全体本科生：

根据学校《关于进一步加强新型冠状病毒感染的肺炎疫情防控工作的通知》和《上海理工大学关于延迟春季开学的通知》要求，为便于学生网上选课、开展线上学习，合理安排 2020 年春季学期的相关学习活动，经研究，学校决定自 2020 年 2 月 17 日起，通过网上办理我校全日制在籍本科生 2019-2020 学年第二学期的学籍异动申请，现将相关事项通知如下：

To all undergraduates:

According to the Notice of USST Further Reinforcement of COVID-2019 Disease Control and the Notice of USST Postponement of New Term, in order to facilitate online teaching and online learning, and to rationally schedule the spring term of 2020, upon careful consideration and discussion, USST decides that since 17 February 2020, any full-time registered undergraduate student who needs to apply for the extraordinary change of student registry for the second term of academic year 2019/2020 shall apply for such change online. Please be aware of the following details:

一、办理方式

学生网上通过"**本科生新版教务系统**"申请（具体操作方法见附件 1：学籍异动网上申请操作方法）。申请提交后在**校内各部门全部审核通过后方能正式生效**。

1. Method

Please submit your application on the "**New Academic System for Undergraduates**" as detailed in Schedule 1: How to Apply for Registry Chagne Online. The application **will not be valid without consent of all related departments within the USST.**

二、办理时间

2020 年 2 月 17 日-2020 年 2 月 28 日。

2. Timing

17-28 Feburary 2020.

三、开放网上申请的学籍异动类别

本学期开放的学籍异动网上申请类别有以下五类：跳级（仅面向符合条件的应征入伍复员学生）、降级、延长学年、休学、复学。

3. Types of Registry Change Application Online

There are five types of online application for registry change for this term: **skip a grade (for eligible returned conscripts only), reduce a grade, prolong the academic program, suspend the academic program, and recover the academic program.**

四、温馨提示

1、提交申请前请务必填写"联系方式"与上传"附件"（详见附件 2：上传附件要求及模板）。

2、办理**复学、跳级、降级**的学生，若年级发生变化，请务必先与**辅导员**或**教学秘书**联系确认学籍异动后的**年级、学院、专业名称**与**行政班**后再进行提交。

3、通过以上手续办理了学籍异动的同学，原则上须在学校正式开学返校后补提交必要的书面材料。

4、退学申请或其他因特殊原因需要现场办理学籍异动的同学，请在上述规定时间内提前向辅导员和所在学院提出申请并说明情况，待开学返校后再单独进行处理。疫情防控期间暂不受理学生的线下退学申请。

5、如需咨询，可直接与本学院教务秘书联系或发邮件咨询，邮箱：jwk@usst.edu.cn。

4. Tips

4.1 Before submission, please make sure to fill in your "**Contact Information**" and **upload** "**Schedules**" as detailed in Schedule 2: Uploading Requirements and Template.

4.2 To **recover the academic program, skip a grade or reduce a grade**, if there is any change of grade, please make sure to contact your **instructor** or **teaching secretary** to confirm your changed **grade, college, major** and **administrative class** before submission.

4.3 To validate the foregoing application, in principle, you have to provide a hardcopy of all necessary materials after return to campus in the new term.

4.4 To drop out or otherwise, please apply and explain to your instructor and college by the foregoing deadline, and the decision will be made individually after return to campus in new term. During the disease control period, offline dropout application will not be considered.

4.5 For any furture information, please don't hesitat to contact or email to our Academic Secretary, at: jwk@usst.edu.cn.

特此通知。

教务处

2020 年 2 月 13 日

This Notice is hereby issued.

USST Academic Affairs Office

Date: 13 February 2020