

# 学生选课相关操作参考指南

## 一、登录方式

1. 登录学校教务处网站<https://jwc.usst.edu.cn> 点击“教务管理系统”，输入信息门户账号和密码。

The screenshot shows the official website of the Shanghai University of Science and Technology (SUSTech). The top navigation bar includes links for 'University Home' and 'Contact Us'. Below the header is a banner with the university's name and logo. The main content area features several sections: 'News Dynamic' (新闻动态), 'Teaching Operation Management' (教学运行管理), 'Notice公告' (通知公告), 'Teaching Research and Quality Monitoring' (教学研究及质量监控), 'Practical Teaching' (实践教学), and 'Business Guide' (办事指南). A prominent red-bordered box highlights the '教务管理系统' (Teaching Management System) icon, which is a circular button with a key icon. The bottom of the page features a large watermark of the university's name and seal.

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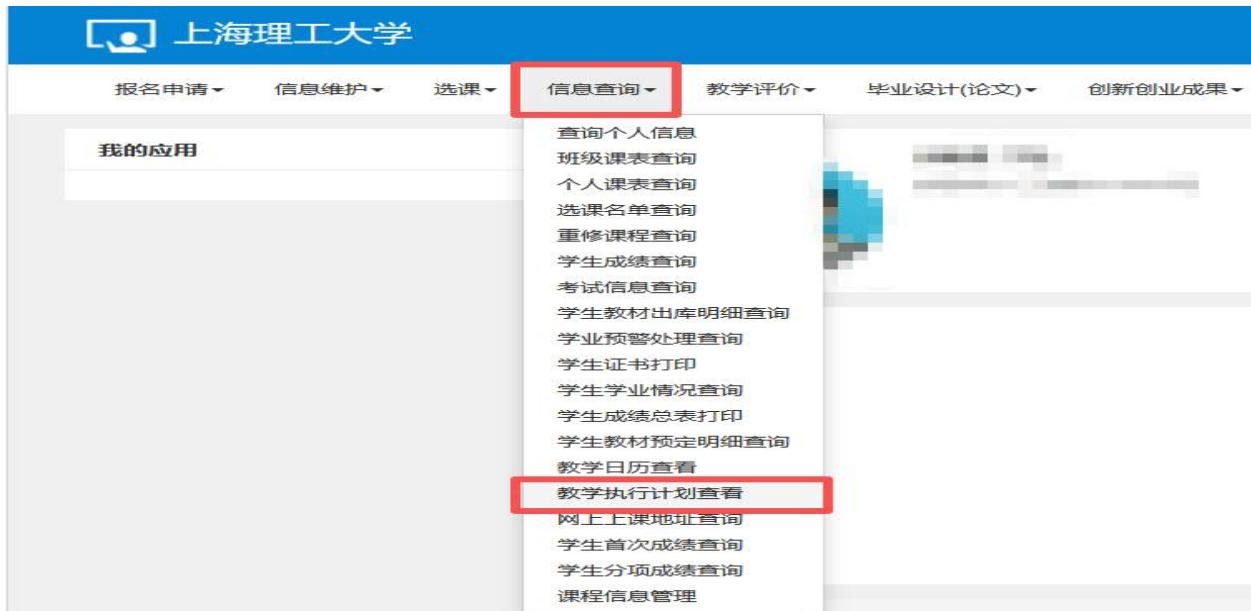
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## 二、培养计划查询

1. 进入“信息查询”→“教学计划执行查看”。



2. 下图勾选个人专业信息，之后点击“课程信息”。

The screenshot shows the 'Teaching Plan Execution Check' page. At the top, there are tabs for 'Major Information', 'Prerequisite Requirements', 'Course Information', and 'Execution Plan Preview'. The 'Course Information' tab is highlighted with a red box and has a green arrow pointing to it. Below the tabs, there are filters for 'Major Identifier' (set to 'All') and 'Year' (set to '2024'). A red arrow points to the 'Major Identifier' filter. The main area displays a table of course information. The first row of the table is highlighted with a red box, indicating that the 'Major Identifier' checkbox is checked. The table columns include: Major Identifier, Major Name, Major Code, Year, Campus, Course Number, Major Direction Number, and Class Number.

Major Identifier	Major Name	Major Code	Year	Campus	Course Number	Major Direction Number	Class Number			
<input checked="" type="checkbox"/>	2024	1324	人工智能	专业	专业	61	军工路校区	75	0	3

3. 在“课程信息”界面，选择“建议修读学年”为2025-2026，“建议修读学期”为2，点击“查询”按钮，即可查看2025-2026学年第2学期的建议修读课程。

The screenshot shows the 'Teaching Execution Plan Check' interface. At the top, there are tabs: '大类专业信息' (Major Category Information), '修读要求' (Prerequisites), '课程信息' (Course Information) which is highlighted with a red box, and '执行计划预览' (Execution Plan Preview). Below these are filters for '年级: 2024 专业: 人工智能'. The search parameters are set to '建议修读学年: 2025-2026' and '建议修读学期: 2'. The results table lists various courses with columns for course number, name, credits, weekly hours, total hours, etc. A large yellow circle highlights the first few rows of the table.

### 三、选课

- 进入“选课”→“自主选课”界面。

The screenshot shows the Shanghai Jiaotong University student service portal. The top navigation bar includes '报名申请' (Application), '信息维护' (Information Maintenance), '选课' (Course Selection) which is highlighted with a red box, and '信息查询' (Information Inquiry). A central box contains links: '个人课表查询' (Personal Course Table Query), '自主选课' (Self-selection) which is highlighted with a red box, and '学生教材订购' (Student Textbook Purchase).

- 在“自主选课”界面点击右上角方向键，可查询系统已选部分必修的学科基础专业课程。

The screenshot shows the '自主选课' interface. It displays a list of selected必修课程 (Required Courses) with details like course name, credits, schedule, and status. A vertical orange bar on the left has the text '选课的进度已录' (Recording the progress of course selection). A red box highlights the '该类型无可选课程!' (No selectable courses for this type!) message at the bottom of the list.

3. 自主选课界面分“学科基础专业课程”、“通识课程”和“体育分项”三个页签。选择任一页签，点击“查询”，显示该页签下的课程列表，点击“点此查看更多，显示更多的课程。

The screenshot shows the '自主选课' (Self-selection Course) interface. At the top, there is a search bar with placeholder text '可输入课程号/课程名称/教学班名称/教师姓名/教师工号查询' and a '查询' (Query) button highlighted with a red box. Below the search bar, the text '2025-2026 学年 2 学期 第1轮 (选课时间: 2025-12-17 15:23:16 - 2025-12-17 15:30:00)' and '本学期选课要求 总学分最低 0 最高 36 本学期已选学分 18.0' is displayed. There are three tabs: '学科基础专业课程' (highlighted), '通识课程' (selected), and '体育分项'. The main table lists courses with columns: 教学班, 上课教师, 上课时间, 教学地点, 开课学院, 课程归属, 课程性质, 教学模式, 已选/容量, and 操作. A green arrow points from the bottom of the table to a red box around the text '[点此查看更多]' (Click here to view more) at the bottom right.

4. 点击任一门课程，可显示该课程的教学班，点击教学班后的“选课”按钮。

The screenshot shows the same '自主选课' interface as the previous one, but now focusing on a specific course. A green arrow points to the '选课' (Select) button in the '操作' (Operation) column of the first course row. The course details shown are '(36810360)创业决策仿真 - 2.0 学分' and '状态: 未选'. The '选课' button is highlighted with a green circle.

5. “选课”按钮变成“退选”按钮，即选课成功。

This screenshot shows the course selection interface. At the top, there is a search bar with placeholder text "请输入课程号/课程名称/教学班名称/教师姓名/教师工号查询" and buttons for "查询" (Search) and "重置条件" (Reset conditions). Below the search bar, it displays the academic year "2025-2026 学年 2 学期 第1轮 (选课时间: 2025-12-17 15:23:16 - 2025-12-17 15:55:00)" and course requirements: "本学期选课要求 总学分最低 0 最高 36 本学期已选学分 20". A legend indicates three states: "未选" (Unselected, light blue), "重修未选" (Revised unselected, yellow), and "已选" (Selected, green). The main area lists courses under "学科基础专业课程" and "通识课程". One course row is highlighted with a red box around the "操作" (Operation) button, which is currently labeled "退选" (Withdraw).

6. 点击退选按钮，跳出确认提示，点击确认。“退选”按钮变成“选课”按钮，即退选成功。

This screenshot shows the same course selection interface after a withdrawal attempt. A modal dialog box titled "确认提示" (Confirmation Prompt) is centered over the page. It contains the message "您确定要退掉该课程吗？" (Do you really want to withdraw this course?) with "确认" (Confirm) and "取消" (Cancel) buttons. The "确认" button is highlighted with a red box. The background course list remains the same.

This screenshot shows the course selection interface after a successful withdrawal. The course list has been updated. The previously highlighted course now has its "操作" button labeled "选课" (Select). The overall layout and search bar at the top remain consistent with the previous screenshots.

7. 点击橙色条即可展开显示或收缩已选课程。

This screenshot shows the course selection interface with the "已选" (Selected) courses expanded. A vertical orange bar on the right side, labeled "已选" (Selected) at the bottom, has a small upward arrow icon at the top. The expanded list shows the details of the selected courses, including their names and other relevant information. The "操作" button for these courses is now labeled "退课" (Withdraw).

8. 退选课程，也可在展开显示已选课程中通过“退选”按钮操作完成。

The screenshot shows the course selection interface. At the top, it displays the academic year (2025-2026, 2nd semester),轮次 (Round 1), and the time period (2025-12-17 15:23:16 - 2025-12-17 15:55:00). Below this, there are tabs for '学科基础专业课程' (Major Foundation Courses) and '通识课程' (General Education Courses). The main area is titled '自主选课' (Self-selection). It features a search bar and a legend for the color-coded availability status:

- 浅蓝色: 空余课数 = 总课数 (Remaining classes = Total classes)
- 黄色: 空余课数 >= (总课数/2) (Remaining classes ≥ (Total classes/2))
- 深红色: 空余课数 < (总课数/2) (Remaining classes < (Total classes/2))

The interface includes a '志愿' (Volunteer) column, '选上否' (Selected), '教学班' (Class), '教师/职称' (Teacher/Capacity), '上课时间' (Lecture Time), '教学地点' (Teaching Location), '自选否' (Self-selected), and an '操作' (Operation) column. The '操作' column contains a link labeled '已选' (Selected). A red box highlights this '已选' link for a specific course entry.

**提醒：**

- 1.请谨慎退改已选课程，避免因班级容量已满导致选课不成功。
- 2.图片仅供操作参考，图片中文字部分不代表选课时实际课程信息。