



Student Clearance Flow from the MyGJU Student Side

Feras Al-Hawari, Anoud Alufieshat, Sara Abu Sa'aleek, Rawan Turab, Fadia Alshoura, and Rasha Al-Attal

Overview

- ▶ Introduction.
- ▶ Responsible entities.
- ▶ Possible actions to fulfil.
- ▶ Clearance tab in MyGJU [1,2].
- ▶ Checking library penalty orders.
- ▶ Checking disciplinary penalty orders.
- ▶ Uploading flag service information (Jordanian/Male students only).
- ▶ Uploading residency information (Foreign students only).
- ▶ Checking loaned books.
- ▶ Checking proficiency exam completion.
- ▶ Checking academic requirements completion.
- ▶ Checking financial statement [3].



Introduction

- ▶ When the registration department graduates a student, 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 the student is clear to complete the process.
- ▶ Previously, a 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 person who is responsible for issuing the clearance.
- ▶ In that regard, this document discusses the digitalized clearance process that is introduced in MyGJU for students to allow them to remotely check their clearance status with each entity to act when needed.
- ▶ This makes the student clearance process seamless, paperless, fully online, faster, transparent, and error prone.

Responsible Entities

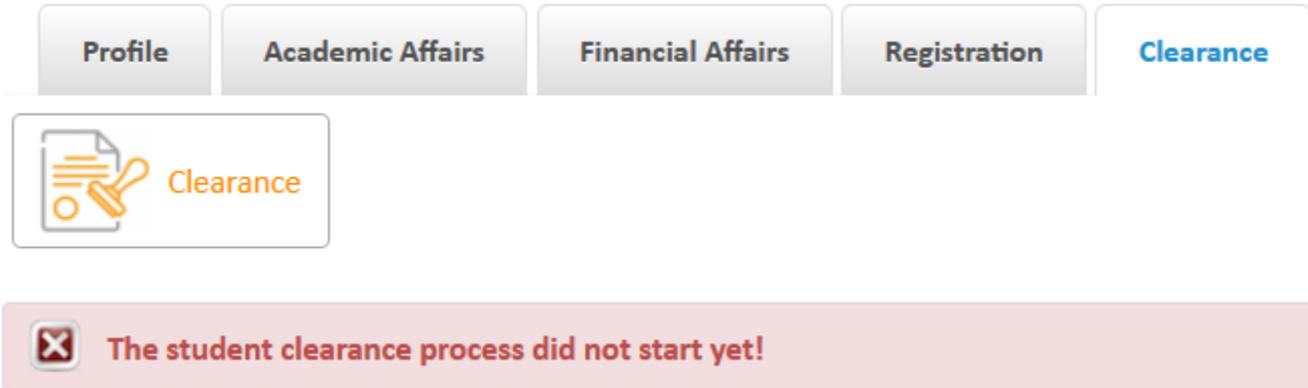
| Entity | Role | Responsibilities |
|-----------------------------|-----------------|---|
| Registration Department | Registrar | <ul style="list-style-type: none"> - Check students' completion of all academic requirements for graduation - Graduates a student to initiate the online clearance process - Verify flag service postponement for Jordanian/male students - 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 |
| Student | Student | <ul style="list-style-type: none"> - Respond to all required actions as requested (see next slide) |



Possible Actions to Fulfil

| |
|--|
| 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 |

Clearance Tab when the Process Did Not Start Yet



Note that the student clearance process will start after the following:

- Completing all the needed academic requirements for graduation i.e., passing all the required courses in the study plan
- The registrar changes the student's academic status from **Enrolled** to **Graduated**

Clearance Tab when the Process Starts

Profile Academic Affairs Financial Affairs Registration **Clearance**



› Clearance › Clearance

The student clearance process is in progress. ×

Student Information

| | | | |
|---------------------------------|---|----------------------------|-------------------|
| Name: | | Student ID: | |
| Degree: | Bachelor | Enrollment Year: | First 2018 / 2019 |
| Faculty: | School of Electrical Engineering and Information Technology | Student Status: | Graduated |
| Department: | Computer Engineering Department | Program: | Regular Program |
| Major: | Computer Engineering | Advisor: | N.A. |
| Study Plan: | Computer Engineering 2017/2018 | Dual Studies Track: | No |
| Study Plan Credit Hours: | 176 | Account Status: | Active |

Clearance Information

| | | | |
|--------------------------|------------|------------------------------|------------------|
| Clearance Status: | Started | Clearance Semester: | Summer 2022/2023 |
| Clearance Reason: | Graduation | Clearance Start Date: | 11-06-2024 |

Required Student Action Color Keys

No Action Needed Need Student Action

Entity Clearance Color Keys

Cleared Not Cleared

Note: You can visit the Admission and Registration department to complete the clearance process and receive your certificate when you are cleared by all the other entities.

| Clearance Flow | | | | |
|--|-------------------------------------|---------|------------|-----------------------|
| 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 | No Action Needed | No | N.A. | N.A. |

Clearance Tab when the Process is in the Last Stage

Clearance Information

| | | | |
|--------------------------|------------|------------------------------|------------------|
| Clearance Status: | Completed | 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

Note: The student must bring the flag service book for verification when he visits the Admission and Registration Department to complete the clearance process and receive his certificate.

Note: You can visit the Admission and Registration department to complete the clearance process and receive your certificate when you are cleared by all the other entities.

| Clearance Flow | | | | |
|--|-------------------------|---------|------------------|-----------------------|
| 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 | Yes | Salwa Ammourah | 2024-06-11 |
| Admission and Registration Department | No Action Needed | No | | 2024-06-11 |



Checking Library Penalty Orders

▶ Academic Affairs ▶ Other Affairs

Other Affairs

| | | |
|--|---|--|
| Academic Calendar | Student Status | Remedial Courses Fulfillment |
| Study Plan | Hold Status | Substitute Courses |
| Study Plan versus Transcript | Major Transfers | Courses Withdrawal |
| Advisors | Feedback | Library Penalties |
| Erasmus+ Europe | Vaccination Certificate | Disciplinary Penalties |
| Proficiency Exam | Transfer Credit | Loaned Books |
| | Prerequisite Tests | |

▶ Academic Affairs ▶ Other Affairs ▶ Library Penalties

| Library Penalties | | |
|------------------------|-------------|--------|
| Penalty Order Semester | Amount (JD) | Status |
| Second 2023/2024 | 10.000 | Paid |

Total Rows: 1

← Back

This can be paid via **credit card** from this screen (soon to come) or you can pay it via **cash or check** at the finance department

Checking Disciplinary Penalty Orders

▶ Academic Affairs ▶ Other Affairs

Other Affairs

| | | |
|--|---|--|
| Academic Calendar | Student Status | Remedial Courses Fulfillment |
| Study Plan | Hold Status | Substitute Courses |
| Study Plan versus Transcript | Major Transfers | Courses Withdrawal |
| Advisors | Feedback | Library Penalties |
| Erasmus+ Europe | Vaccination Certificate | Disciplinary Penalties |
| Proficiency Exam | Transfer Credit | Loaned Books |
| | Prerequisite Tests | |

▶ Academic Affairs ▶ Other Affairs ▶ Disciplinary Penalties

| Disciplinary Penalties | | | |
|------------------------|-------------|--------|--------------|
| Penalty Order Semester | Amount (JD) | Status | Penalty Book |
| No records found | | | |

Total Rows: 0

[← Back](#)

This can be paid via **credit card** from this screen (soon to come) or you can pay it via **cash or check** at the finance department



Uploading Flag Service Information

Academic Affairs > Other Affairs

- [Remedial Courses Fulfillment](#)
- [Substitute Courses](#)
- [Courses Withdrawal](#)
- [Flag Service Postponements](#)
- [Library Penalties](#)
- [Disciplinary Penalties](#)
- [Loaned Books](#)



Academic Affairs > Other Affairs > Flag Service Postponements

| Flag Service Postponements | | | | |
|----------------------------|---------|--------|---------------------|-------------------|
| From Date | To Date | Reason | Verification Status | Postponement File |
| No records found | | | | |

Total Rows: 0

Back Add

Academic Affairs > Other Affairs > Flag Service Postponements > Add Flag Service Postponement

Flag Service Postponement Information

Note: Once the flag service postponement is submitted, then it cannot be edited.
Note that your modifications will not be permanently saved until you click the Submit button.

From Date: * 01-06-2024

To Date: * 01-06-2025

Reason: Approved

Uploaded File: Flag Service Postponements

Scanned copy of flag service book page

Upload File

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

Choose Upload Cancel

Back Submit



Academic Affairs > Other Affairs > Flag Service Postponements

| Flag Service Postponements | | | | |
|----------------------------|------------|----------|----------------------|----------------------|
| From Date | To Date | Reason | Verification Status | Postponement File |
| 01-06-2024 | 01-06-2025 | Approved | Pending Verification | View |

Total Rows: 1

Back Add

Needs verification by registration after submission

Valid for Jordanian & Male Students



Uploading Residency Information

▸ Academic Affairs ▸ Other Affairs

[Remedial Courses Fulfillment](#)

[Substitute Courses](#)

[Courses Withdrawal](#)

[Residency Information](#)

[Library Penalties](#)

[Disciplinary Penalties](#)

[Loaned Books](#)

▸ Academic Affairs ▸ Other Affairs ▸ Residency Information

Note: You don't need to add residencies if you are from these countries: JORDAN, PALESTINE.

| Residency Information | | | | | |
|-----------------------|------------|-------------|------|---------------------|----------------|
| Residence Number | Issue Date | Expiry Date | Note | Verification Status | Residency File |
| No records found | | | | | |

Total Rows : 0

← Back + Add

▸ Academic Affairs ▸ Other Affairs ▸ Residency Information ▸ Add Student Residency Information

Residency Information

Note: Once the residency information is submitted, then it cannot be edited.

Note: The uploaded file should contain the residency information and a copy of the passport.

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

Residence Number: *

Issue Date: *

Expiry Date: *

Note:

Uploaded File:
 • Residency File  

Scanned copy of residency page

Upload File

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

+ Choose ↻ Upload ⌂ Cancel

← Back

| Residency Information | | | | | |
|-----------------------|------------|-------------|------|----------------------|----------------------|
| Residence Number | Issue Date | Expiry Date | Note | Verification Status | Residency File |
| r1234 | 11-06-2024 | 2024-06-30 | | Pending Verification | View |

Total Rows : 1

← Back + Add

Needs verification by DSA after submission

Checking Loaned Books

▶ Academic Affairs ▶ Other Affairs

[Remedial Courses Fulfillment](#)

[Substitute Courses](#)

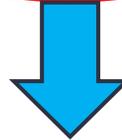
[Courses Withdrawal](#)

[Residency Information](#)

[Library Penalties](#)

[Disciplinary Penalties](#)

[Loaned Books](#)



▶ Academic Affairs ▶ Other Affairs ▶ **Loaned Books**

Note: The loaned books in the table below represent the books that were not returned yet.

| Loaned Books | | |
|---------------|---------|----------|
| (1 of 1) | | |
| Book Title | Barcode | Due Date |
| No Data Found | | |

Total Rows :

← Back

Print

Return book to
library if needed



Checking Proficiency Exam Completion

▸ Academic Affairs ▸ Other Affairs

[Academic Calendar](#)

[Study Plan](#)

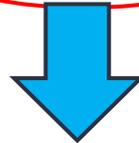
[Dual Studies](#)

[Study Plan versus Transcript](#)

[Advisors](#)

[Erasmus+ Europe](#)

[Proficiency Exam](#)



▸ Academic Affairs ▸ Other Affairs ▸ Proficiency Exam Information

Note: The Proficiency Exam Hours are the minimum number of passed hours to finish in order to qualify for taking the proficiency exam.

| Proficiency Exam Information | | |
|------------------------------|-----------------------------|---------------------------|
| Proficiency Exam Hours ⇅ | Proficiency Exam Semester ⇅ | Proficiency Exam Status ⇅ |
| 0 | -- | Scheduled |

Total Rows : 1

← Back

Check with QA department
if not completed

Checking Academic Requirements Completion

▸ Academic Affairs ▸ **Other Affairs**

Student Information

| | | | |
|---------------------------------|---|----------------------------|-------------------------------|
| Name: | [REDACTED] | Student ID: | [REDACTED] |
| Degree: | Bachelor | Enrollment Year: | First 2017 / 2018 |
| Faculty: | School of Electrical Engineering and Information Technology | Student Status: | Enrolled |
| Department: | Computer Engineering Department | Program: | Foreign Certificates-Parallel |
| Major: | Computer Engineering | Advisor: | N.A. |
| Study Plan: | Computer Engineering 2017/2018 | Dual Studies Track: | No |
| Study Plan Credit Hours: | 176 | Account Status: | Active |

Other Affairs

[Academic Calendar](#)

[Study Plan](#)

[Dual Studies](#)

[Study Plan versus Transcript](#)

[Advisors](#)

[Erasmus+ Europe](#)

[Proficiency Exam](#)

[Student Status](#)

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[Major Transfers](#)

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[Loaned Books](#)

Checking Financial Statement

Profile Academic Affairs **Financial Affairs** Registration Clearance

Account Tuition Calculation Fees Student Fee Payments Student Scholarships

| Trans. Date | Trans. No | Trans. Type | Details | Debit | Credit | Balance | Scholarship | Scholarship Amount | Note |
|-------------|-----------|----------------------|---|----------|----------|-----------|-------------|--------------------|--------------------------------|
| 19-08-2018 | 28963 | Receipt Voucher | E-Banking Tuition Fees Payment via MadfootCom | 0.000 | 2050.000 | -2050.000 | | 0.000 | E-Banking Tuition Fees Payment |
| 19-09-2018 | 31141 | Receipt Voucher | E-Banking Tuition Fees Payment via MadfootCom | 0.000 | 300.000 | -2350.000 | | 0.000 | E-Banking Tuition Fees Payment |
| 25-09-2018 | 32575 | Receipt Voucher | E-Banking Tuition Fees Payment via MadfootCom | 0.000 | 100.000 | -2450.000 | | 0.000 | E-Banking Tuition Fees Payment |
| 20-10-2018 | 35877 | Registration Invoice | First 2018/2019 crHrsAmt:1900.0 zcrHrsAmt:0.0 semFeesAmt:550.0 | 2450.000 | 0.000 | 0.000 | | 0.000 | Reg. Invoice |
| 03-02-2019 | 34222 | Receipt Voucher | E-Banking Tuition Fees Payment via MadfootCom | 0.000 | 1930.000 | -1930.000 | | 0.000 | E-Banking Tuition Fees Payment |
| 25-03-2019 | 39824 | Registration Invoice | Second 2018/2019 crHrsAmt:1700.0 zcrHrsAmt:0.0 semFeesAmt:230.0 | 1930.000 | 0.000 | 0.000 | | 0.000 | Reg. Invoice |
| 27-06-2019 | 37846 | Receipt Voucher | E-Banking Tuition Fees Payment via MadfootCom | 0.000 | 1280.000 | -1280.000 | | 0.000 | E-Banking Tuition Fees Payment |

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.