

学生网上选课管理规定

选课是学分制教学组织实施的核心，是贯彻因材施教原则、促进学生个性发展的重要形式。为维护学校正常的教学秩序，加强学生选课工作的管理，规范学生的选课行为，使学生能够科学有序地选课，确保学生完成学习任务，特制定本规定。

第一章 选课管理总则

第一条 学生应按照专业培养方案进行课程修读。其中必修课部分（包括公共基础课、专业课）必须修完全部课程及教学环节并获得相应学分；选修课部分（包括限定选修课、专业选修课）应按要求选修并获得规定的学分。不同专业方向的课程学分不能互相替代。

第二条 学生在校能参加未办理选课手续的课程的学习和考核；选课后未在规定时间办理退选手续而无故不参加课程学习和考核者，该课程成绩记为不通过或按缺考处理，并记载在成绩单中，不能取得相应的学分。

第三条 如所选课程为纯面授课程，学生必须按照教务处下达的课表在指定的时间、地点上课。未经办理手续而擅自转移课堂，不能获得该门课的学分。

第四条 如所选课程为含部分网络授课课程，学生必须按照教务处下达的部分面授学时的课表要求上课，其余网络授课学时需听从授课教师要求在网络上进行学习。

第五条 学生不得擅自代替他人选课。违反规定者，将按学校有关规定严肃处理。

第二章 选课管理的基本原则与要求

第六条 每学期在学生选课前，教务处下达新学期选修课程的开课计划，各二级学院安排辅导员、兼职班主任对学生进行选课动员，并依据学生个人的实际情况进行选课指导。

第七条 学生应根据本专业教学计划和自己的学习能力选修相应课程。三年修满选修课学分累计不低于16学分，其中专业选修课学分累计不低于8学分，限选修课学分累计不低于8学分。

第八条 学生通过校园数字化信息平台进行选课。新生第一次登陆校园数字化信息平台时，首先须更改密码，确保更改后的密码仅限本人知道和使用。因个人原因导致密码丢失或忘记，本人应及时到教务处修改密码。

退选后，学生本人可到教务处指定地点进行补、退、改选。届时教务处人员在场给予指导解决。

3. 第二阶段结束后，选课时间关闭。教务处不再办理任何补、退、改选课手续。各二级学院可从“正方教务管理系统”查询学生的选课信息，各二级学院学生可从“数字化校园信息平台”查询本人的最终选课结果。

第十二名 选课流程



3、进入之后在学生个人服务中心的左侧点击教务系统，如果在“我的应用”找不到教务系统，请点“我的应用”右侧的“添加按钮”添加教务系统。



5. All the details need to be filled in the form. The first page of the form is the cover page.

The second page contains the personal information of the applicant. It includes the name, address, date of birth, gender, marital status, and education level.

The third page contains the professional information of the applicant. It includes the name of the company, position, experience, and salary history.

The fourth page contains the financial information of the applicant. It includes the income, expenses, debts, and savings.

The fifth page contains the medical information of the applicant. It includes the health history, medications, and allergies.

The sixth page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The seventh page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The eighth page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The ninth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The tenth page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.

The eleventh page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The twelfth page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The thirteenth page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The fourteenth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The fifteenth page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.

The sixteenth page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The seventeenth page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The eighteenth page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The nineteenth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The twentieth page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.

The twenty-first page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The twenty-second page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The twenty-third page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The twenty-fourth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The twenty-fifth page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.

The twenty-sixth page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The twenty-seventh page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The twenty-eighth page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The twenty-ninth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The thirtieth page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.

The thirty-first page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The thirty-second page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The thirty-third page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The thirty-fourth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The thirty-fifth page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.

The thirty-sixth page contains the criminal history of the applicant. It includes the arrests, convictions, and felonies.

The thirty-seventh page contains the educational history of the applicant. It includes the schools attended, degrees earned, and grades received.

The thirty-eighth page contains the work history of the applicant. It includes the jobs held, employers, and dates of employment.

The thirty-ninth page contains the financial history of the applicant. It includes the bank accounts, credit cards, and loans.

The forty-page contains the medical history of the applicant. It includes the doctor's names, addresses, and phone numbers.