



Deanship of **عمادة**
Admissions **القبول**
& Registration **والتسجيل**


Request to Drop a Course

Request to Drop a Course

- ❖ Log in to the student portal: <https://portal.psut.edu.jo>
- ✓ Select 'Academic System'
- ✓ Select the 'Electronic Services' menu
- ✓ Click on 'Service Request' button
- ✓ Select the 'Request to Drop a Course'
- ✓ Select the course you want to drop and the reason
- ✓ Click 'Confirm'
- ✓ Enter the authentication code you received in your mail box
- ✓ Press 'Submit' to receive a message indicating the success of the submission

Log in to the student portal

<https://portal.psut.edu.jo>



Princess Sumaya
University
for Technology

الجامعة
الأميرة سميرة
للتكنولوجيا

Login

User Name

Password

Login

Forgot Password? [Click Here](#)



University ID

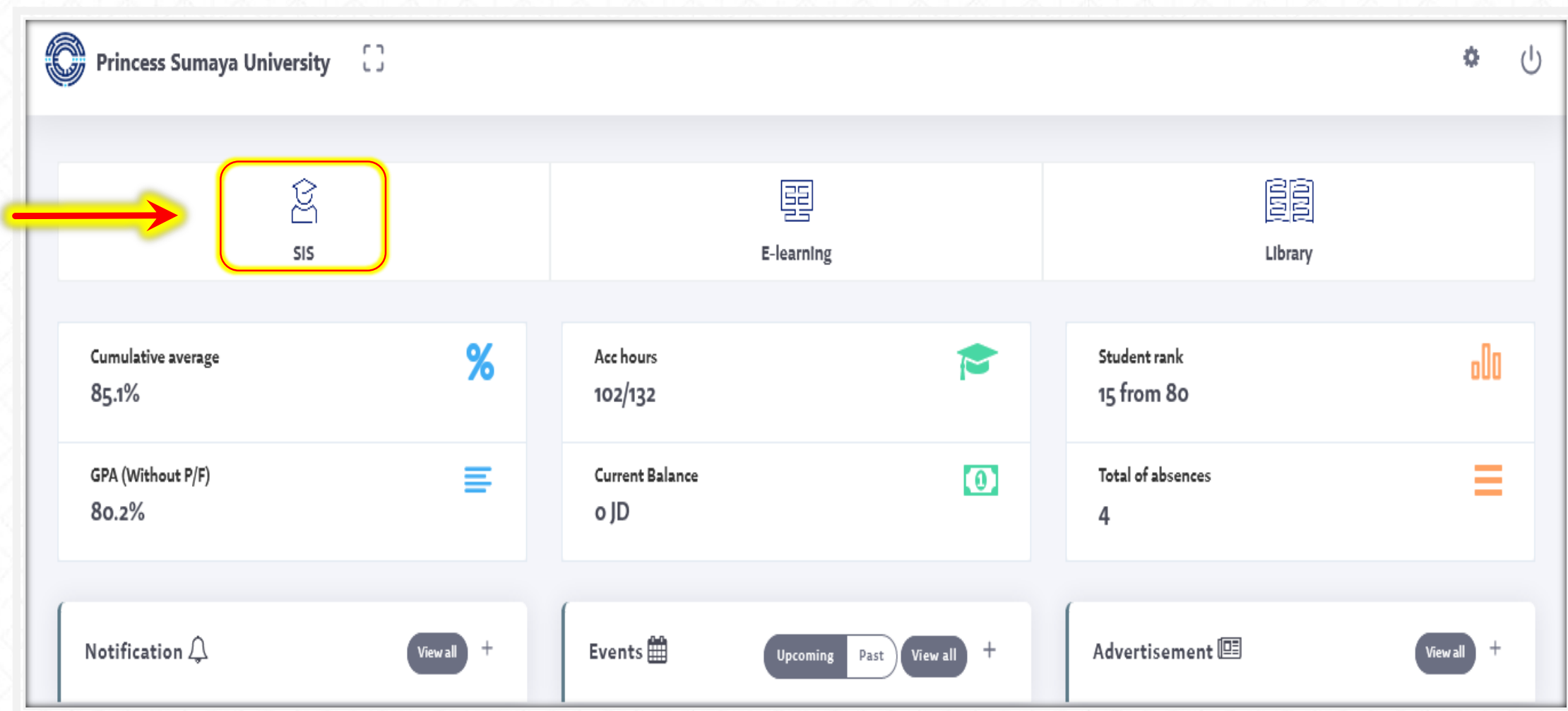


Password



Login

✓ Select 'Academic System' (SIS)



- ✓ Select the 'Electronic Services' menu
- ✓ Click on 'Service Request' button

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. On the left, a dark blue sidebar contains a list of menu items: Student Information, Current Schedule, Exams Schedule, Calc Average, Semesters Courses, Study Plan, Registration, Financial, E-Services, Subscriptions, and Survey. The 'E-Services' item is highlighted with a yellow border and a green circular callout containing the number '1'. A yellow arrow points from this callout to the 'E-Services' menu item. The main content area has a light gray header with the university's logo and name in Arabic and English. Below the header, there is a section for service requests. It includes a 'Type of service' section with radio buttons for 'All' (selected), 'Official Certificate Request Form', 'E-Services', and 'Other Procedures'. Below this is a 'Service' dropdown menu currently set to 'All'. A blue 'Search' button is positioned to the right of the dropdown. Below the search section, there is a blue button labeled 'Request for service' with a yellow border and a red circular callout containing the number '2'. A yellow arrow points from this callout to the 'Request for service' button.

- ✓ Select the 'Request to Drop a Course'
- ✓ Select the course you want to drop and the reason
- ✓ Click 'Confirm'

Princess Sumaya University for Technology

Student Information

Current Schedule

Exams Schedule

Calc Average

Semesters Courses

Study Plan

Registration

Financial

E-Services

Subscriptions

Survey

Type of service: ☐ Official Certificate Request Form ☒ E-Services ☐ Other Procedures

Service: **Course withdrawal request** (Step 3)

Student Info

Your Cumulative Average : 85.1
Your Accumulate Hours : 102

Course Title: **34415 International Accounting Section 1** (Step 4A)

Reason for action: **Study difficulties / Repeated failure** (Step 4B)

Confirmation (Step 5)

A (Step 4) B (Step 4)

5

- ✓ Enter the authentication code you received in your mail box.
- ✓ Press 'Submit' to receive a message indicating the success of the submission

Princess Sumaya University for Technology

Student Information

Current Schedule

Exams Schedule

Calc Average

Semesters Courses

Study Plan

Registration

Financial

E-Services

Subscriptions

Survey

Type of service: ☐ Official Certificate Request Form ☐ E-Services ☐ Other Procedures

Service: Course withdrawal request

Student Info

Your Cumulative Average : 85.1
Your Accumulate Hours : 102

Course Title: 34415 International Accounting Section 1

Reason for action: Study difficulties / Repeated failure

The confirmation code has been sent to your email; please check your email.

6

Send **Back**

7

A message of the success of your request submission to drop a course

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. At the top right, the university's logo and name are visible in both Arabic and English. Below the header, a navigation bar contains several menu items: 'بيانات الطالب' (Student Data), 'الفصل الحالي' (Current Semester), 'جدول الامتحانات' (Examination Schedule), 'إحتساب المعدل' (Grade Calculation), 'مواد الفصول' (Course Materials), 'الخطة الدراسية' (Academic Plan), 'التسجيل' (Registration), 'مالية' (Finance), 'الخدمات الإلكترونية' (Electronic Services), 'إستبيان' (Survey), and 'الاشتراكات' (Subscriptions). The main content area features a confirmation message: 'The procedure was saved and approved successfully', accompanied by a green checkmark icon. This message is highlighted with a yellow border, and a red arrow points to it from below. Above the message is a blue button labeled 'عودة' (Return). The footer contains copyright information: 'Copyright © 2020 Princess Sumaya University for Technology. All Rights Reserved. Developed by Royal Scientific Society', and social media icons for YouTube, Twitter, LinkedIn, and Facebook.

جامعة الأميرة سمية للتكنولوجيا Princess Sumaya University for Technology

تصنيف الخدمة
إصدار وثائق ○ خدمات الكترونية ○ إجراءات أخرى
اختر

عودة

The procedure was saved and approved successfully

Copyright © 2020 Princess Sumaya University for Technology. All Rights Reserved. Developed by Royal Scientific Society



عمادة
القبول
والتسجيل
Deanship of
Admissions
& Registration

مكتب الإرشاد الأكاديمي
Academic Advising Office