024-06-11	
The Deanship of Innovation, Technology Transfer and Entrepreneurship	No Action Needed	Yes	Nidal Alshwawreh	2024-06-11	
School of Electrical Engineering and Information Technology	No Action Needed	<input checked="" type="checkbox"/>	Feras Al Hawari	2024-06-11	<input checked="" type="checkbox"/>
Finance Department	No Action Needed	Yes	Salwa Ammourah	2024-06-11	
Admission and Registration Department	No Action Needed	Yes		2024-06-11	

The registration department staff can reset the clearance flags for other entities upon request to allow fixing any errors, if needed



Set the Flag in the Edit Course Screen to force Uploading a PhD/Master Thesis or Senior Project File when Entering Grades

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

- Students Levels
- Admission ▾
- Courses ▾**
 - Manage Courses**
 - Manage Faculty Course Equivalency
 - Manage Course Equivalency
 - Manage Course Requisites
- Course Sections
- Study Plans ▾
- Evaluations ▾
- German Year ▾
- Dual Studies ▾
- Prerequisite Tests

Manage Courses							
(1 of 2) [Navigation icons] 50 ▾							
	Course ID ▾	Course Name ▾	Credit Hours ▾	Theoretical Hours ▾	Practical Hours ▾	Academic Load Type ▾	Academic Load Hours ▾
<input type="radio"/>	CE493	International Internship	12	0	36	Senior Project	3.0
<input checked="" type="radio"/>	CE594	Senior Project II	3	0	12	Senior Project	0.5
<input type="radio"/>	CE592	Senior Project I	1	0	1	Senior Project	0.5

Academic Load Information

Academic Load Type:

Academic Load Hours:

Academic Load Computation Method: Per Student

Maximum Academic Load: 3.0

Maximum Semesters: 1

Upload Senior Project File :

Note: Checking this flag will allow the instructor to upload a thesis or senior project file when entering the students' grades for this course (see slide 22). The uploaded files are accessible to the librarian to upload to the library database.

Clearance Process Tasks in MyGJU that are Related to the Schools & DITECH

Accessing the Clearance Screen to Clear a Student by a School Dean

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 | Deprivation | **Students Clearance**

Dean's Tasks > **Students Clearance**

Filtering Criteria

Program: All | Degree: All | Faculty: School of Electrical Engineering and Informatics | Department: All | Major: All | Academic Status: Academic Status

Clearance Year: All | Clearance Semester: All | Student ID: | Clearance Status: Started | Cleared by Dean: No | Required Student Action: All

Search

1. Select the student to clear

Note: You cannot clear a student with an action required.
Note: The students clearance feature is effective starting from the Second 2023/2024 semester.

Students Clearance									
Student ID	Student Name	Clearance Semester	Required Student Action	Required Student Action Status	Cleared by Dean	Dean Clearance Date	Clearance Start Date	Clearance Process	
<input checked="" type="checkbox"/>	20...	Summer 2022/2023	N.A.	No Action Needed	No	N.A.	10-06-2024	View	

Complete Action | Clear | Export

2. Click the Clear button

Require an Action From the Student as a Precondition for Clearance by the School Dean (1)

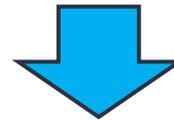
Note: You cannot clear a student with an action required.

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.

Students Clearance									
<input type="checkbox"/>	Student ID	Student Name	Clearance Semester	Required Student Action	Required Student Action Status	Cleared by Dean	Dean Clearance Date	Clearance Start Date	Clearance Process
<input type="checkbox"/>			Summer 2022/2023	N.A.	No Action Needed	No	N.A.	10-06-2024	View

Buttons: Complete Action, Clear, Export

1. Click this link to add an action



Clearance Information

Clearance Status: Started **Clearance Year:** Summer 2022/2023
Clearance Reason: Graduated **Clearance Start Date:** 10-06-2024

Action Information

Request Action: Check with School Dean

Dean Notes: * 2. Enter the action description

Buttons: Back, Save 3. Click the Save button

Require an Action From the Student as a Precondition for Clearance by the School Dean (2)

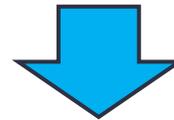
Note: You cannot clear a student with an action required.

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.

Students Clearance									
<input checked="" type="checkbox"/>	Student ID	Student Name	Clearance Semester	Required Student Action	Required Student Action Status	Cleared by Dean	Dean Clearance Date	Clearance Start Date	Clearance Process
<input checked="" type="checkbox"/>			Summer 2022/2023	Return lab equipment	Action Required	No	N.A.	10-06-2024	View

Complete Action
 Clear
 Export

1. Click the Complete Action button to mark the required action as completed



Students Clearance									
<input type="checkbox"/>	Student ID	Student Name	Clearance Semester	Required Student Action	Required Student Action Status	Cleared by Dean	Dean Clearance Date	Clearance Start Date	Clearance Process
<input type="checkbox"/>			Summer 2022/2023	Return lab equipment	Action Completed	No	N.A.	10-06-2024	View

Complete Action
 Clear
 Export

After setting the action to completed, the school dean may then go ahead and clear the student. **This feature is also available to the DITECH dean.**

Accessing the Clearance Screen to Clear a Student by DITECH Dean

Nidal Alshwawreh logged in as: Dean of Deanship of Innovation, Technology Transfer

[? Help](#) [Calendar](#) [AR Arabic](#) [Logout](#)

My Affairs **Academic Affairs** **Dean's Tasks** **Coordination**

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	Deprivation	Students Clearance			

▸ Dean's Tasks ▸ Students Clearance

Uploading a PhD/Master or Senior Project File when Entering a Student Grade (1)

My Affairs Academic Affairs Manager's Tasks

Course Sections My Courses Schedules Grades Advisory Evaluations Publications

Academic Affairs > Grades > Course Section Information

Course Section Information

Course ID: CE594 Course Name: Senior Project II Section No.: 3
 Credit Hours: 3 Semester: First 2023/2024 Grades Status: Not Submitted
 Instructor Name: Omar Hiari

Upload File

File Title: * Senior Project File

(Valid file size: 200 MB; Valid file type is pdf)

+ Choose ↻ Upload ✕ Cancel

Note that the column below will be available only if registration checked the upload file flag of the course as shown in slide 16

Student ID	Student Name	Grade		Uploaded File	IC	DA	Official Grade	Remark
		Final Exam (100)	Total (100)					
2015	jjar	95	95.0	<input type="button" value="Upload"/>	<input type="checkbox"/>	<input type="checkbox"/>	95	Pass

Click Upload to Choose and Upload the file

Save Submit

Uploading a PhD/Master or Senior Project File when Entering a Student Grade (2)

Course Section Students								
Student ID	Student Name	Grade		Uploaded File	IC	DA	Official Grade	Remark
		Final Exam (100)	Total (100)					
20	ar	95	95.0	 Download  Delete	<input type="checkbox"/>	<input type="checkbox"/>	95	Pass

Total Rows : 1

<input type="button" value="Manage Course Assessments"/>	<input type="button" value="Print"/>	<input type="button" value="Cancel"/>
--	--------------------------------------	---------------------------------------

Clearance Process Tasks in MyGJU that are Related to the Library

The Clearance Process Features in MyGJU for a Library User

The screenshot displays the MyGJU interface for a library user. At the top, there are three main navigation tabs: "My Affairs", "Coordination", and "Manager's Tasks". Below these, a row of buttons includes "Student Details", "Email to Students", "Major Transfer Notifications", "Loaned Books", and "Students Clearance". A second row of buttons includes "Uploaded Files", "Vacations", "Leaves", "Fingerprint", "Supplies", and "Library Penalties Orders".

Red circles highlight the following features, with arrows pointing to their descriptions:

- Uploaded Files**: Welcome to your account. To make sure the PhD/Master Thesis and Senior Project files are uploaded to the library database.
- Major Transfer Notifications**: To notify the library user with student major transfers for appropriate action.
- Loaned Books**: To check who still has borrowed books.
- Library Penalties Orders**: To place a library penalty fee order for students for late book return or book loss.

Below the interface, there are two notes:

Note: Canceling a penalty order is allowed if the order status is submitted or processed.
 Note: Canceling a penalty order is allowed if the student is not cleared by the library.

Penalty Order ID	Student ID	Student Name	Penalty Order Semester	Amount (JD)	Status
1			Second 2023/2024	10,000	Processed

Buttons below the table: View, Cancel Order, View Log, Export.

Accessing the Clearance Screen to Clear a Student by a Library User

[Student Details](#)
[Email to Students](#)
[Major Transfer Notifications](#)
[Loaned Books](#)
[Students Clearance](#)

[Uploaded Files](#)

› Coordination › Students Clearance

Filtering Criteria

Program:	<input type="text" value="All"/>	Clearance Year:	<input type="text" value="All"/>
Degree:	<input type="text" value="All"/>	Clearance Semester:	<input type="text" value="All"/>
Faculty:	<input type="text" value="All"/>	Student ID:	<input type="text"/>
Department:	<input type="text" value="All"/>	Clearance Status:	<input type="text" value="Started"/>
Major:	<input type="text" value="All"/>	Cleared by Library:	<input type="text" value="No"/>
Academic Status:	<input type="text" value="Academic Status"/>	Required Action:	<input type="text" value="All"/>

Columns to Show in Results

<input type="checkbox"/> All	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Library Clearance Date
<input type="checkbox"/> Program	<input type="checkbox"/> Academic Status	<input checked="" type="checkbox"/> Clearance Start Date
<input type="checkbox"/> Degree	<input checked="" type="checkbox"/> Cleared by Library	<input type="checkbox"/> Clearance Completion Date
<input type="checkbox"/> Faculty		
<input type="checkbox"/> Department		

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.

Note: When the required action is Pending Book Return, the system will allow you to clear the student.

Students Clearance								
<input checked="" type="checkbox"/>	Student ID	Student Name	Clearance Semester	Required Action	Cleared by Library	Library Clearance Date	Clearance Start Date	Clearance Process
<input checked="" type="checkbox"/>		Hasan	Summer 2022/2023	No Action Needed	No	N.A.	10-06-2024	View

1. Select the student to clear

2. Click the Clear button

Clearance Process Tasks in MyGJU that are Related to the Deanship of Students Affairs (DSA)

The Clearance Process Features in MyGJU for a DSA User

My Affairs Coordination Manager's Tasks

Course Sections Student Details **Residency Information** **Students Clearance**

To make sure the residencies of foreign students are cancelled when the students graduate

Note: You cannot verify or reject a residency information if it is already rejected or verified.

Note: You cannot verify or reject the selected student residency if the student is cleared by DSA.

Students Residency Information										
(1 of 1) << <<< 1 >>> >> 1 ▾										
	Student ID	Student Name	Nationality	Personal No.	Passport ID	Residence Number	Issue Date	Expiry Date	Verification Status	Residency File
<input type="radio"/>	20 [REDACTED]	[REDACTED]	IRAQI		10336548	1234567	01-05-2024	01-05-2025	Verified	View

Verify
 Reject
 Cancel Residency
 Export

Accessing the Clearance Screen to Clear a Student by a DSA User

My Affairs
Coordination
Manager's Tasks

Course Sections
Student Details
Residency Information
Students Clearance

Coordination > Students Clearance

Filtering Criteria

Program: <input type="text" value="All"/>	Clearance Year: <input type="text" value="All"/>
Degree: <input type="text" value="All"/>	Clearance Semester: <input type="text" value="All"/>
Faculty: <input type="text" value="All"/>	Student ID: <input type="text"/>
Department: <input type="text" value="All"/>	Clearance Status: <input type="text" value="Started"/>
Major: <input type="text" value="All"/>	Cleared by DSA: <input type="text" value="Yes"/>
Academic Status: <input type="text" value="Academic Status"/>	Required Action: <input type="text" value="All"/>

Columns to Show in Results

<input type="checkbox"/> All	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> DSA Clearance Date
<input type="checkbox"/> Program	<input type="checkbox"/> Academic Status	<input checked="" type="checkbox"/> Clearance Start Date
<input type="checkbox"/> Degree	<input checked="" type="checkbox"/> Cleared by DSA	<input type="checkbox"/> Clearance Completion Date
<input type="checkbox"/> Faculty		
<input type="checkbox"/> Department		

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.
Note: When the required action value is Pending Residency Review, the system will allow you to clear the student.

Students Clearance

	Student ID	Student Name	Clearance Semester	Required Action	Cleared by DSA	DSA Clearance Date	Clearance Start Date	Clearance Process
<input type="checkbox"/>	20...		Summer 2022/2023	No Action Needed	Yes	11-06-2024	10-06-2024	View

<
>

Clearance Process Tasks in MyGJU that are Related to the QA Assurance & Accreditation Department

The Clearance Process Features in MyGJU for a QA User

Academic Calendar | Course Sections | Reports | **Proficiency Exam** | Students Clearance

QA Tasks > Proficiency Exam

Filtering Criteria

Program: All | Degree: Bachelor | Faculty: All | Department: All | Major: All | Student ID:

Proficiency Exam Year: All | Proficiency Exam Semester: All | Academic Status: Academic Status | Proficiency Exam Status: * Taken | Fees Paid: All

Student Information to Show

Program | Faculty | Department | Major | Academic Status | GJU Email

To track the students who are qualified for and completed the proficiency exam

Note: The proficiency exam is only applicable to bachelor degree students.
 Note: You cannot change the proficiency exam status for the selected students if they are cleared by QA.
 Note: To set the student's Proficiency Exam status to Taken, the student's current Proficiency Exam status must be scheduled.

Proficiency Exam Students												
Student ID	Student Name	Program	Faculty	Department	Major	Academic Status	Total Passed Hours	Proficiency Exam Hours	Proficiency Exam Year	Proficiency Exam Semester	Fees Paid	
		Foreign Certificates-Parallel	School of Electrical Engineering and Information Technology	Computer Engineering Department	Computer Engineering	Graduated	176	0	2023	Second	Yes	

Total Rows :1

Accessing the Clearance Screen to Clear a Student by a QA User

Academic Calendar | Course Sections | Reports | Proficiency Exam | **Students Clearance**

QA Tasks > Students Clearance

Summary

Student ID	Student Name	Major	Academic Status	Result	Reason
21		Computer Engineering	Graduated	Success	N.A.

Total Rows :1

Back | Print | Export

Academic Status: Academic Status | Required Action: All

Columns to Show in Results

- All
- Program
- Degree
- Faculty
- Department

Search

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.

Students Clearance

<input checked="" type="checkbox"/>	Student ID	Student Name	Clearance Semester	Required Action	Cleared by QA	QA Clearance Date	Clearance Start Date	Clearance Process
<input checked="" type="checkbox"/>			Summer 2022/2023	Pending Proficiency Exam Completion	No	N.A.	10-06-2024	View

Clear | Export

localhost:30178

Are you sure that you want to clear the selected students?

2. Click OK

OK | Cancel

1. Click Clear

Clearance Process Tasks in the Revenue Admin [3] that are Related to the Financial Department

The Clearance Process Features in the Revenue Admin

Setup Fees Student Financials Scholarships and Costs Closing Clearance Users Affairs Reports

Library Penalties Orders Discipl. Penalties Orders Students Clearance

Welcome to your account.

Accessing the Clearance Screen to Clear a Student by Finance

Setup
Fees
Student Financials
Scholarships and Costs
Closing
Clearance
Users Affairs
Reports

Library Penalties Orders
Discipl. Penalties Orders
Students Clearance

Filtering Criteria

Program: <input type="text" value="All"/>	Clearance Year: <input type="text" value="All"/>
Degree: <input type="text" value="All"/>	Clearance Semester: <input type="text" value="All"/>
Faculty: <input type="text" value="All"/>	Student ID: <input type="text"/>
Department: <input type="text" value="All"/>	Clearance Status: <input type="text" value="Started"/>
Major: <input type="text" value="All"/>	Cleared by Finance Department: <input type="text" value="No"/>
Academic Status: <input type="text" value="Academic Status"/>	Required Action: <input type="text" value="All"/>

Columns to Show in Results

<input type="checkbox"/> All	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Finance Department Clearance Date
<input type="checkbox"/> Program	<input type="checkbox"/> Academic Status	<input checked="" type="checkbox"/> Clearance Start Date
<input type="checkbox"/> Degree	<input checked="" type="checkbox"/> Cleared by Finance Department	<input type="checkbox"/> Clearance Completion Date
<input type="checkbox"/> Faculty		
<input type="checkbox"/> Department		

Note: The students clearance feature is effective starting from the Second 2023/2024 semester.
Note: You will not be able to clear a student until he/she is cleared by the required entities.

Students Clearance

	Student ID	Student Name	Clearance Semester	Required Action	Library Penalties	Disciplinary Penalties	Cleared by Finance Department	Finance Department Clearance Date	Clearance Start Date	Clearance Process
<input type="checkbox"/>			Summer 2022/2023	Pending Clearance by Other Entities	N.A.	N.A.	No	N.A.	10-06-2024	View

<
>

1. Select the student to clear

2. Click the Clear button

Viewing the Clearance Process Details for a Student

Students Clearance

1

Student ID	Student Name	Clearance Semester	Required Action	Cleared by Registration Department	Registration Department Clearance Date	Clearance Start Date	Clearance Process
		Summer 2022/2023	Pending Clearance by Other Entities	No	N.A.	10-06-2024	View

Study Plan: Computer Engineering 2017/2018

Study Plan Credit Hours: 176

Student ID: [Redacted]

Enrollment Year: First 2017 / 2018

Student Status: Graduated

Program: Foreign Certificates-Parallel

Advisor: Omar Hiari

Dual Studies Track: No

Account Status: Active

Clearance Information

Clearance Status: Started	Clearance Semester: Summer 2022/2023
Clearance Reason: Graduation	Clearance Start Date: 10-06-2024

Required Student Action Color Keys

No Action Needed
 Need Student Action

Entity Clearance Color Keys

Cleared
 Not Cleared

Clearance Process

Responsible Entity Name	Required Student Action	Cleared	Cleared By	Entity Clearance Date
Deanship of Students Affairs	No Action Needed	Yes	Hala Alayed	2024-06-11
Library	No Action Needed	Yes	Laith Alnaser	2024-06-11
Accreditation and Quality Assurance Department	No Action Needed	Yes	Feras Al Hawari	2024-06-11
The Deanship of Innovation, Technology Transfer and Entrepreneurship	No Action Needed	Yes	Nidal Alshwawreh	2024-06-11
School of Electrical Engineering and Information Technology	No Action Needed	Yes	Feras Al Hawari	2024-06-11
Finance Department	No Action Needed	No	N.A.	N.A.
Admission and Registration Department	No Action Needed	No	N.A.	N.A.

Processing a Penalty Order by Finance (1)

[Setup](#)
[Fees](#)
[Student Financials](#)
[Scholarships and Costs](#)
[Closing](#)
[Clearance](#)
[Users Affairs](#)
[Reports](#)

[Library Penalties Orders](#)
[Discipl. Penalties Orders](#)
[Students Clearance](#)

▸ Clearance ▸ [Library Penalties Orders](#)

Filtering Criteria

Program:
 Degree:
 Faculty:
 Department:
 Major:
 Academic Status:

Penalty Order Year:
 Penalty Order Semester:
 Penalty Order Status:
 Enrollment Year:
 Student ID:

1. Select the student

2. Click the Process button

Note: Processing a penalty order is only allowed if the order status is submitted.
 Note: Processing a penalty order is allowed if the student is not cleared by the finance department.

Library Penalties Orders						
Penalty Order ID	Student ID	Student Name	Penalty Order Semester	Amount (JD)	Status	
1			Second 2023/2024	10,000	Submitted	<input type="button" value="View"/> <input checked="" type="button" value="Process"/> <input type="button" value="View Log"/> <input type="button" value="Export"/>

Processing a Penalty Order by Finance (2)

► Clearance ► Library Penalties Orders ► [Process Library Penalty Order](#)

Student Information

Student ID:

Student Name:

Enrollment Year: 2022

Enrollment Semester: First

Academic Status: Enrolled

Degree: Bachelor

Major: Design and Media Informatics

Library Penalty Order Information

Penalty Order ID: 1

Penalty Order Semester: Second 2023/2024

Penalty Order Date: 11-05-2024

Penalty Order Status: Submitted

Penalty Reason: late book return

Fee Type: Library Penalty Fees

Amount: 10.0 (JD)

Click the Save button to charge the student, if the information is correct

Clearance Process Tasks in MyGJU that are Related to the Presidency Department

The Clearance Process Features in MyGJU for a Presidency User

My Affairs
Academic Affairs
Manager's Tasks

Vacations
Leaves
Fingerprint
Supplies
Discipl. Penalties Orders

▸ Manager's Tasks ▸ Disciplinary Penalties Orders

Filtering Criteria

Program:	<input type="text" value="All"/>		Penalty Order Year:	<input type="text" value="2023/2024"/>
Degree:	<input type="text" value="All"/>		Penalty Order Semester:	<input type="text" value="Second"/>
Faculty:	<input type="text" value="All"/>		Penalty Order Status:	<input type="text" value="All"/>
Department:	<input type="text" value="All"/>		Enrollment Year:	<input type="text" value="All"/>
Major:	<input type="text" value="All"/>		Student ID:	<input type="text"/>
Academic Status:	<input type="text" value="Academic Status"/>			

Note: Canceling a penalty order is allowed if the order status is submitted or processed.
Note: Canceling a penalty order is allowed if the student is not cleared by the finance department.

Disciplinary Penalties Orders						
(1 of 1) ◀ ▶ ⏪ ⏩ 0 ▼						
Penalty Order ID	Student ID	Student Name	Penalty Order Semester	Amount (JD)	Status	Penalty Book
No records found						
<input type="button" value="View"/> <input type="button" value="Cancel Order"/> <input type="button" value="View Log"/> <input type="button" value="Export"/>						

Total Rows: 0

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed April 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.
3. F. Al-Hawari. Analysis and design of an accounting information system. *International Research Journal of Electronics and Computer Engineering*, 2017 Jun, 3(2):16-21.