研究生个人培养计划修改操作指南

Guidelines for the Modification of Postgraduate Education Scheme

研究生已于上学期完成了个人培养计划的制定，本轮研究生个人培养计划修改涉及课程退、改、选、重修申请。

Last semester, postgraduate students have completed the formulation of personal education scheme. This round of revisions of the personal education for postgraduate students involves application for withdrawal, modification, selection, and renewal of courses.

一、系统登录

研究生信息系统开启外网访问限制，校外访问请参照研究生系统校外登录说明：http://yjs.usst.edu.cn/2020/0214/c7335a214267/page.htm。

(1) System Login

The postgraduate information system has access restrictions on the Internet. For off-campus access, please refer to the off-site login instructions: http://yjs.usst.edu.cn/2020/0214/c7335a214267/page.htm

二、退改选的几种情况

1、计划课程有多个班级，所选班级时间和其它课时间冲突，则可以退出该班，加入该课程的其它班级，完成更换班级的操作。

2、两门课程时间冲突，没有其它可选班级，则只能放弃其中一门课程，改选其它课程。（该种情况下需进行研究生个人培养计划的修改，请先联系学院教学秘书退回已经审核通过的培养计划，方可进行后续操作）。

3、部分课程由于选课人数很少，或者其它特殊原因，本学期取消开课（专业课表和系统课表里没有出现此课程），请改选其它课程，务必保证总学分和学位课学分满足培养方案要求，具体操作同2。

(2) Withdrawal Situation

1. There are multiple classes in a planned course. If the selected class time conflicts with other class times, you can exit the class and join other classes in the course to complete the class replacement operation.

2. If the time of the two courses conflicts and there is no other optional class, you have to give up one course and choose another course. (In this case, you need to modify the personal education scheme. Please contact the teaching secretary of your school to return the approved education scheme before proceeding.)

3. Due to the small number of students or other special reasons, some courses are cancelled this semester (this course will not appear in the professional curriculum and system curriculum). Please choose another course. Please make sure that the total credits and degree credits meet the education scheme requirements. The specific operation is the same as 2.

三、功能说明

选课：首先个人培养计划里有该课程，当前学期可选课程里有该课程的班级（即此课程已经建立了教学班，具体可查看研究生信息网发布的学期专业课表），进入"可选课程"找到该课程，点击"选择"，则此课将会进入已选课程，并会出现在课表里，计划中所选的课程都已加入相应的教学班说明选课成功。

退课：即删除某门课程，进入"已选课程"将此课程退出，如果不希望以后学期再修读课程，请在"培养计划"里将此课程删除。

更换班级：请先从"已选课程"中将该课从 A 班退出，然后进入"可选课程"，选择 B 班即可。

(3) Function Description

Electives: First of all, this course is included in the personal education scheme, and the current semester optional courses have classes of this course. (That is, teaching courses have been established for this course. Please refer to the semester schedule posted at the postgraduate information website.) Enter the "optional courses ", find the course, click" Select ", then the course will appear at the selected course, and will appear in the schedule. If the courses selected in the scheme have been added to the corresponding teaching class, this indicates that the course selection is successful.

Withdrawal: That is deleting a course. Enter the "selected course" to withdraw this course. If you do not want to take courses in the next semester, please delete this course in the "education scheme".

Change class: Please exit this class from "Selected Courses" from Class A, and then enter "Optional Courses" and select Class B.

四、具体操作

(4) Specific Instruction
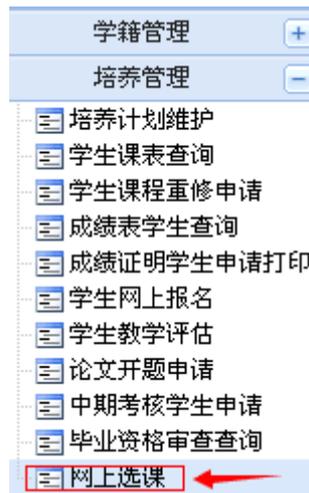
1、退、改、选

1. Withdrawal, Change, Choose

图 1 网上选课选项卡 Figure 1 online course selection tab

第一步，点击研究生信息系统，"培养管理"菜单下"网上选课"选项卡进入选课系统。

Step 1: Click on the Postgraduate Information System. Enter the course selection system under the "Online Course Selection" tab under the "Cultivation Management" menu.

图 2 进入研究生选课系统 Figure 2 enter postgraduate course selection system

第二步，选课，点击"可选课程"，找到要选择的班级，点击后方的"选课"。只有个人培养计划中选过的课程，且当前学期开课了，而又没有加入教学班的课程，才会出现在可选课程里。也就是所选的课程必须是计划中已有的课程。

Step 2: Choose a course. Click "Optional Courses", find the class you want to select, and click "Select Courses". Only courses that have been selected in the personal education scheme, and the courses will be taught at the current, and courses that have not joined the teaching class will appear in the optional courses. This means that the selected course must be one already in the plan.

图 3 可选课程选课 Figure 3 Optional Courses

第三步，查看选课结果，点击"已选课程"。对于本学期已经选择了教学班级的课程，可以点"退选"操作，即退出教学班，同时将计划中的课程删除（以后也不打修读该门课程）。

Step 3: Check the course selection results. Click "Selected Courses". For courses that have already selected a teaching class this semester, you can click the "Cancel" operation to withdraw from the teaching class, and delete the planned course at the same time (if do not want to take this course in the future).

图 4 已选课程 Figure 4 Selected Courses

第四步：查看课表，点击"个人课表"，仔细核对选课信息。如果课程是自定义时间地点，则不会出现在课表里，具体请咨询任课老师或学院。

Step 4: Check the schedule. Click "Personal Schedule" to check the course selection information. If the course is a user-defined time and place, it will not appear in the schedule. For details, please consult the teacher or school.

鉴于可能存在研究生个人培养计划中的课程在该学期未开设的情况，因此建议在与导师充分沟通后，在系统中修改个人培养培养计划，并且在该学期的课程都成功选择后，最后提交个人培养计划的审核。

In view of the fact that some courses in the postgraduate personal education scheme may only open at the end of this semester, it is recommended that after communicating with the tutor, then modify the personal training plan. And only after the courses in this semester are successfully selected, then submit the revision of the final personal education scheme.
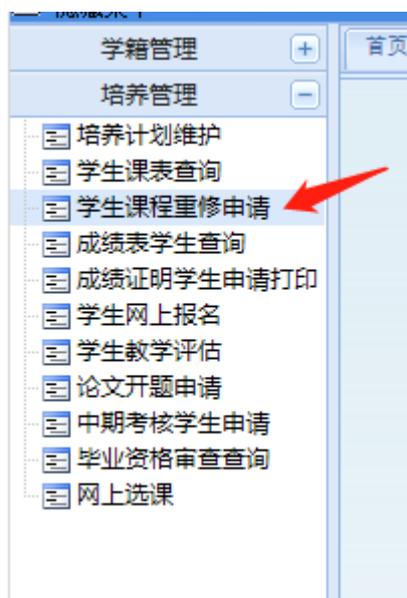
2、重修申请

2. Reapplication

图 6 重修申请选项卡 Figure 6 Reapplication Tab

第一步，点击研究生信息系统，"培养管理"菜单下"学生课程重修申请"选项卡。

Step 1: Click on the Postgraduate Information System. Select the "Student Course Reapplication Request" tab under the "Cultivation Management" menu.
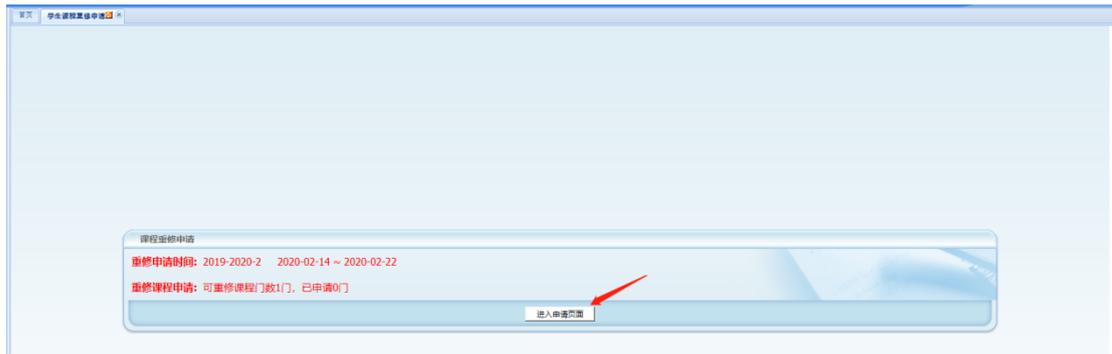
图 7 进入课程重修申请页面 Figure 7 enter the course reapplication page

第二步，点击"进入申请页面"申请重修。

Step 2: Click "Enter the application page" to apply for reapplication.

图 8 不及格课程列表 Figure 8 list of failed courses

第三步，在不及格课程列表中选择需要重修的课程，点击"重修申请"。

Step 3: Select the course that needs to be reapplied from the failed course list and click "Reapplication".
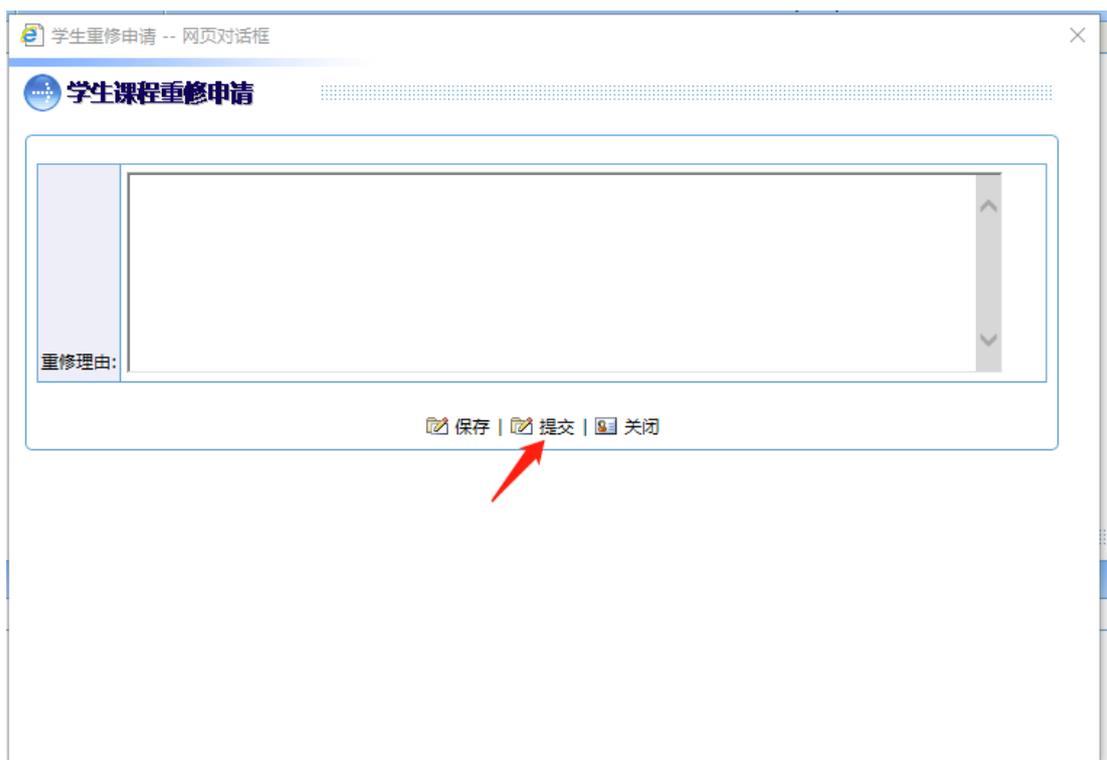
图 9 学生课程重修申请 Figure 9 student course reapplication

第四步，在弹出的课程重修申请页面中填写申请理由，并点击"提交"。

Step 4: Fill in application reason in the pop-up course renewal application page, and click "Submit".

图 10 已申请重修课程 Figure 10 reapplied course

第五步，查看已申请重修课程，如审核状态显示为"审核通过"，则申请重修的课程会出现在"个人课表"中。

Step 5: Check the courses that have been reapplied. If the review status is "Approved", then the courses that have been reapplied will appear in "Personal Schedule".

研究生院

2020 年 2 月 14 日

Postgraduate Students Center

February 14, 2020