

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

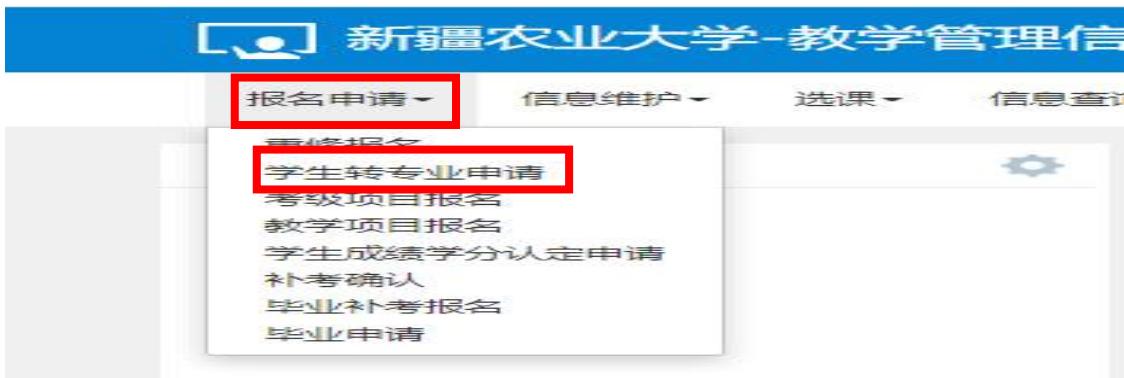


账号为本人学号，密码为本人身份证号后 6 位，最后一位为“X”的，需使用大写字母。

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”

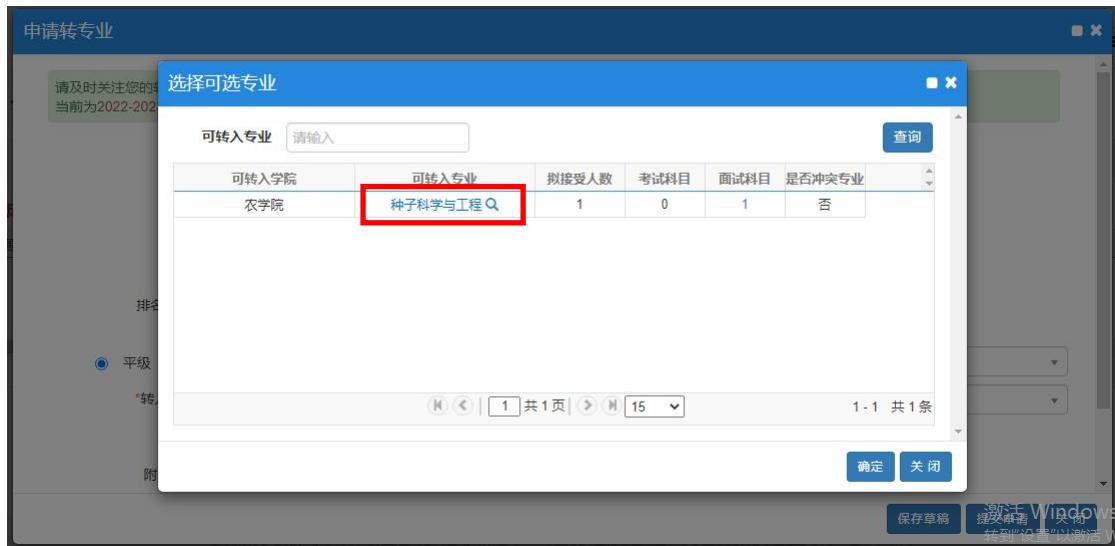


四、点击“申报”

The screenshot shows the 'Student Transfer Major Application' page. At the top, it says '学生转专业申请'. Below that, there are two dropdown menus: '生效学年' (2022-2023) and '生效学期' (2). To the right of these are several buttons: '€ 申报' (highlighted with a red box), '修改', '取消申报', '提交', and '撤销申请'. Below these buttons is a search bar with a '查询' button. A note at the top states: '注：保存成功之后请核对转专业信息，信息无误之后点击提交才能进入审核！'. The main area contains a table with columns: '志愿', '生效学年', '生效学期', '保存状态', '审核状态', '操作', '转入年级', '转入学院', '转入专业', '转入专业方向'. A message below the table says '没有符合条件记录!' (No records found!). At the bottom, there are pagination controls: '< > | 1 共 0 页 | > | 15 | 15 |' and a note '无数据显示' (No data displayed).

The screenshot shows the 'Apply for Transfer Major' detailed application form. At the top, it says '学生转专业申请' and '申请转专业'. A note in a green box says: '请及时关注您的转专业信息！当前为2022-2023学年第1学期；您本次转专业申请审核通过后，将在2022-2023学年第2学期生效！'. The form includes fields for: 姓名 (ceshi2018), 学号 (ceshi2018), 年级 (2019), 学院 (农学院), 专业 (农学), 性别, 排名/占比 (/), 平级 (radio button selected), 转入专业 (dropdown menu highlighted with a red box), 转入学院 (dropdown menu highlighted with a red box), and 转入专业方向 (dropdown menu). At the bottom, there are buttons for '保存草稿', '提交申请' (highlighted with a red box), '关闭', and a note about saving files to the desktop. The footer includes copyright information: '版权所有© Copyright 1999-2022 正方软件股份有限公司' and '中国·杭州西湖区紫霞街176号 互联网创新创业园2号楼301 版本V.8.0.0'.

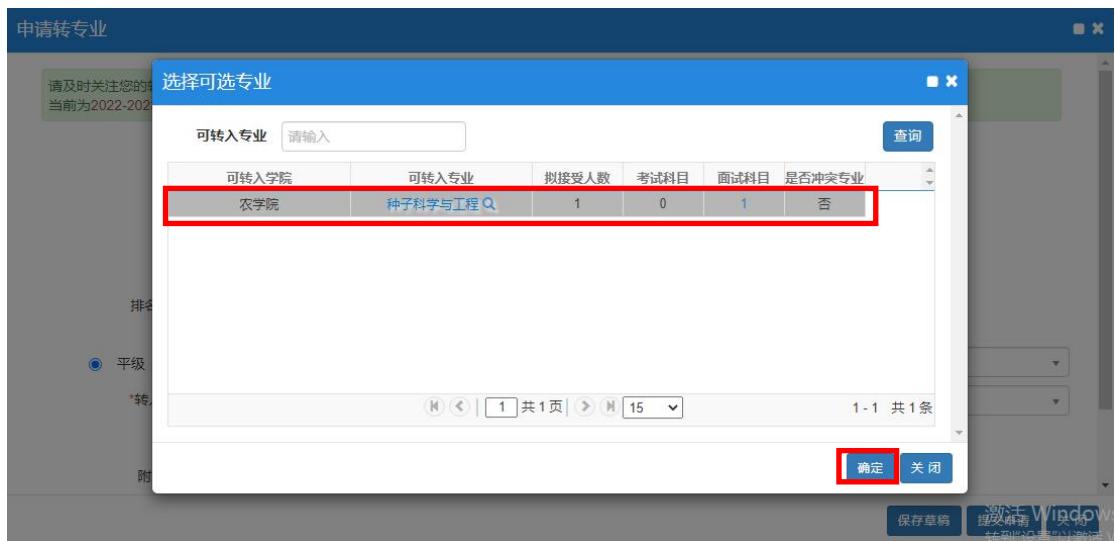
五、选择转入学院、转入专业



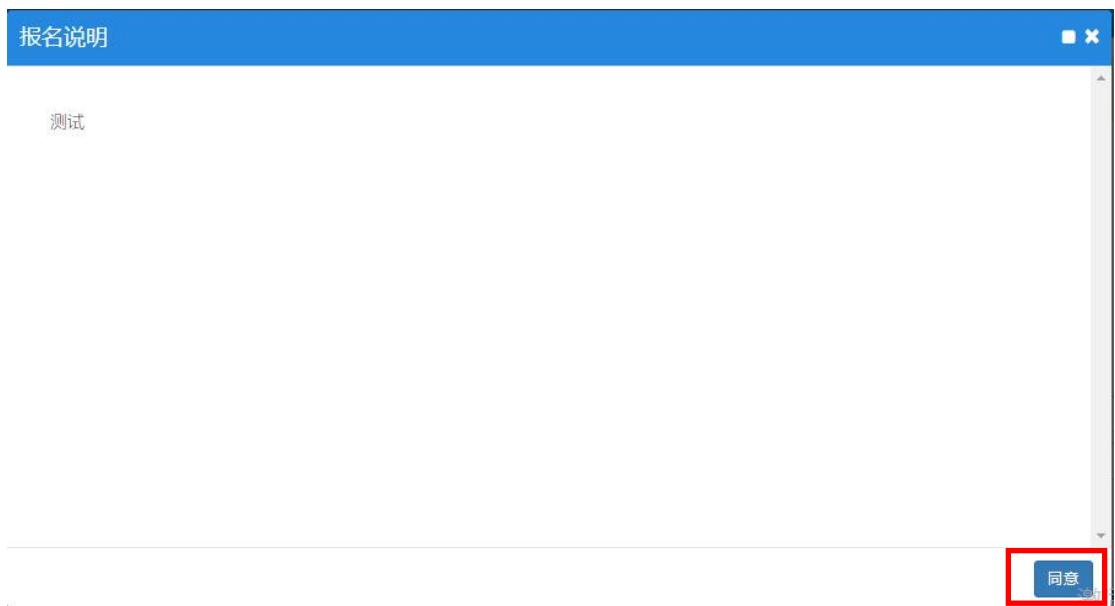
六、点击“可转入专业”查看考核时间、方式等信息



七、选择专业、点击“确定”



八、查看报名说明，点击同意



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”

The screenshot shows the 'Apply for Transfer Major' interface. It includes fields for 'Grade: 2019', 'College: College of Agriculture', 'Major: Agriculture', 'Transfer Reason: (Red box)', 'Transfer Status: Grade Level (radio buttons: Grade Level selected, Grade Drop)', 'Transfer Major: Seed Science and Engineering (with a red box around the dropdown menu)', 'Transfer Direction: No direction (dropdown menu)', and 'Attachment Upload'.

十、点击“提交申请”

The screenshot shows the 'Apply for Transfer Major' interface with a 'Success Confirmation' dialog box overlaid. The dialog displays a green checkmark and the text 'Submission successful'. The background form fields are identical to the previous screenshot, including the transfer reason field which now contains 'Transfer application...'.

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。