Beijing Forestry University

Regulations of Graduate (Including Advanced Student)

Online Course Selection

（Revised in October, 2015）

In order to regulate the graduate teaching and achievement administration, facilitate course teachers' timely learning students' course selection and making teaching plan, the Cultivation Department of School of Graduate carefully analyzed the problems occurred in previous graduate online course selection process and revised the original regulations as follows.

1. Online course selection is conducted in Graduate Administration Information System. There are two accesses on the homepage of School of Graduate: education network and public network. The former can be entered from campus while the latter is for off-campus use. The following details should be learnt.

(1) The User Name (用户名) of graduate (ie. Beijing Forestry University graduate from national recruitment) is the Student ID Number, and the initial Password (密码) is the ID Number. The User Name and initial Password of advanced student (进修生) (including graduates of Chinese Academy of Forestry, preppies, and advanced students of various courses) are their Student Number of Advanced Study. (N.B. It is suggested that the password is immediately revised and well remembered in the initial logging into the information system.)

(2) Graduate (研究生) or advanced student (进修生) is selected for User Identity (用户身份). For authentication code (认证码) the content shown in the right side block should be filled in.

(3) Graduate Work Department of the CPC (206 of Main Building) will provide consultation and solution if logging into system is difficult or impossible. The advanced students could go to Main Building 219 for the same help.

(4) If the password is forgotten, graduates may go to the school graduate secretary to apply for resetting. The advanced students solve the same problem in Cultivation Department of School of Graduate (214 of Main Building).

2. All the courses that are intended to select, including The First Foreign Language and Political Course should process online selection.

3. Graduates should log into the graduate information administration system to fulfill the confirmation of new student information within the scheduled time and pay fees in Finance and Accounting Division within the prescribed time limit at beginning of semester. Until registration (including Student's ID Card registration and online system registration) is conducted in the school graduate administration office, course selection and assessment consultation become possible. If registration is not accessible, whether the steps of confirmation of new student information, and payment of tuition and accommodation are finished on schedule should be checked. In the specified period (especially the limit of course selection) graduates must go to Graduate Work Department of the CPC (206 of Main Building) to consult so as to solve the problems and timely finish confirmation, payment, registration and course selection online.

Otherwise various results caused by improper operation should be undertaken by the individual graduates.

4. Online course selection can be processed from the start of new semester to the end of the second week of the actual course teaching. To be more specific, in the first two weeks (ie. week 1 and week 2) of the formally started semester graduates can select courses from all that are planned to teach. For each course, the first two weeks are the period for experiencing the class and making decision to select or retreat from the course. That is to say, course experience and selection should be done within the weeks 1 and 2 if the course starts from the first week of the semester. Within week 11 and week 12 course experience and selection should be finished if the course is lectured from the 11th week. So are the courses which start from a different week.

5. For some courses which are lectured intensively within a short period of time, course selection should be implemented on the first week of the lecturing, or according to the requirements of the course teacher and the notification at that time. If special requirements are raised for other courses, the announcement should be referred to.

6. When selecting courses, students should comprehensively consider the following factors: teaching notification and timetable, which must be checked carefully, and the cultivation plan of the discipline, which can be consulted online from School of Graduate homepage — graduate cultivation (研究生培养) — cultivation plan (培养方案), and various plans of internship, tests and trips which are scheduled by supervisor or the graduate. The careful consideration can help graduates to accomplish all the courses and examinations. Because of business trip or other reasons, graduates who cannot finish class experiencing, course learning and examination or who believe the course improper should implement online course retreat within the two course experiencing weeks. Course selection or retreat cannot be managed beyond the allotted time.

7. The semester when courses are selected should be the same semester when the courses are actually taken. That is, graduates should not select courses if they do not want to have the classes. If courses are selected, they must take them. The graduates who select a course should make clear the requirements from the discipline and the grades of students that can take it before course selection. Blind selection is not suggested. The graduates who are notified by the course teacher that they are not qualified should retreat the course online timely. If the course is selected but is not attended and retreated online on schedule, and is intended to be selected again, *Application Form of Graduate Course Second Learning* (研究生课程重修申请单) should be downloaded from School of Graduate Homepage — Download Center (下载中心) — Cultivating Form Materials (培养表格资料) in the first week of the new semester or before lecturing. It should be filled out and two copies are printed for supervisor to sign name. Finally in the Cultivation Department the formality of second learning is processed. The score is recorded in the semester of the first course selection and the semester of the second learning is noted in the remark column.

8. Each course in the course selection system can be selected only once. The course which has been selected in previous semester cannot be selected repeatedly. Therefore, the selected course is not lectured in the selected semester because of special reasons, timely online retreat should be operated according to the announcement. If obstacle occurs within the retreat deadline, the fact should be reported to Cultivation Department where retreat is helped based on the reality. Otherwise next course selection will be affected in new semester. If the course will be studied in a near future semester, online course selection should be carried out again in the right semester.

9. After selection or retreat step, reverse back should be done by clicking "Checking Course

Selection" (查看选课) for checking so as to ensure the success. It should be avoided that success is blindly believed, but it is unsuccessful in reality should be avoided. During the climax period, online course selection system may not be accessible, or other abnormal conditions will emerge. Therefore it is better to avoid the peak and conduct it at available time.

10. Achievements administration and approval examination

(1) Anyone who has selected course within time limit and won assessments from course teachers, can have all the assessments input into graduate administration information system and recorded in graduate course learning archives.

(2) If course selection is not finished within the prescribed time limit, School of Graduate does not admit the course assessment even if the graduate has had the course and the teacher has issued the assessment. The graduate is regarded as not selecting the course.

(3) If course retreat is not conducted within the prescribed time limit, and class lectures and examination are not attended, or course paper is not submitted according to course teacher's requirement, no assessment will be presented, but instead, zero, blank or hiding will emerge in the assessment column of the graduate's selected course, all of which are scored nil.

(4) The courses without assessment or with a low score are not allowed to be eliminated when the achievement list is printed. Otherwise School of Graduate will not admit it and stamp the seal on the list when the assessments are examined.

(5) Neither all schools nor School of Graduate are responsible for printing achievement list. Graduates can take Student-One-Card to print the list at Achievement-list Self-help Printing Terminal in the second floor hall of the main building. If normal operation is not possible due to machine error, personal system can be accessed for printing (operation sequence: click achievement consulting (成绩查询) — click assessment list printing (打印成绩单) — preview interface appears — click again assessment list printing (打印成绩单). Then examination and stamping on the list can be done in the Cultivation Department of School of Graduate. Graduates are suggested to print no less than 10 copies at one time on the premise of having all courses for simplest approval.

11. All kinds of advanced students use their new Student ID number to select course after they are formally recruited. The course that has been selected before should not be selected repeatedly with the new ID number. The assessment in previous course as an advanced student can be transferred under the formal new ID number and registration should be done in the Cultivation Department of School of Graduate at the beginning of the new semester.

12. The Regulations are applied to the graduates of Beijing Forestry University (including "2+3", "2+2", and "1+3"), graduates of Chinese Academy of Forestry, and all advanced students who select courses in Beijing Forestry University. Graduate course selection and assessment affairs should follow the Regulations and other relevant laws. Promise and misguide from course teachers and other students who are not clear about the Regulations should be received, otherwise the results should be undertaken by the graduates themselves.

13. The power of interpretation is preserved by School of Graduate. The Regulations are implemented from the date of publication.