

# 本科课程选课流程及说明

## Undergraduate course selection process and explanation

浙江大学本科课程每学年安排 2 个选课周期，秋冬选课周期安排秋季小学期、冬季小学期、秋冬长学期和短学期（暑期）课程的选课；春夏选课周期安排春季小学期、夏季小学期和春夏长学期课程的选课。每个选课周期分 4 个选课阶段，在上一个学期的期末安排第一、二阶段的选课，在两个小学期开学前后分别安排第三、四阶段的选课。下面以秋冬选课周期为例介绍选课流程，春夏选课周期对应秋冬学期来参照。新生第一学期第一、二阶段的选课安排在进校报到后。

The undergraduate course of Zhejiang University arranges 2 optional cycles per academic year. The autumn and winter cycle arranges courses for the autumn short semester, winter short semester, autumn and winter long semester and short semester (summer) courses. Spring and summer cycle arranges courses for the spring short semester, summer short semester and spring and summer long semester courses. Each cycle is divided into four rounds. At the end of the last semester, the first and second rounds are arranged. The third and fourth rounds are arranged around the beginning of two short semesters. Let's take the autumn and winter cycle as an example to introduce the course selection process. **The spring and summer cycle is corresponding to the autumn and winter semester.** The first and second rounds of the first semester of the new students will be arranged after the entrance to the school.

### 一、 选课各阶段安排和有限制情况

#### I. Arrangements and restrictions on the various rounds of the optional course

##### 1. 选课时间安排和选课限制情况

##### 1. schedule and restrictions

学生选课各阶段时间安排和选课限制情况见表 1。

The schedule of the students at each round of the course selection and the restrictions are shown in Form 1.

表 1：学生选课各阶段时间安排和选课、退课限制情况

Form 1:The schedule of each round of the student's course and the restrictions on course selection and withdrawal

限制内容 restrictions	课程性质 Course kind	第一阶段 First round	第二阶段 Second round	第三阶段 秋学期 Third round Autumn semester		第四阶段 冬学期 Fourth round Winter semester	
				开学前 Before school	第 1 周 First week	开学前 Before school	第 1 周 First week
选课 Choose course √: 可选 can ×: 不可选 can' t	所有课程 All courses	√	√	√	×	√	×
退课 Withdrawal √: 可退 can ×: 不可退 can' t	所有课程 All courses	√	√	√	√	√	√
优先级 Priority √: 有 exist ×: 无 none	通识必修课 General compulsory courses	√	√	×		×	
	通识选修课 General elective courses	×	×	×		×	
	大类课 Major category courses	√	√	×		×	
	专业课 Professional courses	√	√	×		×	
	体育课 Physical Education courses	×	×	×		×	
	辅修课 Minor courses	√	√	×		×	

## 2. 网上申请补选、补退时间安排和学期限制情况

### 2.The schedule and semester restriction of On-line application of by-elective and withdrawal.

除四个选课阶段外，选课与考试中心在上一个夏学期期末和秋学期开学初各安排一次网上申请补选课程，秋、冬小学期第 2 周各安排一次网上申请补退课程，选课学生每人每次可申请补选 1 至 2 门课程、申请补退 1 门课程。网上申请补选、补退课程时间安排和学期限制情况见表 2。

Besides the four rounds, the Course and Examination Center arranges online application for the by-election course at the end of the last summer semester and the beginning of the autumn semester, and the online application for withdrawal is in the second week of the autumn and winter short semesters. Each student can apply for one or two courses each time and apply for withdrawal only one course. The schedule and semester restriction of online application of by-election and withdrawal are shown in Form 2.

表 2：网上申请补选、补退课程时间安排和学期限制情况

Form 2:The schedule and semester restriction of online application for by-election and withdrawal.

课程学期 Courses kind	上一个夏学期 第 8 周 Eighth Week of last summer semester	秋学期第 1 周 First Week Of Autumn semester	秋学期第 2 周 Second Week Of Autumn semester	冬学期第 2 周 Second Week Of Winter semester
秋季小学期课程 Autumn short semester courses	+	+	-	
秋冬长学期课程 Autumn and winter long semester courses	+	+	-	
冬季小学期课程 Winter short semester courses	+	+	-	-

注：“+”表示可申请补选课程；“-”表示可申请补退课程。网上补申请的具体时间以选课通知为准。

Note: “+” means apply for by-election is allowed, “-” means apply for withdrawal is allowed. The specific time for online application is subject to the notice.

## 二、选课注意事项

### II. Cautions

1. 学生在选课前应全面了解本大类（或本专业）的培养方案，熟悉选课系统操作方法，在本科生导师和班主任指导下规划好自己的当学期选课计划。除了教学计划调整、参加对外交流、休学、教学资源不够需下学期循环开课等特殊情况外，原则上建议按培养方案推荐修读的学期修课，延后修读可能会因住宿校区搬迁、上课冲突、考试冲突等因素影响选课。

1. Students should fully understand the training program of this category (or the major) before course selection, be familiar with the operation method of the system, and plan their semester optional plan with the guidance of undergraduate tutors and head teacher. Except of special circumstances such as adjustment of teaching plans, participation in foreign exchanges, suspension of study, and insufficient teaching resources, **in principle**, it is recommended to take courses in the semester recommended by the training program or it may be possible to relocate due to **the change of accommodation campus, time conflicts of class, exam conflicts** and other factors affect the course selection.

2. 学生应慎重规划自己的选课计划，明确自己在该学期应该选择学习哪些课程。对于必须在当学期修读的课程，一定要在规定时间内选课和提交补选申请。为维护正常教学秩序，选课与考试中心在选课结束后原则上将不再接受和处理选课申请和补选申请。

2. Students should carefully plan their own course selection and identify which courses they should choose to study in the semester. For courses that must be taken in the semester, be sure to select and submit a by-election application within the specified time. In order to maintain normal teaching order, the course and examination center will no longer accept and process the application for selection and the application for by-election in principle when the round is over.

3. 选课学生不同阶段应采取恰当的选、退课策略。第二、第三、第四阶段选课开始前，选课学生应该先通过现代教务管理系统网上查询课表，了解上一阶段的选课结果，并在规定时间内退掉想退的课程，以避免超过时段后无法退课。如有课程未选上或已选上的教学班因故停开，学生可在下一阶段选课或补选中改选该课程的其它教学班。

3. Students should adopt appropriate selection and withdrawal strategies at different rounds. Before the start of the second, third and fourth rounds, students should firstly check the class schedule through [jwbinfo.sys.zju.edu.cn](http://jwbinfo.sys.zju.edu.cn) website to understand the results of the previous round and withdraw the course which they want to withdraw within the specified time to avoid exceeding the deadline. If a course that has not been selected or the selected one has been closed for some reasons, student can choose other class for the course in the next round of the course or by-election.

### 三、选课有关说明

#### III. Notes

##### 1. 关于选课纪律

按照《浙江大学本科选课管理暂行办法》规定，**选课、听课、考试必须一致**。学生应严格按《浙江大学本科选课管理暂行办法》和**选课通知**的要求，在规定时间内按选课规则完成选课和退课，在选课结束和补选审核完毕后再打印自己的个人课表。考试周前一周到网上查询最终确定的考试时间、地点。任何学生都不能不经选课而自行听课，不经选课不能获得该课程考试资格，也无法登录成绩。选上课而没有在规定时间内退选的，也不能事后再要求退课。

##### 1. About discipline of course selection

According to the "Interim Measures for the Management of Undergraduate Course Selection of Zhejiang University", **the course selection, lectures and examinations must be consistent**. Students should strictly follow the "Interim Measures for the Management of Undergraduate Course Selection of Zhejiang University" and the requirements of the course selection notice, finish the course selection and withdrawal according to the selection rules within the specified time, and then print their own personal schedules after the end of the course selection and the completion of the by-election. Check the time and place of the final exam on the Internet one week before the exam week. No one can attend the class without taking the course. If someone do not choose the course, he will not be eligible for the course, and his grade can not log in. If someone choose a class and do not withdraw at the specified time, he can not require to withdraw afterwards.

##### 2. 关于选课的学分量限制

##### 2. About restriction of academic credit

基于对学生不及格门数、弃考、缺考等状况受选课学分量影响的统计，建议学生每个选课周期的**选课总学分控制在 25 学分左右**为宜，重修或辅修可适当多选。学校规定长学期选课总学分限制为 35 个学分，毕业班和已注册辅修、双学位、双专业的学生可以放宽到 40 个学分。

Based on statistics, it is suggested that **the total credits** for each cycle should be controlled at around **25 credits**. Selecting more credits for retaking or minor courses may be appropriate. The school stipulates that the total credits for long-term courses are limited to 35 credits, and graduating classes and registered minors, double-degree, and double-major students can be extended to 40 credits.

### 3. 关于“网上申请补选”

#### 3. About “Online application for a by-election”

学生可在**选课通知**规定时间内进行“网上申请补选”。

Students can apply for “online application for by-election” within the specified time in **the course selection notice**.

(1) **申请对象**: 选本大类（或本专业）必修课程有困难的学生、上课时间冲突的学生、选修课学分不够的毕业班学生、因住宿搬迁校区必须提前修读课程的学生等。

(1) **Applicants**: Students who have difficulty in selecting compulsory courses in this category (or major), students who have conflicts in class time, graduating students who have insufficient credits in elective courses, and those who must take courses in advance due to accommodation relocation.

(2) **申请条件**: 符合申请对象的选课学生申请补选的课程原则上应是在选课前两个阶段曾经选过但未选上的课程、上学期考试未通过的课程。

(2) **Application conditions**: In principle, the courses students selected who meet the application criteria should have been selected but failed in the first and second rounds and those that have not passed the previous semester examination.

(3) **申请门数**: 一般学生限 1 至 2 门，特殊情况（如刚复学的休学学生）适当放宽。无特殊情况补选较多课程会降低补选成功的可能性，而且一旦补选成功原则上不允许更换、退课。

(3) **Number of application**: The average student is limited to choose 1 or 2 courses, and special circumstances (such as those who have just returned to school) are appropriately lightened. Re-elect many courses will reduce the possibility of successful completion of the by-election without special cases, and once the success of the by-election is not allowed to be replaced or withdrawal in principle.

(4) **申请时间安排和学期限制情况**: 见表 2 “网上申请补选、补退课程时间安排和学期限制情况”。

(4) **Application schedule and semester restrictions**: It has been shown in form 2 “The schedule and semester restriction of online application of by-election and withdrawal”.

(5) **申请步骤**: 规定时间内在现代教务管理系统网上填写“浙江大学本科生课程补选申请表”并经系统提示**操作成功**即可，无需下载申请表。学生操作时不要拦截浏览器弹出窗口，否则容易导致操作失败。

(5) **Application procedure**: Fill in the “Zhejiang University undergraduate course by-election form” on the modern educational management system

online within the specified time until the system shows the operation is successful and there is no need to download the form. Don't block browser pop-ups, otherwise it will easily lead to operation failure.

(6) **申请处理:** 申请时间截止后由各开课单位负责审核处理本单位所开课程的补选申请, 审核通过后由现代教务管理系统将课程加入学生个人课表。大部分课程的处理比较快, 但少部分课程因需联系任课老师和调整教学资源可能稍有延长。原则上, 夏学期末的第一次补选申请应在暑假前处理完毕; 秋学期初的第二次补选申请在规定截止期前处理完毕。请选课学生注意在审核处理结束后及时上网查询结果, 避免发生“未选上而去上课”、“已选上而不去上课”的情况。

(6) **Application processing:** After the application deadline, each course unit is responsible for reviewing and processing the application for the by-election of the course opened by the unit. After the approval, the course will be added to the student's schedule by the modern educational management system. Most of the courses are processed fastly, but a small number of courses may be slightly extended due to the need to contact the teacher and adjust the teaching resources. In principle, the application for the first by-election at the end of the summer semester should be completed before the summer vacation; The application for the second by-election at the beginning of the autumn semester should be completed before the deadline. Students shall pay attention to inquire the results online after the end of the review process to avoid the situation of “not selected but go to class” and “selected but not go to class”.

(7) **撤消申请:** 一旦补选申请被审核通过, 将不能撤消申请, 也不能删除该课程。因此请在审核处理之前在网上撤消不必要的补选申请, 避免因申请被批准而不能退课。

(7) **Withdraw application:** Once the by-election application is approved, the application can not be revoked and the course can not be deleted. Therefore, cancel the unnecessary application on the Internet before the review process, so as not to be able to withdraw due to the application is approved.

(8) **注意事项:**

同校区开设的相同课程尚有其他容量不满的教学班, 且上课时间不冲突, 不得以任何方式(如“冲突+免听”)申请补选容量已满的教学班; 不得补选已经达到场地容量上限的教学班。不符合条件的补选申请一般不能通过审核; 符合条件的补选申请在补选人数超出补选最大极限时, 按轻重缓急的原则审核处理。

如在审核处理的最后截至时间之后还未有结果, 或者对审核结果有疑问, 可及时咨询各开课单位本科教学管理部门或者选课与考试中心。

(8) **Note:**

You can not apply for the full class in anyways(such as “conflict+attendance exemption”) when there are other same classes which are not full in the same campus. No by-election application is allowed for classes that have reached the maximum capacity of the venue. Unqualified by-election application cannot pass the review generally. Qualified

by-election application is reviewed and processed according to the principle of prioritization when the number of by-elections exceeds the maximum limit.

If there is no result after the final deadline for the review process, or if there is any problem about the review result, you can consult the undergraduate teaching management department or the Course and Examination center in time.

#### 4. 关于课程免听

学生如需办理课程免听手续，可先下载并填写“浙江大学本科课程免听申请表”一式三份，征得任课教师签字同意和学生所在院（系）盖章，并在开课两周内，分别上交选课与考试中心和任课教师各一份备案，自留一份，具体参见浙大教发[2004]37号“浙江大学本科学生课程免听申请办法”。请注意申请表上关于部分课程不得申请免听的说明。不允许学生在多次缺课、旷课后再次提出免听申请；累积多门不及格课程的学生不允许免听第一次修读的课程。原则上每个学生每个长学期最多允许免听2门课程。

#### 4. About attendance exemption

If student require to transact the procedure of course attendance exemption, please download and fill “Zhejiang University Undergraduate Application Form for Attendance Exemption” in triplicate, then get the teacher’s signature and consent and the school’s (department) seal, submit one copy to the course and examination center and one copy to the teacher and keep one copy own in two weeks after the course begins, it is specifically shown in Letter No. 37 [2004] “Method Of Application for Attendance Exemption Of Zhejiang University Undergraduate Student Course”. Please pay attention to the instruction in the application form that some courses are not allowed to be exempted. Students are not allowed to apply for exemption after being absent for many times. Students who have accumulated a number of failing courses are not allowed to exempt the first course. In principle, each student is allowed no more than 2 courses per long term.

#### 5. 关于考试安排

课程的考试时间在选课之前已初步进行了安排，现代教务管理系统在学生选课时将进行容错检测，如所选的两门课程考试时间冲突，则将限制后选课程的选课。一些课程会因各种原因调整考试时间，请选课学生务必在各个学期考试周之前一周在现代教务管理系统中查询课程的考试时间。为了不影响教学班其他学生，学校不允许学生因个人参加校外考试、活动等原因提出更改课程考试时间；也不在统一安排的教学班考试之外另行安排考试。

#### 5. About arrangement of examination

The examination time of the course has been preliminarily arranged before the course selection. The modern educational administration management system will carry out fault-tolerant detection in the course selection of students. If the two selected courses have conflicting examination time, you cannot select the second course. Some courses will adjust the examination time for various reasons. Please be sure to check the examination time of the course in the modern



educational management system one week before the examination week of each semester. In order not to affect other students in the class, the school does not allow students to personally participate in off-campus examinations, activities and other reasons proposed to change the course examination time; There is no other examination in addition to the unified examination of the class.

## **6. 关于不及格课程的补考**

根据规定，课程考试不及格有一次补考机会，但是实验、实践、实习、训练类等过程考核的课程不能进行补考。不及格人数较多的课程（补考资格查询显示“统一补考”）会在下一年内（秋或春学期第零周）统一安排一次补考，参加的学生必须先在规定时间内上网确认；不确认视为放弃补考。其它课程（补考资格查询显示“补考选课”）需在正常选课时间内点击“补考选课”按钮进入补考课程选课，选上后只需期末跟班补考即可。如本学期没有相应课程的教学班，需延后补考选课。如要放弃补考直接重修课程，则必须先从“信息查询”进入“补考查询”，选择“放弃补考”；补考缺考与放弃补考做相同处理。培养方案规定的必修课程经补考仍不及格或放弃补考，该课程必须重修。

## **6. About make-up exam**

According to rules, there is one make-up exam chance for failure course, but make-up exam will not be arranged for process assessment courses such as experiment course, field trip, social practice activities. Courses with a large number of unpassed students (Check make-up exam qualification shows “unified make-up exam”) will be arranged a make-up exam in the next year (before the first week of the autumn or spring semester), students who participate must confirm online at the specified time. Other courses (Check make-up exam qualification shows “take make-up exam”) need to take make-up exam with the teaching classes during the selection time, student only need to take make-up without attend to class. If there is no same course in this semester, you shall select in the next semester. If student choose to retake the courses, he must from “Check information” to “Check make-up exam”, then choose “Give up make-up exam”; Absence of make-up exam cause the same result with give up make-up exam. Compulsory courses must be retaken when student fail make-up exam or give up make-up exam.