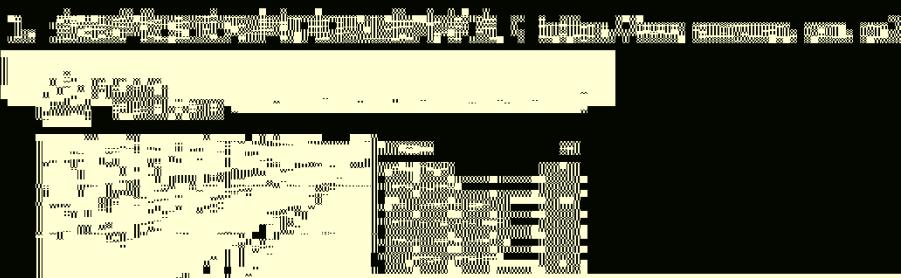


退选后，学生本人可到教务处指定地点进行补、退、改选。局租用教务处人员在场给予指导解决。

3. 第二阶段结束后，选课时间关闭。教务处不再办理任何补、退、改选课手续。各二级学院可从“正方教务管理系统”查询学生的选课信息，各二级学院学生可从“数字化校园信息平台”查询本人的最终选课结果。

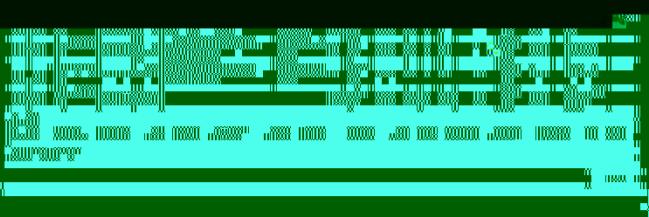
第十二步：选课流程



3、进入之后在学生个人服务中心的左侧点击教务系统，如果在“我的应用”找不到教务系统，请点击“我的应用”右侧的——步齿轮按钮，添加教务系统即可



4、进入教务系统，如图所示选择“网上选课”——“全校性公开课”



5、进入到选课界面后，按照要求选择心仪的选修课程，选择完毕后点击右下方的提交

The screenshot shows a list of courses under the heading "All Available Courses". The columns include: Course ID, Course Name, Instructor, Class Number, Weekday, Start Time, End Time, Classroom, Capacity, Current Enrollment, Status, and Remarks. One course, "340221004 机械制图(第1-11周)" by Teacher 4111, is selected with a checked checkbox. A red oval highlights the "Submit" button at the bottom right of the page.

6、在规定的选课时间学生可以退选，重新再选择

This screenshot shows the same course selection interface as the previous one, but with a red circle highlighting the row for "340221004 机械制图(第1-11周)". This indicates that the user has selected or is about to interact with this specific course entry.

7、选课结束后，在菜单“网上选课”——“学生选课情况查询”中可以看到本学期所有要上的课程

The screenshot shows the "Student Course Selection Status Inquiry" menu. It includes sections for "Course Selection Status", "Course Selection Record", and "Course Selection Record Details". The "Course Selection Status" section displays a table with columns: Course ID, Course Name, Instructor, Weekday, Start Time, End Time, Classroom, Capacity, Current Enrollment, Status, and Remarks. The "Course Selection Record" and "Course Selection Record Details" sections are currently empty.