Hohai University Graduate Education and Teaching Management System

Student Version
版本：GMIS5.0

User Manual

【Course selection questions and description of the same

course retake application function】

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2020 年 09 月

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1. Supplementary explanation of the course selection

A summary of the course selection issues is as follows：

1. Whether you are a new or an old student, you must first improve and save your personal training plan before choosing courses [培养管理→培养计划提交 Training Management → Submission of Training Plan], as shown in the figure 1 below [培养计划制定 Development of training plan], after perfecting and saving (Supplement: When making a plan, you must first follow the credit requirements. Check the course in the plan, if it appears ②The type of course shown, you can go to ③Program subject courses in ④Drop down to select the corresponding type query, in ⑤Check it to add it to the personal training plan. If this type of course is the same as the group in the program, you only need to choose to meet the credits required in the group or program subject courses, because they belong to the same group. If there is no problem, click ⑥保存 Save. You can see the list of courses you have selected in the personal training plan query [培养管理→培养计划查询 training management → training plan query] as shown in the figure 2 below (个人计划查询 personal plan query). The courses in the list are your basis for choosing courses (Courses that are not in the plan list, or courses that are in the plan but are yet to start this semester, you will not be able to select the online course selection when you choose to start the class! At this time, you can adjust the plan and the course selection according to your personal training situation!)

2. The online course selection is as shown in the picture below 3 below (已修选课提醒 reminder of the selected course), Please refer to the following [课程重修申请 Course Retake Application] operation guide for retake application operation! (Supplement: The reason for this prompt is that the course already exists in your grades, so you cannot directly select it and you need to apply for retake!)

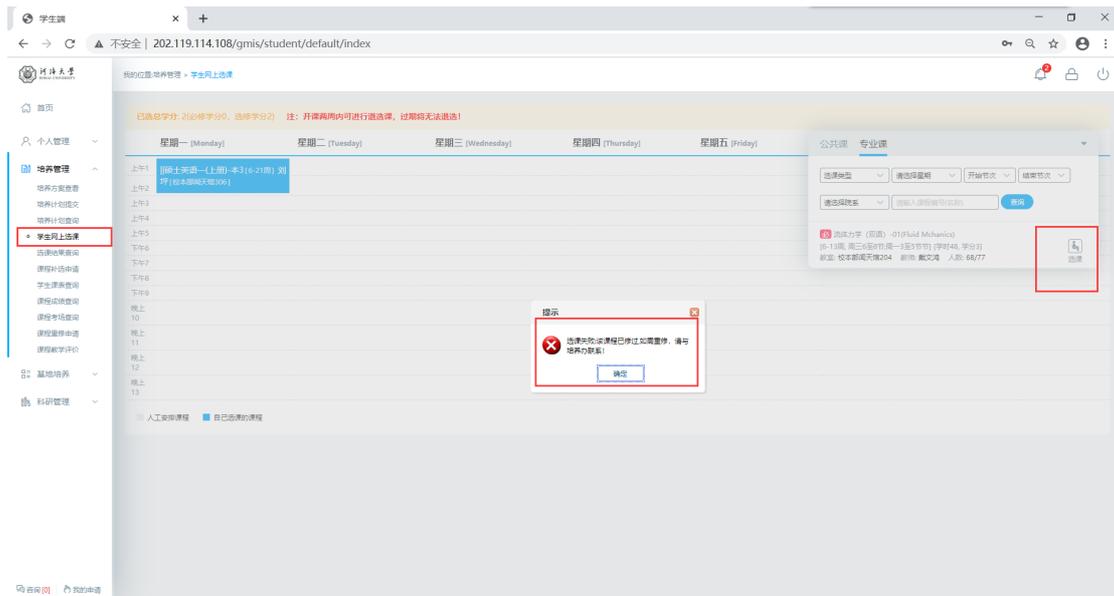Figure 1: Development of training plan

Figure 2: Personal plan query

Figure 3: reminder of the selected course

2. Training management

Course retake application

Function description: This function is used to apply for a course retake. Only the same course can be retaken here. You must choose the same course (the course number can be different, but the same course!), otherwise it will not be approved.

Operation instructions: Enter the course retake application page, you can query the list of retake-able courses [if you fail a course, or your score is less than 70 points, you can apply for retake!].

1. Retake application for the same course number: Click [重修 Retake], as shown in the figure (同课程编号重修申请 retake application for the same course number);

   ① After clicking, you can see the application information form, ② The original course information for the retake application（原课程编号+原课程名称 Original course number + original course name），③ Pull down to find the class opened for the course in the current semester, click to select the retake class, fill in the reason for application, and click [Save] to complete the application.

2. Application for retake of courses with different numbers: Click【重修 Retake】，As shown in the picture (application for retake of different course numbers)①Drop down to select the course to be retaken, check the class opened for the course in the current semester, click to select the retake class, fill in the reason for application, and click【保存 Save】You can complete the application. (Choose the same course to retake!)

3. In the figure (application record query edit/delete), you can query the record of my application for re-revision, if you need to modify it, click【编辑 edit】，Save it. To delete, click【删除 Delete】Can。

After the re-study application is reviewed by the secretary, after the review is passed, the corresponding opening class can be arranged to complete the course!
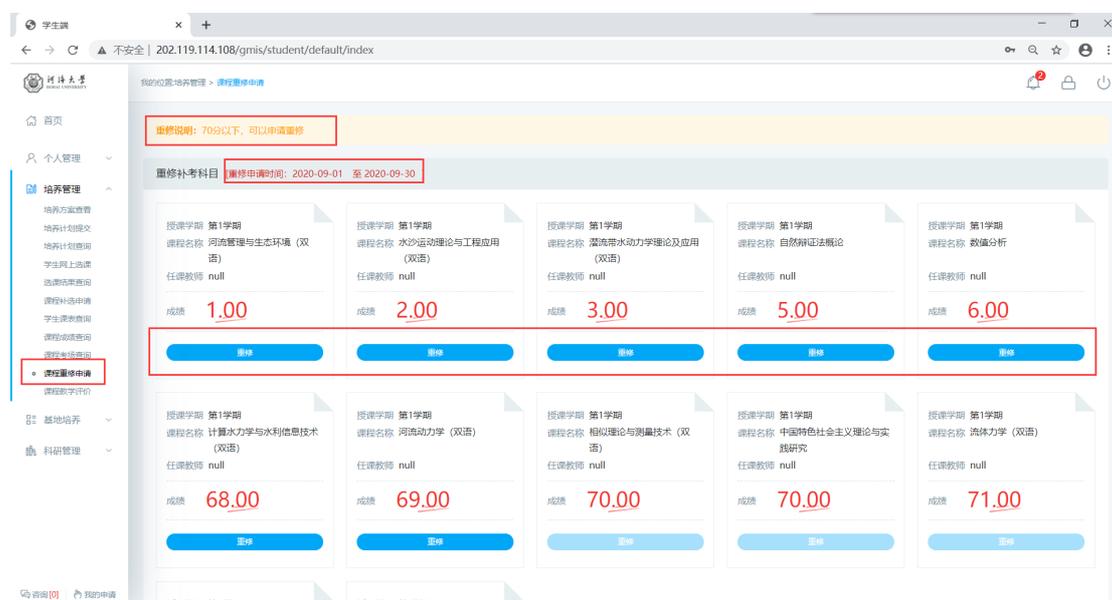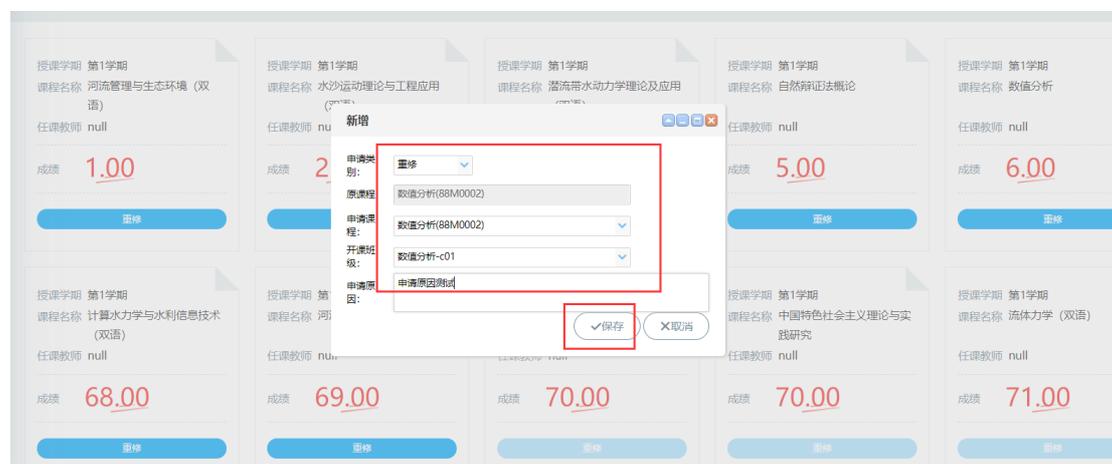

Figure: Re-repair application list

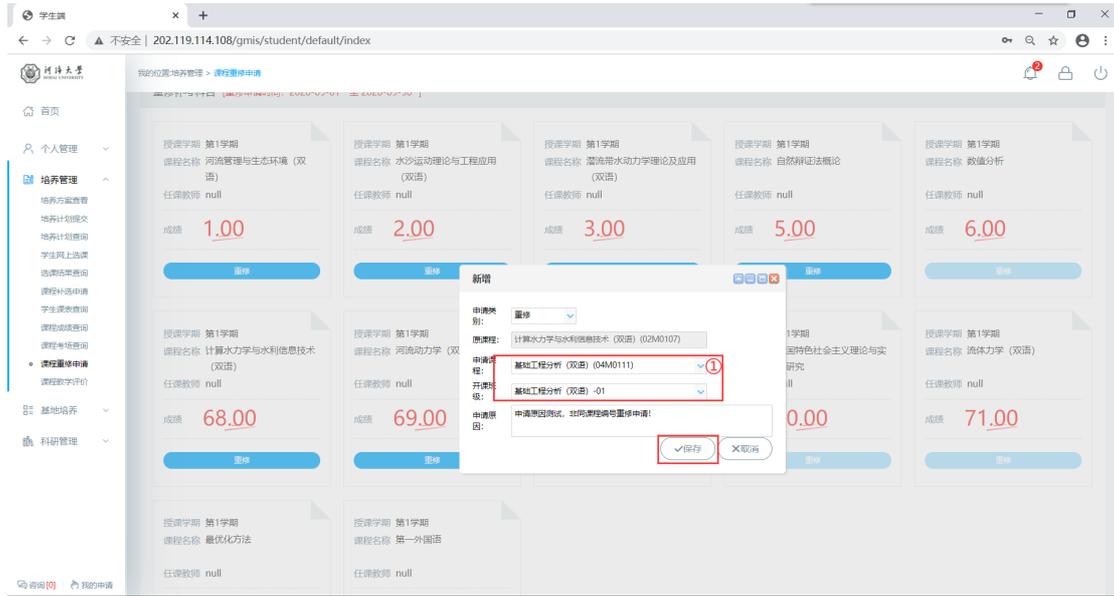Figure: Retake application with the same course number

Figure: Application for retake of different course code

Figure: Application record query edit/delete