

河海大学

电子学期注册用户操作手册

User Manual of Online Semester Registration

Hohai University

学生使用部分

Section for students

一、进入网上办事大厅

D) Enter the home page of online service

1、登录河海大学信息门户 <http://myhall.hhu.edu.cn>，首先进入办事大厅界面。

Log in to the information portal of Hohai University <http://myhall.hhu.edu.cn>, and enter the online service interface first.

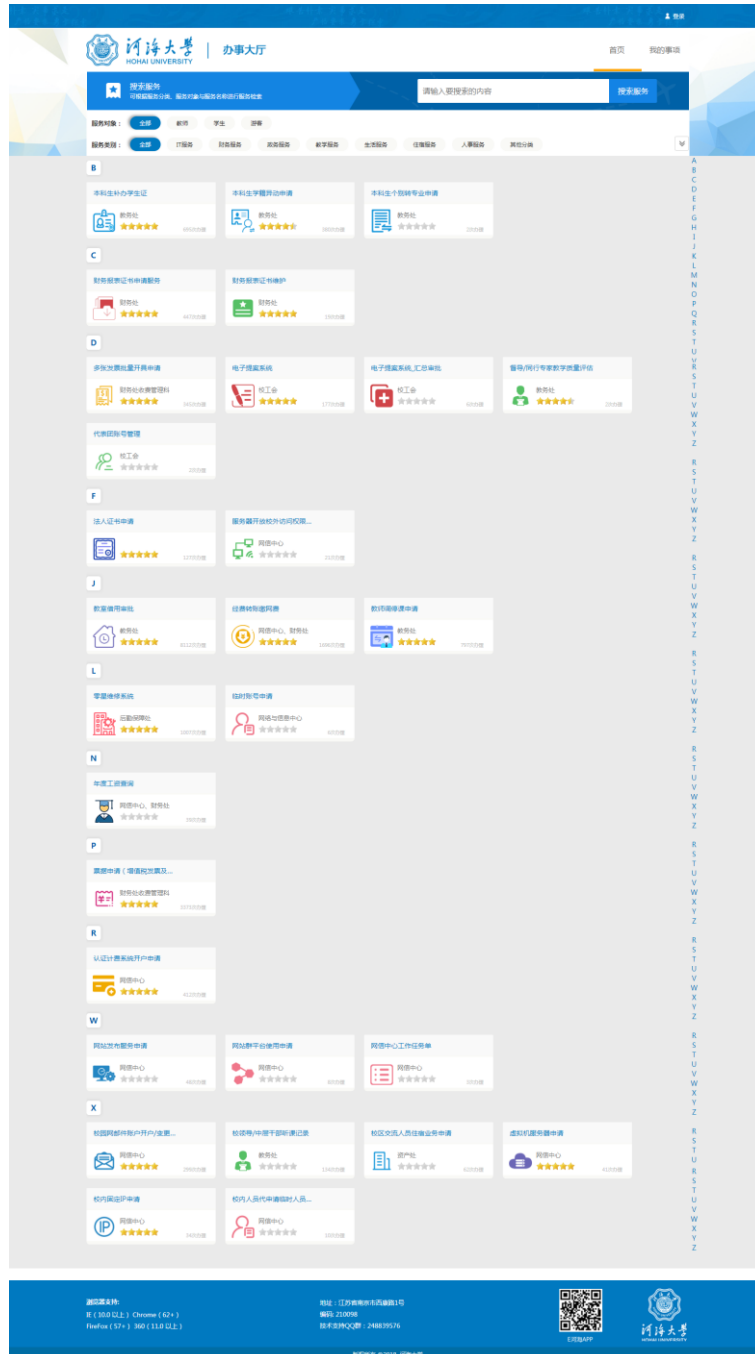


图 1

2. 点击【登录】按钮，填写信息门户的账号密码登录(和 HHU Daily Health Report 一致)，进入首页。

Click the button【登录】，fill in the username and password of the information portal to log in (the same as HHU Daily Health Report), and enter the home page.



图 2

3. 可以选择服务对象→学生&服务类型→教务服务选择需要办理的业务 Semester Registration 留学生学期电子注册，即可操作进行。

Please choose the service object(服务对象)→student (学生) & service type (服务类型)→teaching service (教务服务), select the procedure that needs to be completed, which is Semester Registration for international students, and then you can start the operation.



图 3

4. 也可以在搜索框里通过搜索流程名称: Semester Registration 来快速定位需要申请的流程。

It is also feasible to quickly locate the application procedure by searching the procedure name 'Semester Registration' in the search bar.

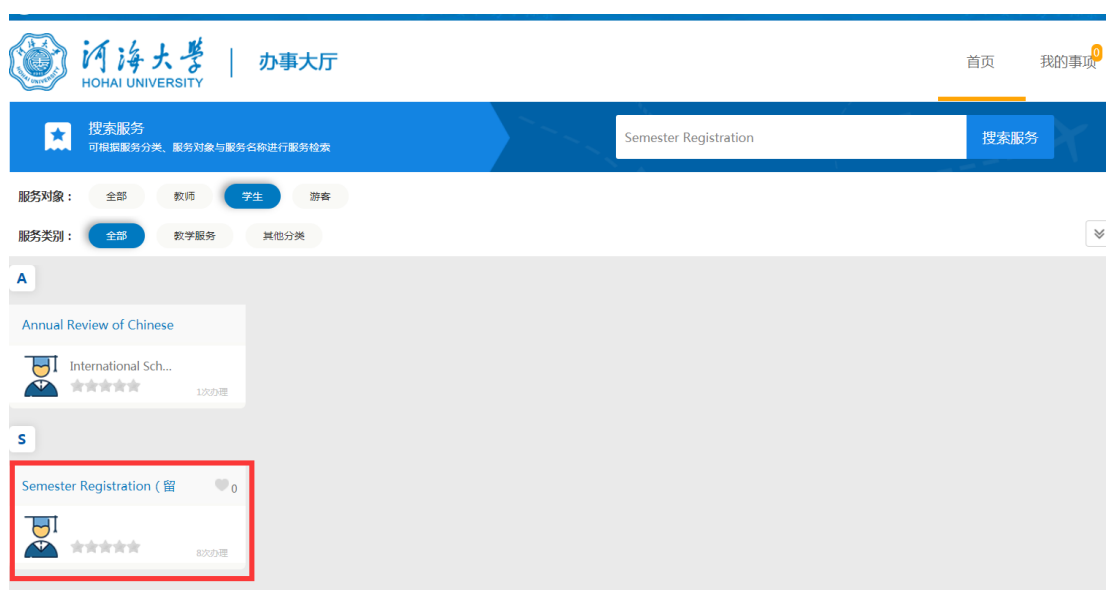


图 4

5. 点击标签的流程名称后，看到当前页面，开始核对并填写信息。

After clicking the procedure name on the label, you can see the current page, and please verify and fill in the information.

基本信息Basic Information			
学号 Student ID number		英文姓名 English Name	
中文名 Chinese Name		留学生类别 Type	
国籍(籍贯) Nationality		学院 College	
专业 Major		导师 Supervisor	
电子邮箱 Email		联系电话 Phone Number	
学籍状态 Registration Status	在籍Registered Student		
当前居住状态 Living Status	-请选择-		
当前学习状态 Study Status	<input type="checkbox"/> 课程学习 Courses studies	<input type="checkbox"/> 科学研究 Scientific Research	<input type="checkbox"/> 论文撰写 Thesis Writing
		<input type="checkbox"/> 其他 Others	

图 5

6. 如果因各种原因，本学期没有参加任课程学习和/或在导师的指导下进行科学研究的同学，建议在学籍状态栏选择休学。请注意，河海大学外国留学生的学习期限（含休学和各类请假）本科生不得超过 6 年，硕士不得超过 5 年，博士不得超过 6 年。

If due to various reasons, the students did not participate in the course studies and/or scientific research under the guidance of the supervisor, it is recommended to choose '休学 Suspension' in the Registration Status bar. Please note that the maximum period of study for international students at Hohai University (including suspension and various types of leave) should not exceed 6 years for undergraduates, 5 years for postgraduates, and 6 years for PhD students.

学籍状态 Registration Status	休学Suspension
当前居住状态 Living Status	-请选择-

图 6

7. 如果学习期限已到，但因各种原因不能毕业的同学，可选择延期并注明时长。请注意，河海大学外国留学生的学习期限（含休学和各类请假）本科生不得超过 6 年，硕士不得超过 5 年，博士不得超过 6 年。

For students whose study period has expired, but cannot graduate due to various

reasons, they can choose to extend the study period and indicate the duration of extension. Please note that the maximum period of study for international students at Hohai University (including suspension and various types of leave) should not exceed 6 years for undergraduates, 5 years for postgraduates, and 6 years for PhD students.

Living Status				
当前学习状态 Study Status	<input type="checkbox"/> 课程学习 Courses studies	<input checked="" type="checkbox"/> 科学研究 Scientific Research	<input type="checkbox"/> 论文撰写 Thesis Writing	<input type="checkbox"/> 其他 Others
是否需要延期 Whether to extend the study period	是Yes			
延期时长 Duration of extension	延期时长必填 个月months			

图 7

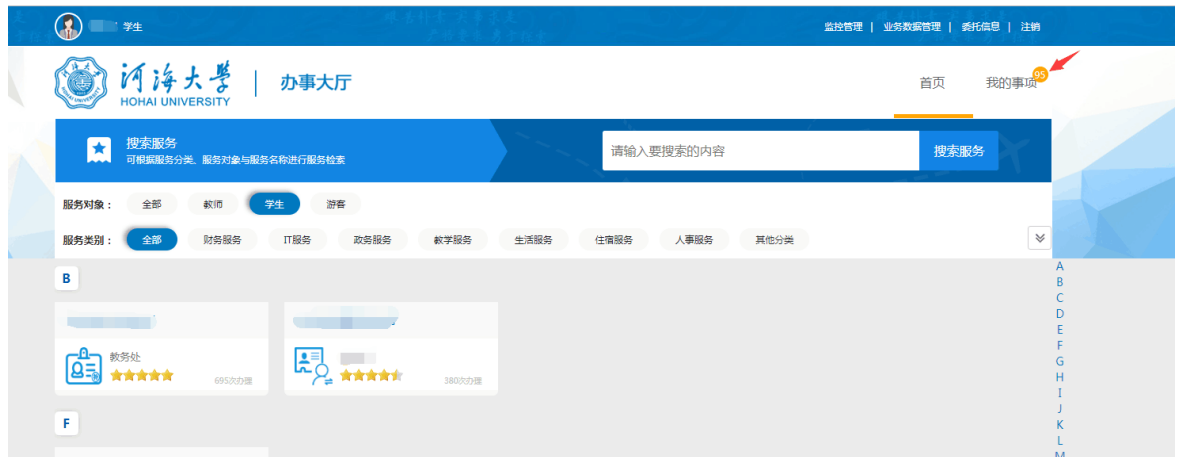
8. 完成后，点击【提交 Submit】即提交成功，请立即通知你的导师和学院研究生秘书（研究生）或者学院教学秘书（本科生）审核。

After completing the blanks, click 【提交 Submit】 to submit successfully, and for the postgraduates please notify immediately your supervisor and the secretary of your college, for the bachelors please notify the teaching secretary of your college for review.

图 8

老师使用部分 For teachers

- 1、登录河海大学信息门户，进入办事大厅界面
<http://myhall.hhu.edu.cn>



- 2、点击页面右上角的“我的事项”，在页面中间点击“需要我审批的事项”，进行业务办理。

