

# 教务管理系统转专业操作手册（学生使用）

一、登录教务系统：ehall.xjau.edu.cn



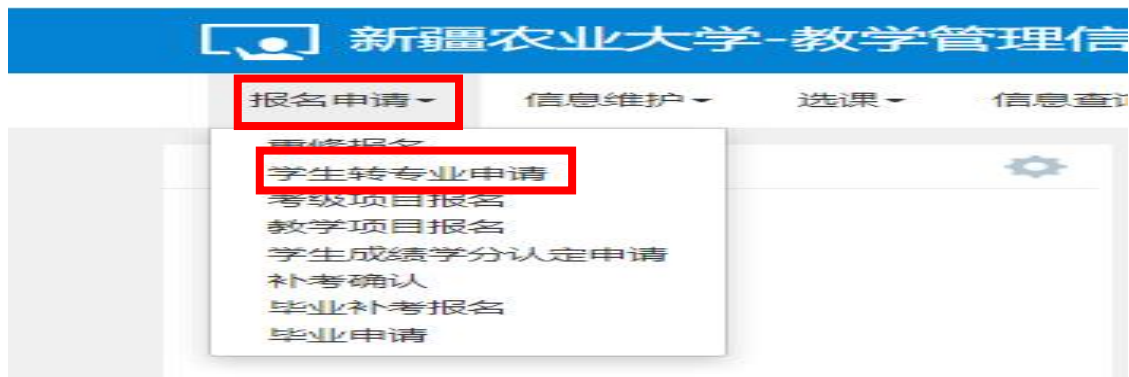
账号为本人学号，密码为本人身份证号后6位，最后一位为“X”的，需使用大写字母。

二、完善个人信息

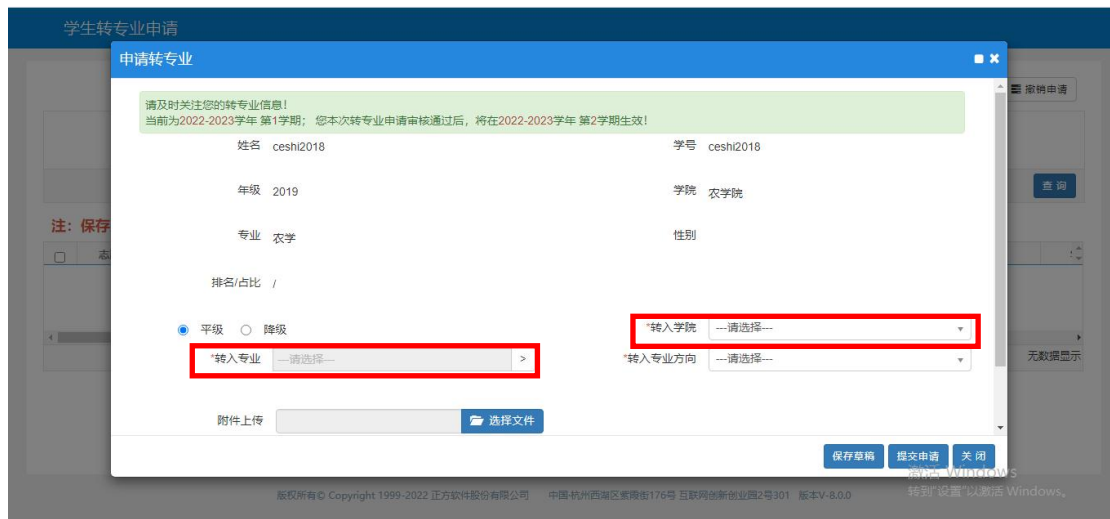


点击“申请”，按要求在基本信息模块导入本人“入学后”照片（浅色背景的免冠正照，照片中头像五官需清晰、居中），在联系方式模块输入本人手机号码，点击“确认”。

### 三、点击“报名申请”——“学生转专业申请”



### 四、点击“申报”



## 五、选择转入学院、转入专业

The screenshot shows a web application window titled "申请转专业" (Apply for Major Transfer). A modal dialog box titled "选择可选专业" (Select Transferable Major) is open. It features a search bar at the top with the placeholder "请输入" (Please enter) and a "查询" (Search) button. Below the search bar is a table with the following columns: "可转入学院" (Transferable College), "可转入专业" (Transferable Major), "拟接受人数" (Proposed Number of Acceptances), "考试科目" (Exam Subject), "面试科目" (Interview Subject), and "是否冲突专业" (Whether it conflicts with the major). The table contains one row: "农学院" (College of Agriculture) for the college and "种子科学与工程" (Seed Science and Engineering) for the major. The "拟接受人数" is 1, "考试科目" is 0, "面试科目" is 1, and "是否冲突专业" is "否" (No). The "可转入专业" cell is highlighted with a red rectangle. At the bottom of the dialog, there are "确定" (Confirm) and "关闭" (Close) buttons. The background application shows a sidebar with "平级" (Same Level) selected and a "保存草稿" (Save Draft) button.

可转入学院	可转入专业	拟接受人数	考试科目	面试科目	是否冲突专业
农学院	种子科学与工程	1	0	1	否

## 六、点击“可转入专业”查看考核时间、方式等信息

The screenshot shows a web application window titled "接受学院转专业条件查看" (View Transfer Conditions). The dialog box displays various fields for transfer conditions. On the left, there are fields for "学年" (Academic Year) set to "2022-2023", "年级" (Grade) set to "2019", and "专业" (Major) set to "种子科学与工程". On the right, there are fields for "学期" (Semester) set to "1", "学院" (College) set to "农学院", and "拟接受人数" (Proposed Number of Acceptances) set to "1人". Below these are fields for "面向对象" (Target Audience) set to "2019" and an empty "限制对象" (Restriction Object) field. There is a section for "接受人数控制" (Acceptance Control) with radio buttons for "可超" (Can exceed) and "不可超" (Cannot exceed), with "不可超" selected. At the bottom, there are fields for "面试科目1" (Interview Subject 1) set to "腾讯会议" (WeChat Meeting), "面试时间" (Interview Time) set to "2022-11-24 12:30:43", "考核方案" (Assessment Scheme) set to "着装整洁, 摄像头面向自己....." (Dress neatly, camera facing yourself.....), and "备注" (Remarks) set to "会议码: 00000000". A "关闭" (Close) button is located at the bottom right.

学年	2022-2023	学期	1
年级	2019	学院	农学院
专业	种子科学与工程	拟接受人数	1人
面向对象	2019		
限制对象			
接受人数控制 <input type="radio"/> 可超 <input checked="" type="radio"/> 不可超			
面试科目1	腾讯会议	面试时间	2022-11-24 12:30:43
考核方案	着装整洁, 摄像头面向自己.....	备注	会议码: 00000000

## 七、选择专业、点击“确定”

申请转专业

请及时关注您的...  
当前为2022-2023

选择可选专业

可转入专业 请输入 查询

可转入学院	可转入专业	拟接受人数	考试科目	面试科目	是否冲突专业
农学院	种子科学与工程 Q	1	0	1	否

1 - 1 共 1 条

确定 关闭

保存草稿 提交草稿 关闭窗口

## 八、查看报名说明，点击同意

报名说明

测试

同意

九、按“报名说明”要求上传个人手写转专业申请等附件、填写“申请理由”

十、点击“提交申请”

十一、第二志愿

报名第二志愿的学生，需重复操作步骤四至步骤十，方可报名成功第二志愿。