教务处 [2017] 32 号

**关于2017-2018学年夏、秋季学期**

**学生选课工作的通知**

**Notice: About the Course Selection for Summer and Autumn Semester of 2017-2018 Academy Year**

各学院：

All Colleges and Departments:

2017-2018学年夏、秋季学期的学生选课工作将于2017年6月6日正式启动，为保证选课工作的顺利进行，现将有关事项通知如下：

The course selection for summer and autumn semester of 2017-2018 academy year will be started on 6th of June, 2017. In order to maintain the launch of this job, here are the things to be noticed:

1．各学院务必参考教务处主页上的《南京理工大学学生选课指导》,认真做好学生的选课指导与组织工作。

 1. All colleges should organize and guide students to select their courses based on the ‘Guidance of students’courses selection of NJUST’（《南京理工大学学生选课指导》）on the website of Academic Affair Office.

2．本次选课**重修报名选课从开学第一天**（2017年8月28日）开始,并与**补退选**同时结束（2017年9月6日）。

2. The selection of the **retake courses** will start on the **28th August of 2017** and ends on **6th September of 2017**.

3. 需要交重修费、副修费的学生,**9月11日8:30 -- 9月18日17:00网上缴费**，但要提醒学生的是:**缴费即为确认重修、副修选课，不可更改，否则费用无法退回**。请同学们务必注意重修报名与重修、副修缴费时间。

 3. The students who need to pay for the retake course should pay online during the period from **8:30 a.m. of 11th September in 2017 to 5:00 p.m. of 18th September in 2017.** If the retake courses have been paid, then they can’t be cancelled and the money can’t be returned to you. Please pay attention to the time of selection and payment of the retake courses.

4．为维护选课的秩序，保障选课工作的顺利进行，本次选课的一选、二选仍采用**分年级、分时段**进行选课，学生须按照“**选课时间安排表**”（见附件）在规定的时间段选课，否则无法进入选课系统

4. In order to keep the order of the course selection and maintain the process, students from different grades should select courses in different periods based on the ‘Arranged timetable of course selection’(“选课时间安排表”）in the appendix, or the system will not be available.

5. 学生可以在第四教学楼机房或其它可上网的计算机上登录教务处主页，进入【本科综合教务管理系统】，录入用户名与密码后点击【选课中心】进行选课。

5. All the students could use the computers in the public computer room in the Teaching Building IV or the other computers which can access to the homepage of the website of Academic Affair Office. Click the link of ‘本科生教务管理系统’. After input your student number and password, the selection of courses can be done.

6. 学生选课时应严肃认真，严格按照选课时间进行选课，选课结束后，不再办理选课事宜。未选课程，不能参加该课程的学习和考核；欲退选的课程未在规定时间内退选视为选课有效。

6. Students should be serious for course selection and finish this work on time, or the course selection will not be available. Students cannot take the classes or the exams of the courses which are failed for selection. The courses which are failed to cancel will be seen as successfully selected courses.

7. 对于申请课程间听的同学，需关注课程的审批情况。间听课程教师的最后审批时间是2017年9月7日,办理间听课程的同学请及时查看教师的审批结果。

7. For all the students who want to apply for the auditing courses, you should pay attention to the approval results. The deadline for teachers to approve the auditing courses is 7th of September in 2017 and all the students who apply for the auditing courses should pay attention to the approval results.

8. 学生在选课过程中遇到问题，可以查阅《南京理工大学学生选课指导手册》、咨询学校“学业指导中心”（逸夫楼二楼）和各学院“学业指导部”，如仍然无法解决，请通过选课页面中的“在线问答”寻求帮助，或到所在学院教务办公室咨询。

8. If students have any problem during the course selection, please check the ‘Guidance handbook of students course selection of NJUST’(《南京理工大学学生选课指导手册》）. Or students can consult the teachers from ‘Academic Guidance Center’(学业指导中心）located on the second floor of Yifu Building or ‘Academic Guidance Office’(学业指导部）of every college. If there is further questions, please ask for help from the ‘Online answer’(在线问答）on the webpage of course selection or consult the academic office of every college.

 教 务 处

 Academic Affair Office

 2017年5月18日

 18th May, 2017

**2017-2018学年夏、秋季学期课程选课时间安排表**

|  |  |  |
| --- | --- | --- |
| **选课阶段及起止时间** | **具体时间安排** | **校内选课****机房** |
| **一选阶段** | **2017年6月6日****8:30—****2017年6月10日8:00** | 2016级 | 2017年6月6日8:30-6月7日8:00（上午） | Ⅳ教学楼3E、3F、3G机房开放时间：2017年 6月6日 -2017年6月17日8:30-21:00（周六、周日、节假日不开放） |
| 2015级 | 2017年6月7日8:30-6月8日8:00（上午） |
| 2014级 | 2017年6月8日8:30-6月9日8:00（上午） |
| 2016级2015级2014级  | 2017年6月9日8:30–6月10日8:00（上午） |
| **二选阶段** | **2017年6月13日****8:30—****2017年6月17日8:00** | 2016级 | 2017年6月13日8:30-6月14日8:00（上午） |
| 2015级 | 2017年6月14日8:30-6月15日8:00（上午） |
| 2014级 | 2017年6月15日8:30-6月16日8:00（上午） |
| 2016级2015级2014级 | 2017年6月16日8:30-6月17日8:00（上午） |
| **退补选阶段** | **2017年6月22日8:30-9月6日8:00（上午）** |
| **重修报名阶段** | **2017年8月28日8:30-9月6日8:00（上午）** |

**Timetable for the course selection job of the spring semester of 2016-2017 academic year**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Time Period** | **Available Public Computer rooms** |
| **First Stage** | **8:30a.m. June 6th, 2017****—****8:00 a.m. June 10th,2017** | Grade 2016 | 8:30 a.m. June 6th, 2017-8:00 a.m. June 7th, 2017 | Computer Room 3E, 3F, 3G in Teaching Building IV will be available. Opening time：8:30a.m.-9:00p.m. June 6th, 2017-June 17th, 2017(Not available during the weekends and holidays) |
| Grade 2015  | 8:30 a.m. June 7th, 2017-8:00 a.m. June 8th, 2017 |
| Grade 2014 | 8:30 a.m. June 8th, 2016-8:00 a.m. June 9th, 2017 |
| Grade 201620152014 | 8:30 a.m. June 9th, 2016-8:00 a.m. June 10th, 2016 |
| **Second Stage** | **8:30 a.m. June 13th, 2017—****8:00 a.m. June 17th, 2017**  | Grade 2016 | 8:30 a.m. June 13th, 2017—8:00 a.m. June 14th, 2017  |
| Grade 2015 | 8:30 a.m. June 14th, 2017—8:00 a.m. June 15th, 2017 |
| Grade 2014 | 8:30 a.m. June 15h, 2017—8:00 a.m. June 16th, 2017 |
| Grade201620152014 | 8:30 a.m. June 16th, 2017—8:00 a.m. June 17th, 2017 |
| **Course cancel or re-select stage**  | **8:30 a.m. June 22th, 2017-8:00 a.m. September 6th, 2017** |
| **Retake course selection stage** | **8:30 a.m. August 28th, 2017-8:00 a.m. September 6th, 2017** |

**特别提醒：**

**Tips：**

**1．本次选课重修报名选课2017年8月28日开始,并与补退选同时结束（2017年9月6日）。**

**The selection of the retake courses will begin on August 28th, 2017 and end on September 6th, 2017.**

**2． 重修、副修费时间为9月11日8:30—9月18日17:00。过期无法缴费。重修、副修缴费即为确认选课，不可更改，否则费用无法退回。**

 **The payment of the retake course should be finished during the period of 8:30 a.m. 11th September, 2017 to 5:00 p.m. 18th September, 2017 or the system will be closed and you cannot pay. Remind that the payment of the retake course cannot be canceled and the money cannot be returned.**

**3． 2017-2018学年夏、秋季学期网上注册选课（除副修双学位学习外）的所有课程总学分不超过35学分。**

 **The total credits of the courses you select for the summer and autumn semester of 2017-2018 academic year should be no more than 35. (Credits of the courses for the subsidiary major are not included.)**

**4． 请学生在选课前务必仔细阅读 《南京理工大学学生选课指导》，并在各规定的时间段内选课。过时不办理选课事宜。**

 **Please read the ‘Guidance of students courses selection of NJUST’（《南京理工大学学生选课指导》 carefully before the course selection and finish the selection during the right time period.**

**5．申请课程间听的同学可以联系任课教师，请老师尽快审批。课程间听审核截止期为9月7日。**

 **Students who apply for the audit courses could get in touch with courses’ teachers and get the approval from the course teacher as soon as possible. The deadline for the audit course application is September, 7th, 2017.**

**6．学校开设了26门网络通识教育选修课，作为通识教育选修课的重要补充，计入通识教育选修课（人文素质、科学素质课）学分，具体介绍见教务处主页--学生通知--《网络通识教育选修课选课须知》。**

 **School has started 26 online liberal education selective courses (网络通识教育选修课)which is part of the liberal education selective course group(通识教育选修课（人文素质、科学素质课）). Please check the homepage of the Academic Affair office for more details.**

**7．副修选课：请进入“副修选课”栏目中选课。副修双学位不及格或之前未选的课程，请在退补选阶段进入“副修补选” 栏目中选课。**

 **Subsidiary Major course selection: Please select the courses from the subsidiary major courses group(副选修课); The selection of the retake course of subsidiary major should be done during the retake course selection stage in the subsidiary major courses group(副选修课).**

**8．选课过程中遇到问题，可以查阅 《南京理工大学学生选课指导》、咨询“学业指导中心”（逸夫楼二楼）和各学院“学业指导部”，如仍然无法解决，请通过“在线问答”寻求在线帮助，或到各学院教务办公室咨询。**

 **If students have any problem during the course selection, please check the ‘Guidance handbook of students’course selection of NJUST’(《南京理工大学学生选课指导手册》）. Or students can consult the teachers from ‘Academic Guidance Center’(学业指导中心）located on the second floor of Yifu Building or ‘Academic Guidance Office’(学业指导部）of every college. If there is further questions, please ask for help from the ‘Online answer’(在线问答）on the webpage of course selection or consult the academic office of every college.**