





COURSE SELECTION GUIDANCE





选课操作流程 Course Selection Process

3

课程补选操作流程 Undergraduate Course Re-Choosing Process





培养方案简介 Brief Introduction of Curriculum Structure







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培养方案规定了专业的培养目标、毕业要求、课程体系设置、每学期的指导性教学计划等,选课前同学们应仔细阅读培养方案。

The Teaching Program stipulates the academic training objectives, graduation requirements, curriculum system setting, guiding teaching plan for each semester, etc. Students should carefully read the Teaching Program before choosing courses.

二、培养方案查看 How to view the teaching program

培养方案 Teaching Program

Academic	Information Describe	: no content					
School Roll Infts	Curriculum Strues	Available Courses	Online Courses *	n Content	Teaching Program	Replace Cou	rse
Query for School Roll Information.	Check details of curriculum structure.	Check available courses by semester.	Online Courses Learning.		<u></u> ф	科本科生 So	chool of Manag Major Teachi
				urse Code	Course Name	Credit	开课学期
Click to enter	Click to enter	Click to enter	Click to enter	11003	1 Chinese Language 2	4	츟
				11005	2 Chinese Language 4	4	ā



本科 本科生 School of Management Business Administration Major Teaching Program(2018)

ort	Course Code	Course Name	Credit	开课学期	建议修读学期	Department	
1	U26G11003	1 Chinese Language 2	4	ā	第一学年春季学期	International College	
学生	U26G11006	2 Chinese Language 4	4	春	第二学年春季学期	International College	
汉语和	U26G12004	3 Chinese Culture 2	2	Spring 🗧	第一学年春季学期	International College	
和中国	U26G11001	4 Chinese Language 1	3.5	秋	第一学年秋季学期	International College	
公共通	U26G11005	5 Chinese Language 3	3.5	Fall 👯	第二学年秋季学期	International College	
通修基	U26G12002	6 Chinese Culture 1	2	秋	第一学年秋季学期	International College	
础	Cre	dit Subtotal	19				
课程机	U10G12012	7 University Computer (English)	2	春,秋	第一学年秋季学期	School of Computer Science	
英基础 课	U10G22013	8 University Computer Experiment (English)	1.5	春,秋	第一学年秋季学期	School of Computer Science	
程	Cre	dit Subtotal	3.5				
体	肓		4				
	Cred	it Subtotal	26.5				

开课学期: What semester is this course scheduled for?

建议修读学期: In which semester does the Teaching program suggest that you take this course?

第一学年春季学期: Spring semester of the first academic year.

第一学年秋季学期: Fall semester of the first academic year.



14		Total	132			
	Cre	dit Subtotal	27			
en se	C	Credit Subtotal	2			
科研	U12P61001	52 Research and training	2	春,秋	第四学年秋学期	School of Managemen
	0	Credit Subtotal	15			
	U12P72005	51 Enterprise management practical training	2	春, 秋	第二学年春季学期	School of Managemen
	U12P72004	50 Comprehensive practical training of Marketing	2	春, 秋	第三学年秋季学期	School of Management
		Activities				managemen

总学分代表的是你达到毕业标准所需学分。注意只有选修培养方案中的课程中的学分才会计入到这里总学分中 Total credits represent the credits you need to meet the graduation requirement. Note: Only course credits in teaching program will be included in the total credits here.





选课操作流程

Course Selection Process





二、选课操作流程Course Selection Process

(一)登录教务系统 How to log in to the Aoxiang Portal

1.登录西北工业大学主页(www.nwpu.edu.cn), 点击翱翔门户。Check the homepage of Northwestern Polytechnical University.(www.nwpu.edu.cn) Click "Aoxiang Portal"







3. 进入翱翔门户,选择首页应用系统菜单栏中"教务系统"。 Click "Teaching System"

》 翱翔门		MPUS 首页 avantraat University	办事大师	〒 资讯中∕	ბ			C	\) 🞯 🖣
1		个人中心	🔮 应用系	统 🕌 拍	转应用	▶ 收藏应用				٩
(L)	Ę		教务系统	000 网上办事大厅	本科生岗位申	以 務百事通	建 財务系统	目案管理系统	一 。 分析测试中心	户籍管理
我的待办 催办:0项	我的消息 重要: 0条	我的邮件 科:	久 教师主页	加約知识库	课程平台	留言板	民主	全校统一报修	開かります。	上网套餐变更
	li n	î.m								





Teaching System

(二) 查看或修改自己的基本信息 To view or modify basic information.



进入教务系统后,选择菜单栏: "我的学业"—"学籍信息"。After entering the Teaching System, select the menu bar: "Academic Information" - "School Roll Information".



Your current position : Home page > Academic Information





Your current position : Home page > Academic Information > School Roll Information

Student Status Information



正确填写学生本人邮箱电话很重要,以免错过管理员的重要通知.

It is very important to fill in the your correctly email address and telephone number, so as not to miss the important notice of administrator.



(三) 查询全校开课情况 Check available courses by semester



选择菜单栏: "我的学业"—"全校开课查询",选择切换学期,即可看到当前学期全部开设课程。Select the menu bar: "Academic Information"-"Available Courses Query", and choose to switch the semester, you can see that all courses are offered in the current semester.

Academic	Information	: no content	
School Roll Infe Query for School Roll Information.	Curriculum Struc» Check details of curriculum structure.	Available Courses Check available courses by semester.	Online Courses » Online Courses Learning.
Click to enter	Click to enter	Click to enter	Click to enter

Your current position : Home page > Academic Information > Available Courses Query

S	chool Teac	hing Class Sea	rch							_
A	cademic Yea	ar & Semester:	2021-2022Year&A	utumi Go						
20	Details	L								
00										
	Number	Course Name	Course Type	openColleg e	Teaching Class	Teacher	总课时	Limit Count	上课时间	
0	NXC1001. 01	Peking Opera	个性发展课程	西北工业大学 伦敦玛丽女王 大学工程学院	2020级QM材料456	郭涛	32	65		
0	NXC1001. 02	Peking Opera	个性发展课程	西北工业大学 伦敦玛丽女王 大学工程学院	2020级QM材料456	郭涛	32	65		
										f

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(四) 开始选课 Start to select courses



1. 选择"我的学业"——"选课退课"界面,点击"进入选课"。 Back to "Academic Information" - "Course Choosing and Withdrawal"





进入到选课模块后,会出现不同的通道,请仔细阅读每一个通道的名称以及选课限制和注意事项 After entering the "Courses Choosing and Withdrawal", there will be different channels. Please read carefully the name of each channel, as well as the election limit and notice for choosing courses.



2021-2022Academic Year 秋Semester 第二轮选课 (意愿值)-英语 Election Turn 2 Open At 2021-08-24 09:00

Election Time: 2021-08-24 09:00 - 2021-08-26 13:00 Withdraw Time: 2021-08-24 09:00 - 2021-08-26 13:00



2. 进入选课后, 在"学生个人选课"界面, 可查看本人选课学分上限、已选学分、可选课程、已选课程等。 After entering the course selection, you can view the upper limit of your course selection credits in this semester (30), selected credits (21), optional courses, selected courses, etc.



Stu	dent	E	ecti	on
000	GOIN	-	000	011

Elected E	0 (已选:21) lecting CoursesVirtu	al Wallet Balance:55					
Wee Unit k	Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	遥感图像融合 雷达原理	概率论与数理统计	遥感图像融合 雷达原理	概率论与数理统计	95	108	63
2	遥感图像融合 雷达原理	概率论与数理统计	遥感图像融合 雷达原理	概率论与数理统计	100	126	68
3	电磁场与电磁波I	数字信号处理I	电磁场与电磁波I	数字信号处理I	140	136	二十四式简化太极拳
4	电磁场与电磁波I	数字信号处理I	电磁场与电磁波I	数字信号处理I	140	135	二十四式简化太极拳
5	11	13	11	12	13	3	1
6	1	5	4	2	3	1	
7	203	222	211	225	130	116	54
8	203	222	211	225	130	116	54
9	199	Python程序设计 计算机图形及仿真技术	177	Python程序设计 计算机图形及仿真技术	105	108	53
10	189	Python程序设计 计算机图形及仿真技术	171	Python程序设计 计算机图形及仿真技术	93	101	50
11	134	计算机视觉技术	123	计算机视觉技术	16	1	1
12	134	计算机视觉技术	123	计算机视觉技术	16	1	1
13	28	15	19	17	6		

Electable	Elected
	LINCLUM.

The total credits must not be less than 20 credits in each semester

Course List	t After search, (Course table will chang	ged above. If yo	u want show the all course	s, please c	lean the sear	ch conditions	and try agai	n.	1 2	3 4 5 122	. Next
Mumber	Course Code	Course Name	courseTyp	Teach class name	Credits	Teacher	School District	是否期中退课	Current Elected/M aximum	Schedule	Remark	Operation n
U01L11005.0 1	U01L11005	中国航空史	文明与经典类	全校文明经典类课程/综合素 养课	1.5	李华星	友谊校区	是	19/30	3-10Week 星期六2-4Unit 诚字楼 221		elect
					11 11					1 OWeek		1



3. 选课有两种方式,分别为根据选课时间表和课程列表进行选课。

There are two ways to select courses. To select courses according to the timetable or the list of courses.

(1) "选课时间表选课"。时间表上的数字表示本时间段开设的课程门数,点击数字,即显示课程信息,在准备选择的课程意愿值一栏输入意愿值,点击"选课",该课程即进入待审核状态。

"To select courses according to the timetable". The number on the timetable indicates the number of courses offered in this time period.

Click the number to display the course information. Enter the WTP value you want to enter, and click "Submit", and the course will enter the status of pending approval.

Student Election

Wee Unit k	Mon		Tue	e			Wed		Th	nur	Fri
1	遥感图像融合 雷达原理		概率论与数	如理统计	, †	Ĭ	墨感图像融合 雷达原理	概率	论与	國地	95
2	遥感图像融合 雷达原理		概率论与数	如理统i	+	i	墨感图像融合 雷达原理	概率	论与	·数理统计	100
3	电磁场与电磁波I		数字信号	处理I		电	磁场与电磁波I	数	字信	号处理I	140
4	电磁场与电磁波I		数字信号	处理I		电	磁场与电磁波I	数	字信	号处理I	140
5	11		13	E.			11		1	2	13
6			5				4		1	2	3
7	Number	Cours	o Namo	Cre	Tea	cher	Time Arrang	Nun	ıber	r Oper	130
8	Humber	cours	ename	dit	Na	nme	Time Arrang	° 0	f	ation	130
9	U10G23060.01	智能硬件	应用编程基 实验	1	毛頭	1,王雪	1-8 实验大楼B20	06 15/	20	elect	105
10	189	ì	Python程 計算机图形及	序设计	ト 支术		171	Pyt 计算机	hor 图形	程序设计 级仿真技术	93
11	134		计算机视	觉技术	-		123	it1	章机礼	规觉技术	16
12	134		计算机视:	觉技术		1	123	ìt1	算机礼	规觉技术	16
13	28		15	0			19		1	7	6





(2) "课程列表选课"。该模块提供查询功能,同学们可以输入课程名称、教师姓名等进行模糊查询,选择合适的教学班。



"To select courses according to the list of courses" This module provides a query function. Students can enter the course code, course number, course name, teacher's name, etc. For fuzzy query, and select the appropriate class.

Electable	Elected TI	h <mark>e total credits must no</mark> , Course table will chan <u>c</u>	it be less than 2 ged above. If yo	20 credits in each semeste u want show the all course	r s, please c	lean the sean	ch conditions	s and try again	n. ^{Treviqus} 1	115 116 117	118 119 123	Next
Mumber	Course Code	Course Name	courseTyp e	Teach class name	Credits	Teacher	School District	是否期中退课	Current Elected/M aximum	Schedule	Remark	Operatio n
UCAM11014. 01	UCAM11014	微机原理与应用	专业方向课程	民航 19级飞控信必修	2	武洁	长安校区	岙	31/50	1-6Week 星期—3-4Unit 教东 JD403 星期三3-4Unit 教东 JD403 星期五3-4Unit 教东 JD303		elect
UCAM11017. 01	UCAM11017	适航规章与管理	专业选修课程	民航 19级飞设选修(18级飞 设选修)18、19、20级第二 学位飞控信选修	2	陈杰	长安校区	否	88/100	1-8Week 星期四9-10Unit 數西 B311 星期二9-10Unit 數西 B311		elect





(五) 查看自己的课表 Check your timetable

选择"我的学业"-"课表", 查看自己的课表。还可以通过选择课表类型, 教学周, 以及学年学期查询。只有选课结果为"选中"的课程才 会在课表中显示。Go to the the "Academic Information" module, click "Timetable" to check your timetable by semester. You can also inquire by selecting the course table type, teaching week, academic year and semester. Only the courses that selection result is "selected" will be displayed in the time table.

Timetable	*	personal course table Course Table Type: Student Cours V Choice Teaching Week: 1 V Academic Year & Semester: 2020-2021Year&Autum Go							
Check timetable	e by	Course Table	format explanation: teac	her name course name (cou	rse No.) (n-m weeks, class	sroom)			
semester.		Units/Weeks	Mon	Tue	Wed	Thur	Fri		
		1	Marketing(U12M12127.01)	Strategic Management(U12M12136.	Marketing(U12M12127.01)	Strategic Management(U12M12136.			
		2 ((3-10,[长安校区虚拟数学场 所]线上授课)	01)[长安校区](田庆捀) (3-10,[长安校区虚拟教学场 所]线上授课)	(3-10,[长安校区虚拟数学场 肝]线上授课)	01)[长安校区](田庆肇) (3-10,[长安校区虚拟数学场 所]线上授课)			
Click t	o enter	з			Decision Analysis(U12M12156.01) [长安校区] (XU YAN (许	Probability Theory and Mathematical Statistics(U11G12040.01) [长安校区](张硕) (17,[数学西楼8座]数西 B306)	Decision Analysis(U12M12156.0 [长安校区] (XU YAN ()		
CITCK to enter		4			藏)) (11-18.[长安校区虚拟数学场 所]线上授课)	Innovation Entrepreneurship Activities(U12P72002.01) [长安校区](谢言) (4-7,[长安校区虚拟叙学场所] 裁上授课)	燕)) (11-18,[长安校区虚拟数: 所]线上授课)		
		5							
		7		Human Resource Management(U12M12133. 01)[长安校区] (XU YAN (许		Human Resource Management(U12M12133. 01)[长安校区] (XU YAN (许	1		



课程补选操作流程 Undergraduate Course Re-Choosing Process





一、 登录翱翔门户 I. Log in to the Portal



二、进入教务系统II. Access to the Academic Affairs Info System









三、点击"我的学业",进入"课程补选" III.Click on "Academic Information" and go to "Manually Choose Course"





四、查找需补选的课程并提交申请

IV. Find the courses to be taken and submit an application

23	拋申请列表											1 - 1 of 1
M	U01G11003.01		-									
	课程序号	课程代码	课程名称	课程类别	学分	教师	校区	申请人数(当前开 关)/已选/上限	课程安排	备注	操作	审核状态
0	U01G11003. 01	U01G11003	复变函数与积分变 换	非专业数学类课程	2	王红建	长安校区	6/147/150	王红建 星期二 1-2 [1-8] 教西B205 王红建 星期四 1-2 [1-8] 教西B205		睛	未申请
	彩动山津利主											1-1of1





进入课程补选页面后将看到全部可选课程,根据自身 需求查找需补选的课程,勾选后点击"申请",根据系统提 示填写申请原因,点击"提交"。

After entering the page, you will see all the available courses, search for the courses you need according to your needs, then click "Apply", fill in the reason for your application according to the system prompt, and click "Submit".



Please briefly explain whether this course is your retake course or conflicts with other courses.





五、等待审核以及取消申请

V. Wait for review and cancel application

*	部甲債列表							由法主教会论教育			-	1-101
	课程序号	课程代码	课程名称	课程类别	学分	教师	校区	中间入数(当前开 关)/已选/上限	课程安排	备注	操作	审核状态
0	U01G11003. 01	U01G11003	复变函数与积分变 换	非专业数学类课程	2	王红建	长安校区	7/147/150	王红建 星期二 1-2 [1-8] 教西B205 王红建 星期四 1-2 [1-8] 教西B205		取消申请	授课教师待审核院系待审核 /教务处待审核 核
	UI		1×						教西B205			/ 30,500

提交申请后可通过课程补选页面的"审核状态"栏查看审 核状态,审核状态包括:授课教师待审核、教务处待审核、 已通过、不通过。未审核通过前可以点击"取消申请"取消当前 的 申请。

After submitting your application, you can check the status of your application through the "Review Status" column on the page of the re- choosing of courses. The review status includes: pending review by the instructor, pending review by the Office of Academic Affairs, passed or failed. You can click"Cancel Application" to cancel the current application before it is approved.





选课注意事项 Notes on Course Selection

^{章节} Part 04

三、选课注意事 Notes on Course	项 — 意愿值 e Selection — WTP	(willingness to	bay)	アルスまナ AORTHWESTERN POLYTECHNICAL UNF
Student Election				
本学期学分上限:3 □ Elected □ E	80 (已选:21) Electing Courses []Virtu a	Wallet Balance:55	please enter the virtual wallet y	ou want cast
Wee Unit k	Mon	Tue		
1	遥感图像融合 雷达原理	概率论与数理统计		annan an a



三、选课注意事项 — 意愿值 Notes on Course Selection — WTP (willingness to pay)



- 1. 选课方式包括意愿值选课和直选选课。Course selection methods include "Course selection by WTP values" and "Direct election".
- 2. 意愿值选课方式:教学管理系统每学期向学生分配可用于选课的固定数量意愿值。学生向预选课程自由投放意愿值,每门课程默认投放的意愿值为0。选课结果依据投放意愿值数量和课容量确定。如无法用意愿值筛选结果,将采用抽签形式确定选课结果。选课若失败,意愿值退还给学生。意愿值选课期间,退选已选课程,退还意愿值。Course selection by WTP values: Each semester, the teaching management system allocates a fixed number of WTP value to students that can be used to select courses. Students are free to put their WTP values in the pre-selected courses, and the default WTP value for each course is 0. The result of course selection is determined by the number of WTP values, the results will be determined by lottery. If the course selection fails, the values will be returned to the student. During the course selection period, the WTP values is returned by dropping out of the selected course.
- 3. 直选选课方式:采用先到先得、即选即中的规则进行选课。Direct election: The first-come, first-served, instant-selection rule is used for course selection.
- 4. 学生每学期可以初始获得100个意愿值; 学习年限为第5年的学生, 每学期可获得125个意愿值; Students can get 100 WTP values each semester at first. Students who have studied for five years can get 125 WTP values per semester。

三、选课注意事项 Notes on Course Selection



- 1. 新生选课时间分为正选和补选两个环节。The course selection is divided into a main selection and a re-choosing selection.
- 2. 同学们应根据培养方案要求优先选择必修课程,再根据空闲时间选择其他课程。It is recommended that students choose compulsory courses first according to the teaching program requirements, and then choose other courses according to your free time.
- 3. 请使用火狐Firefox、谷歌Chrome、或者IE9以上版本的浏览器进行选课,选课前建议先清理浏览器缓存。 Please use Firefox, Google Chrome, or IE9 or above browser, it is recommended to clear the browser cache before selecting courses.
- 4. 选课过程中切勿使用教务系统之外的第三方软件,所有的课程信息以教务系统为准。Do not use any thirdparty software outside of the Academic Affairs Info System in the course selection process, all course information is subject to the Academic Affairs Info System.



三、选课注意事项 Notes on Course Selection



Course selection process 选课环节	Course selection rounds 选课轮次	Course selection method 选课方式	Course scope 课程范围		
正选 main selection	第一轮 First Round	Course choosing by WTP values 意愿值选课	Major courses (Follow the major teaching program) 主修专业课程		
	第二轮 Second round	Course choosing by WTP values 意愿值选课	Major courses (Follow the major teaching program) 主修专业课程		
	第二轮 Third round	Direct Selection 直选选课	All courses 全部课程		
补选 Re-choosing		Request in the Academic Affairs Info System 在教务系统中申请	All courses 全部课程		



- 6. 每轮选课均可选可退。每轮选课结束后,请各位同学及时检查课表,确认已经选课或退课成功。若预置 课程无需修读,请在选课阶段自行退课。Each round of course selection can be withdrawn. After each round of course selection, please check the class schedule to make sure you have successfully selected or withdrawn from the course. If you do not need to take the preselected course, please withdraw from the course at the selection stage.
- 7. 正选结束后,选课人数低于10人的,由任课教师和开课单位决定是否停开。教务处将及时公布停开课程,选择此类课程的学生应在补选阶段及时改选。If the number of students enrolled in a course is less than 10 after the main selection, the course instructor and the course provider will decide whether to stop the course. The Office of Academic Affairs will announce the suspension of courses in a timely manner, and students who choose such courses should change their choices in the re-choosing phase
- 8. 补选结束后,需要2-3天完成审核,请务必在补选结束后一周内登录教务系统确认补选结果。It may take 2-3 days to complete the audit after re-choosing the course. Please log in to the Academic Affairs Info System to confirm the results within one week after the re-choosing.
- 9. 补选课程原则上不允许退课,请大家谨慎补选。In principle, the re-choosing course is not allowed to withdraw. Please treat the re-choosing round seriously.





- 10. 所有学生务必按照培养方案进行选课,在选修完成培养方案中的课程外可根据个人意愿选修其他课程,同时应需达到课程考核要求,否则将影响绩点。All students must choose courses according to the major teaching program. After completing the courses in the major teaching program, students can choose other courses according to personal wishes. At the same time, students should meet the course assessment requirements, otherwise GPA will be affected.
- 11. 退课分为一般退课和期中退课。一般退课为每门课程开始上课一周内、第二周前,一般退课不扣除下学期的可用意愿值。期中退课为一般退课之后、课程教学进度超过一半之前。期中退课将扣除下学期的可用意愿值,每学分扣除5个意愿值。选课结束后,这两个阶段进入相应通道进行退课。部分课程不允许期中退课,具体课程信息可在全校开课查询中查看。Withdrawal is divided into general withdrawal and midterm withdrawal. General withdrawal: the course can be withdrawn within one week after the start. Mid-term withdrawal: the mid-term withdrawal time is after the general withdrawal, and the teaching progress of the course should not exceed half. Mid-term withdrawal deducts the available WTP values of next semester, and 5 WTP values are deducted for each credit. After the course selection is finished, students can withdraw the course through these two ways. Some courses are not allowed to withdraw in mid-term withdrawal. Students can view the specific information in the "Available Courses Query" module.





- 12.为确保选课的公平公正, 意愿值选课过程中无法看到其他同学投放的意愿值。In order to ensure fairness and justice of course selection, students can't see the WTP values of other students in the course selection.
- 13. 整个选课过程结束后,一定要再次及时检查课表,确认已经选课或退课成功。After the whole course selection process is finished, students must check the timetable again in time to confirm that you have successfully selected courses or withdrawn courses.
- 14. 学生成绩单上的所以课程成绩都不能进行修改或删除。All the course scores on the transcript can not be modified or deleted.
- 15. 尽量避免在时限的最后几分钟进行选退课操作,防止同时操作人数过多造成网络拥堵。Please do not withdraw from the course or select a course at the last few minutes, as it may cause network congestion due to too many people operating at the same time.





16. 同学们应合理规划每学期选修课程,在遵照指导性教学计划的基础上,按照自身学业进度, 一般情况下建议每学期选课学分不少于20学分。Students should choose the courses reasonably every semester. On the basis of following the teaching plan and according to academic progress, it is generally recommended that the total credits of each semester should not be less than 20 credits.

17. 本科生体育课程一般情况下需在第一、第二、第三、第四学期分别修读一门体育专项课,共修满4学分并确保四门体育课的课程代码均不同。Undergraduates need to take a PE in the first, second, third and fourth semesters, with a total of 4 credits, and ensure that the course codes of the four PE are different.

18. 相同课程代码的体育课重复修读,学分不能累计。若前四学期体育专项课未修满4学分,建议 在第五至第七学期修读完成。Repeatedly select PE with the same course code, and credits can not be accumulated. If a student has not completed 4 credits in PE courses in the first four semesters, it is recommended to complete the course in the fifth to seventh semesters.





感谢聆听 Thank You