

河海大学

电子学期注册用户操作手册

User Manuals of Online Semester Registration

Hohai University

学生使用部分 Section for Students

一、 电子学期注册对象

I) Objects of Online Registration

所有在籍的外国留学生，包括本科生、硕士研究生、博士研究生、汉语进修生、普通进修生、高级进修生等，新录取的外国留学生不在此范围。

All international students, including undergraduates, postgraduates, doctoral students, Chinese language students, general scholars and senior scholars, not including the new enrolled international students.

二、 进入网上办事大厅

II) 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.

2. 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，即可操作进行。

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

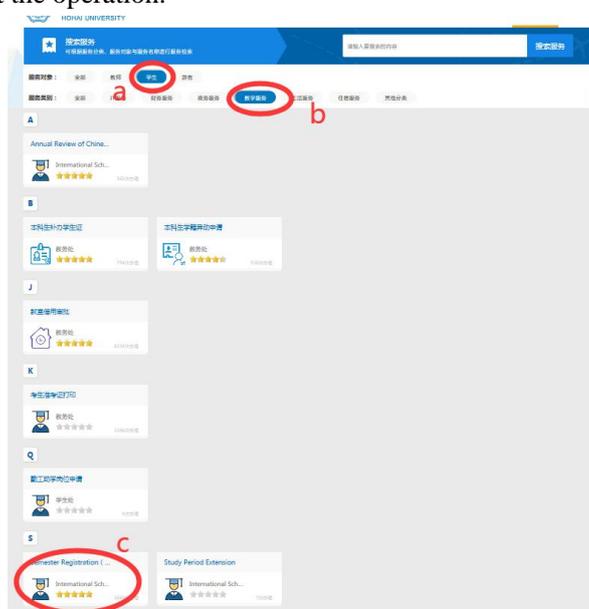


图 1

3. 填写信息门户的账号密码登录(账号为学号, 初始密码为学号或护照号后六位), 进入首页。
 Fill in the username and password of the information portal to log in (username is 'Student ID number', initial password is 'Student ID number or last 6 digitals of passport number'), and enter the home page.



图 2

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.

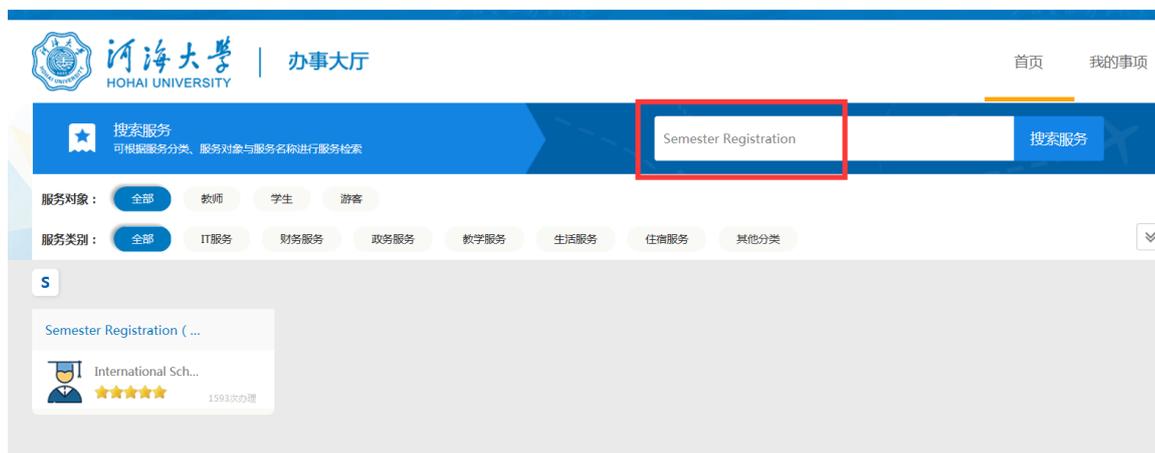


图 3

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.

留学生电子学期注册申请
Semester Registration

基本信息Basic Information			
学号 Student ID number	<input type="text"/>	英文名称 English Name	<input type="text"/>
中文名 Chinese Name	<input type="text"/>	留学生类别 Type	<input type="text"/>
国籍(籍贯) Nationality	<input type="text"/>	学院 College	<input type="text"/>
专业 Major	<input type="text"/>	导师 Supervisor	<input type="text"/>
电子邮箱 Email	<input type="text"/>	联系电话 Phone Number	<input type="text"/>
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 4

6. 如果因各种原因，本学期无法参加任何课程学习或无法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 cannot participate in the course studies or carry out 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 5

7. 完成后，请仔细核对填写信息准确后，点击页面右下角【提交 Submit】，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 completion, please check the information carefully, click 【提交 Submit】 on the lower right corner of the page to submit, 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.

三、 退回修改

II) To modify

1. 每学期每个在籍学生有且仅有一次机会进行线上注册，请认真填写信息后再提交。

Each student has only one chance to register online every semester. Please fill in the information carefully before submitting.

2. 如果你的申请被老师退回或自己撤回后，请登录办事大厅后，点击右上角【我的事项】按钮，找到你之前提交的申请进行修改。

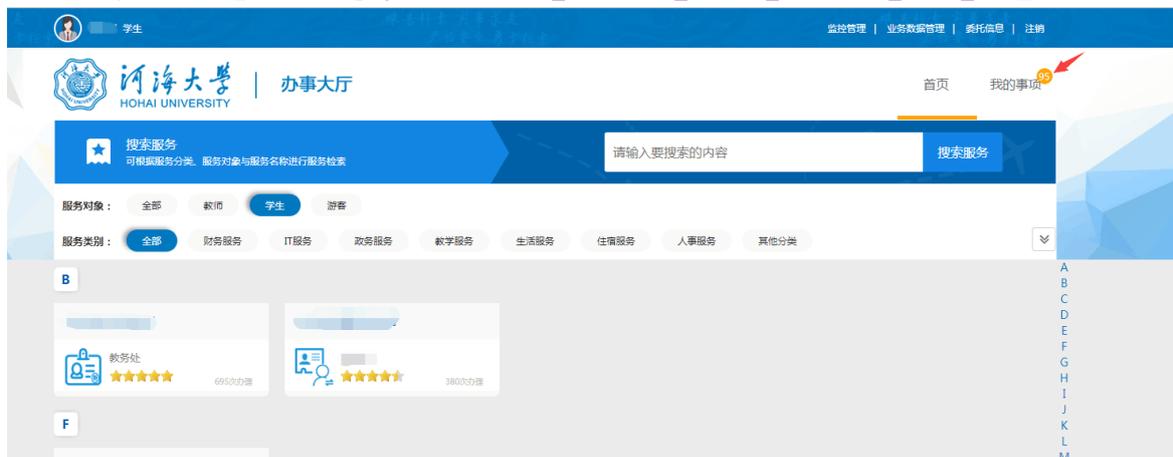
If your application is returned by the teacher or withdrawn by yourself, please log in to the online platform and click the button 【我的事项 my matters】 on the upper right corner to find the application you submitted before and modify it.



图 6

老师使用部分 Section 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。

