学生申报转专业操作指南

在谷歌浏览器中输入教务系统网址：[https://hbut.jw.chaoxing.com/admin，输入学号和密码进入教务系统中，打开](https://hbut.jw.chaoxing.com/admin%EF%BC%8C%E8%BE%93%E5%85%A5%E5%AD%A6%E5%8F%B7%E5%92%8C%E5%AF%86%E7%A0%81%E8%BF%9B%E5%85%A5%E6%95%99%E5%8A%A1%E7%B3%BB%E7%BB%9F%E4%B8%AD%EF%BC%8C%E6%89%93%E5%BC%80%E5%AD%A6%E7%94%9F%E7%94%B3%E8%AF%B7%E2%86%92%E8%BD%AC%E4%B8%93%E4%B8%9A%E7%94%B3%E8%AF%B7%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%90%E7%94%B3%E6%8A%A5%E3%80%91%E6%8C%89%E9%92%AE%E8%BF%9B%E5%85%A5%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%E5%88%86%E4%B8%BA%E5%B7%A6%E5%8F%B3%E4%B8%A4%E4%BE%A7%EF%BC%8C%E5%9C%A8%E5%8F%B3%E4%BE%A7%E9%80%89%E4%B8%AD%E6%83%B3%E8%A6%81%E8%BD%AC%E5%85%A5%E7%9A%84%E4%B8%93%E4%B8%9A%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%8A%E3%80%8A)**[学生申请](https://hbut.jw.chaoxing.com/admin%EF%BC%8C%E8%BE%93%E5%85%A5%E5%AD%A6%E5%8F%B7%E5%92%8C%E5%AF%86%E7%A0%81%E8%BF%9B%E5%85%A5%E6%95%99%E5%8A%A1%E7%B3%BB%E7%BB%9F%E4%B8%AD%EF%BC%8C%E6%89%93%E5%BC%80%E5%AD%A6%E7%94%9F%E7%94%B3%E8%AF%B7%E2%86%92%E8%BD%AC%E4%B8%93%E4%B8%9A%E7%94%B3%E8%AF%B7%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%90%E7%94%B3%E6%8A%A5%E3%80%91%E6%8C%89%E9%92%AE%E8%BF%9B%E5%85%A5%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%E5%88%86%E4%B8%BA%E5%B7%A6%E5%8F%B3%E4%B8%A4%E4%BE%A7%EF%BC%8C%E5%9C%A8%E5%8F%B3%E4%BE%A7%E9%80%89%E4%B8%AD%E6%83%B3%E8%A6%81%E8%BD%AC%E5%85%A5%E7%9A%84%E4%B8%93%E4%B8%9A%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%8A%E3%80%8A)**[→](https://hbut.jw.chaoxing.com/admin%EF%BC%8C%E8%BE%93%E5%85%A5%E5%AD%A6%E5%8F%B7%E5%92%8C%E5%AF%86%E7%A0%81%E8%BF%9B%E5%85%A5%E6%95%99%E5%8A%A1%E7%B3%BB%E7%BB%9F%E4%B8%AD%EF%BC%8C%E6%89%93%E5%BC%80%E5%AD%A6%E7%94%9F%E7%94%B3%E8%AF%B7%E2%86%92%E8%BD%AC%E4%B8%93%E4%B8%9A%E7%94%B3%E8%AF%B7%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%90%E7%94%B3%E6%8A%A5%E3%80%91%E6%8C%89%E9%92%AE%E8%BF%9B%E5%85%A5%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%E5%88%86%E4%B8%BA%E5%B7%A6%E5%8F%B3%E4%B8%A4%E4%BE%A7%EF%BC%8C%E5%9C%A8%E5%8F%B3%E4%BE%A7%E9%80%89%E4%B8%AD%E6%83%B3%E8%A6%81%E8%BD%AC%E5%85%A5%E7%9A%84%E4%B8%93%E4%B8%9A%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%8A%E3%80%8A)**[转专业申请](https://hbut.jw.chaoxing.com/admin%EF%BC%8C%E8%BE%93%E5%85%A5%E5%AD%A6%E5%8F%B7%E5%92%8C%E5%AF%86%E7%A0%81%E8%BF%9B%E5%85%A5%E6%95%99%E5%8A%A1%E7%B3%BB%E7%BB%9F%E4%B8%AD%EF%BC%8C%E6%89%93%E5%BC%80%E5%AD%A6%E7%94%9F%E7%94%B3%E8%AF%B7%E2%86%92%E8%BD%AC%E4%B8%93%E4%B8%9A%E7%94%B3%E8%AF%B7%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%90%E7%94%B3%E6%8A%A5%E3%80%91%E6%8C%89%E9%92%AE%E8%BF%9B%E5%85%A5%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%E5%88%86%E4%B8%BA%E5%B7%A6%E5%8F%B3%E4%B8%A4%E4%BE%A7%EF%BC%8C%E5%9C%A8%E5%8F%B3%E4%BE%A7%E9%80%89%E4%B8%AD%E6%83%B3%E8%A6%81%E8%BD%AC%E5%85%A5%E7%9A%84%E4%B8%93%E4%B8%9A%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%8A%E3%80%8A)**[页面，图1点击【申报】按钮进入申报页面，申报页面分为左右两侧，在右侧选中想要转入的专业，点击【](https://hbut.jw.chaoxing.com/admin%EF%BC%8C%E8%BE%93%E5%85%A5%E5%AD%A6%E5%8F%B7%E5%92%8C%E5%AF%86%E7%A0%81%E8%BF%9B%E5%85%A5%E6%95%99%E5%8A%A1%E7%B3%BB%E7%BB%9F%E4%B8%AD%EF%BC%8C%E6%89%93%E5%BC%80%E5%AD%A6%E7%94%9F%E7%94%B3%E8%AF%B7%E2%86%92%E8%BD%AC%E4%B8%93%E4%B8%9A%E7%94%B3%E8%AF%B7%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%90%E7%94%B3%E6%8A%A5%E3%80%91%E6%8C%89%E9%92%AE%E8%BF%9B%E5%85%A5%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%EF%BC%8C%E7%94%B3%E6%8A%A5%E9%A1%B5%E9%9D%A2%E5%88%86%E4%B8%BA%E5%B7%A6%E5%8F%B3%E4%B8%A4%E4%BE%A7%EF%BC%8C%E5%9C%A8%E5%8F%B3%E4%BE%A7%E9%80%89%E4%B8%AD%E6%83%B3%E8%A6%81%E8%BD%AC%E5%85%A5%E7%9A%84%E4%B8%93%E4%B8%9A%EF%BC%8C%E7%82%B9%E5%87%BB%E3%80%8A%E3%80%8A) 】按钮将其选中的专业添加左侧，继续填写申请理由，核对自己的联系方式，最后点击【提交】按钮，阅读转专业须知，点击【确定】按钮（图2），最后回到“申请转专业”页面**检查是否申报成功**（状态为提交，代表成功提交转专业申请；状态为）（图3）。



图1转专业申请页面



图2 转专业确认专业页面



图3 成功提交转专业申请的页面



图4 保存转专业申请的页面，**需要进行一步再提交**