



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

الأميرة سميرة  
للتيكنولوجيا

Login

User Name

Password

Login

Forgot Password? [Click Here](#)



University ID

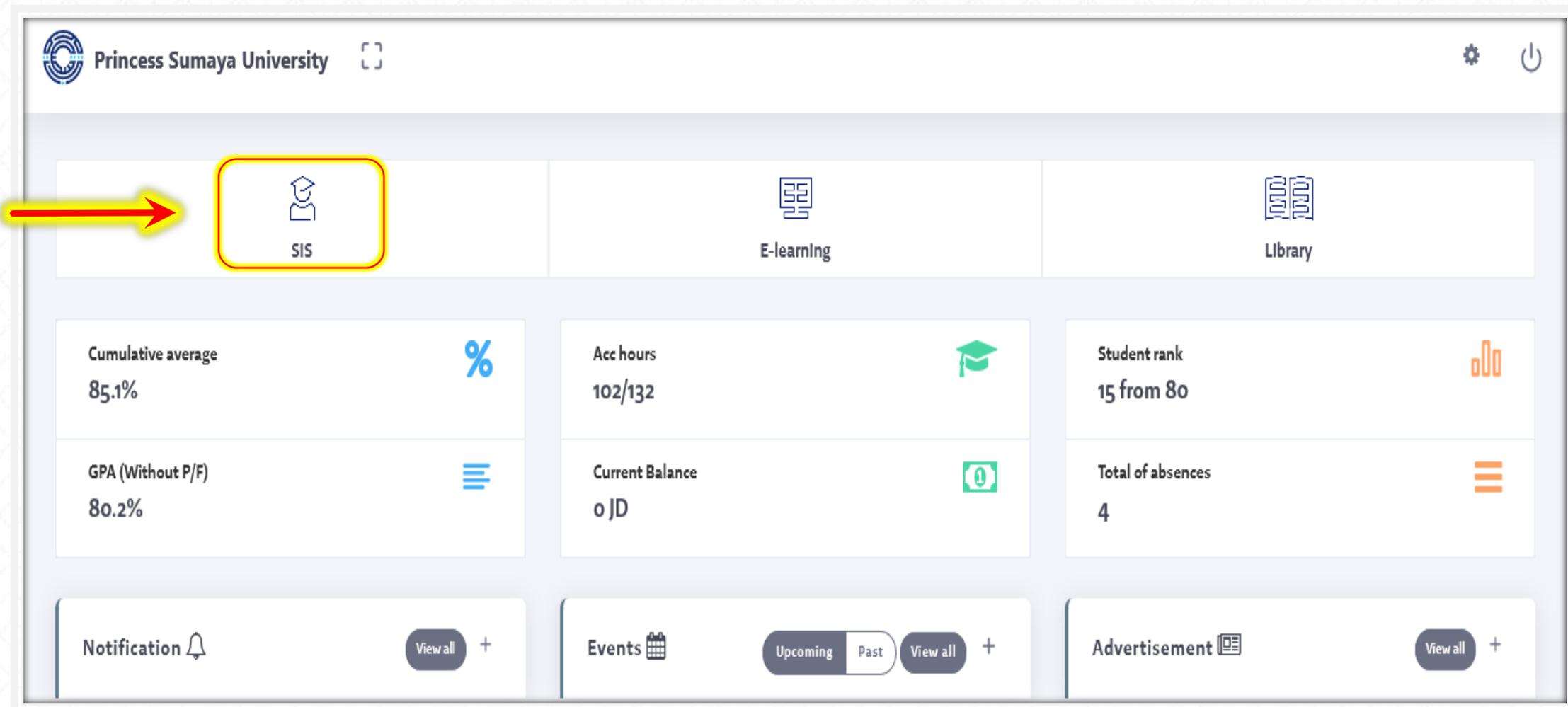


Password



Login

## ✓ Select 'Academic System' (SIS)



The screenshot displays the user interface of the Princess Sumaya University portal. At the top left, the university's logo and name are visible. The main navigation bar contains three primary icons: SIS (Academic System), E-learning, and Library. The SIS icon is highlighted with a yellow border and a red arrow pointing to it from the left. Below the navigation bar, the dashboard is organized into a grid of widgets. The first row includes 'Cumulative average' (85.1%), 'Acc hours' (102/132), and 'Student rank' (15 from 80). The second row includes 'GPA (Without P/F)' (80.2%), 'Current Balance' (0 JD), and 'Total of absences' (4). The bottom row features 'Notification', 'Events' (with 'Upcoming' and 'Past' filters), and 'Advertisement' sections, each with a 'View all' button.

Widget	Value
Cumulative average	85.1%
Acc hours	102/132
Student rank	15 from 80
GPA (Without P/F)	80.2%
Current Balance	0 JD
Total of absences	4

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

The screenshot displays the user interface of the Princess Sumaya University for Technology portal. The header includes the university's logo and name in Arabic and English. A dark blue sidebar on the left contains a list of navigation options: Student Information, Current Schedule, Exams Schedule, Calc Average, Semesters Courses, Study Plan, Registration, Financial, E-Services, Subscriptions, and Survey. The 'E-Services' option is highlighted with a yellow border and a green circular callout containing the number '1'. A red arrow points from this callout to the 'E-Services' menu item. The main content area features a search interface with radio buttons for 'Type of service' (All, Official Certificate Request Form, E-Services, Other Procedures) and a text input field for 'Service' (containing 'All'). A blue 'Search' button is positioned below the input field. A red circular callout containing the number '2' is placed to the right of the 'Request for service' button, which is highlighted with a yellow border. A red 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:

3

Student Info

Your Cumulative Average : 85.1  
Your Accumulate Hours : 102

Course Title:  Reason for action:

A 4

Confirmation

B 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

**Student Info**

Your Cumulative Average : 85.1  
Your Accumilate Hours : 102

Course Title  Reason for action

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

**6**

**7**

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

The screenshot displays the user interface of Princess Sumaya University for Technology. At the top right, the university's logo and name are visible in Arabic and English. Below the header, there is a navigation menu with options like 'بيانات الطالب', 'الفصل الحالي', 'جدول الامتحانات', etc. The main content area features a blue button labeled 'عودة' (Return) and a green-bordered box containing the message 'The procedure was saved and approved successfully' with a green checkmark icon. A red arrow points to this message box. The footer contains copyright information and social media icons.

Princess Sumaya University  
الأميرة سمية للتكنولوجيا

تصنيف الخدمة  
الخدمة

إصدار وثائق ○ خدمات الكترونية ○ إجراءات اخرى

اختر

عودة

The procedure was saved and approved successfully ✓

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

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مكتب الإرشاد الأكاديمي  
Academic Advising Office