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# Hohai University Graduate Education and Teaching Management System

Student Version  
版本：GMIS5.0

## User Manual

【Application for by-election (runoff/make-up) course】

南京南软科技有限公司

2020 年

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# Training management (培养管理)

## Make-up (runoff) Course Application

### Function description:

- This function is used to apply for a make-up course two weeks after the starting of the course. As seen in the figure 1 below, one cannot select the course (after 2 weeks) until he/she apply for a make-up.
- After the application, you need to consult your college secretary for an approval.

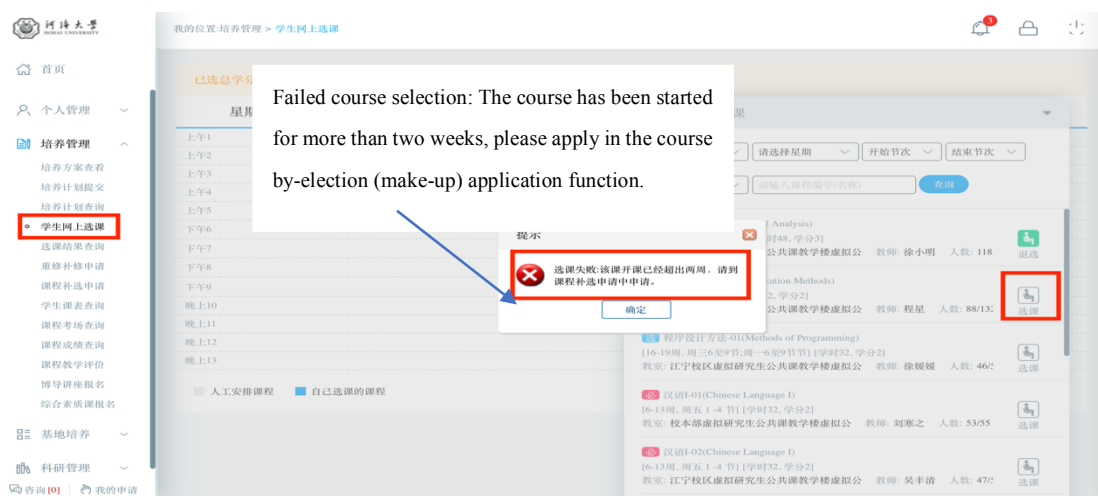


Fig 1: Reminder of the failed course selection.

### Operation instructions: Click the course by-election (runoff/make-up) application

function, you can see all the courses from every college. As shown in the fig 2 below.



Fig. 2

(1) Course by-election (runoff/make-up) application: Click [Apply], as shown in the figure below.

- ① After clicking, you can see the application information on top,
- ② Click and download the application form
- ③ Fill in the form and submit it to your college secretary for an approval.

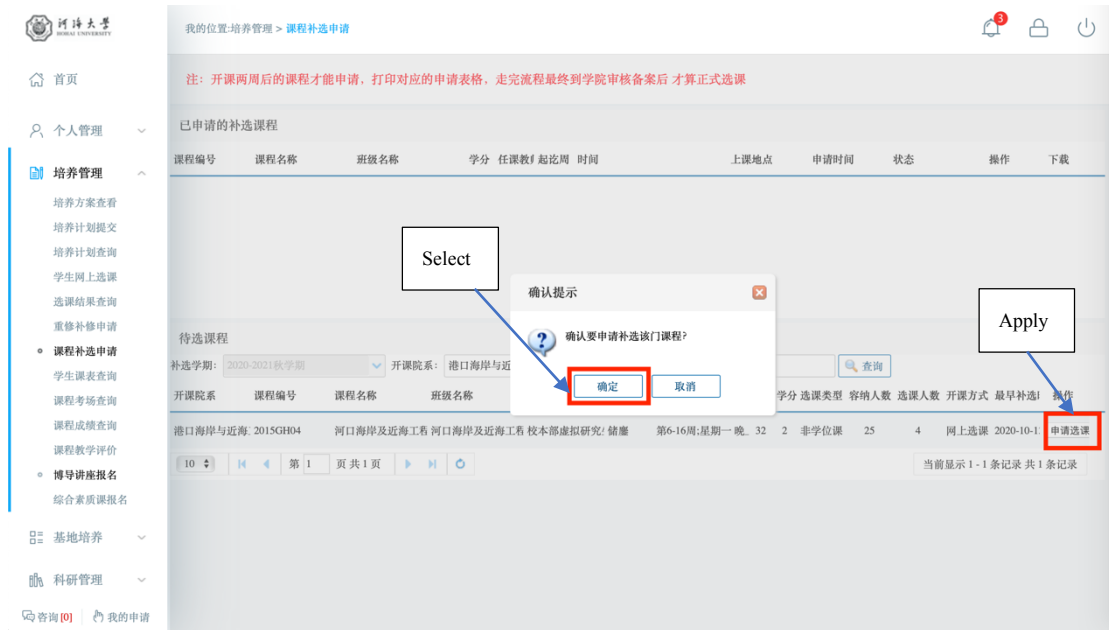


Fig. 3



Fig. 4

注：开课两周后的课程才能申请，打印对应的申请表格，走完流程最终到学院审核备案后 才算正式选课

已申请的补选课程

课程编号	课程名称	班级名称	学分	任课教师	起迄周	时间	上课地点	申请时间	状态	操作	下载
2015GH04	河口海岸及近海工程I	河口海岸及近海工程模2	3	储廉	6-16	连续周 星期一 晚上10-晚上12	校本部虚拟研究/2020-10-23	2020-10-23	申请未审核	取消申请	申请表

Cancel application

Download application form

待选课程

补选学期: 2020-2021秋学期 开课院系: 港口海岸与近海工程学院 课程编号(名称):  查询

开课院系	课程编号	课程名称	班级名称	教室	任课教师	时间	课时	学分	选课类型	容纳人数	选课人数	开课方式	最早补选	操作
<p>10 第 0 页 共 0 页 当前显示 0 - 0 条记录 共 0 条记录</p>														

Fig. 5

After the by-election (runoff/make-up) application is reviewed and passed by the college secretary, the corresponding class can be arranged to complete the course!