



## Course Selection Process and Course Regulations

***This document includes important regulations and procedures. Please read this document thoroughly.  
It is the students' responsibility to understand the regulations as they are laid out below.***

Course selection begins within the week before courses begin. Detailed times of registration, course schedule and regulations will be sent out by email before this date. Please be aware that due to the high volume of students on the system at the same time the system may experience slow-downs during the first 20-30 minutes of the registration window. If you have trouble with the network on your computer you may try your cellphone.

1. Login to [ss.pkusz.edu.cn](http://ss.pkusz.edu.cn). (**Login to this system at least a day or two in advance of the course selection period in order to ensure you have no problems logging in.**)

Username: Student ID

Password: last six digits of your passport number (you will immediately be prompted to change your password.)

北京大學深圳研究生院信息管理平台  
Peking University ShenZhen Graduate School Information Management System

2016-01-05 10:03:35

User Login

Username:

Password:

Authcode

[Forgot password?](#)

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Supported By Phone:0755-2603 5565 \ 15815577655 Email: [its@pkusz.edu.cn](mailto:its@pkusz.edu.cn)

## 2. Homepage upon logging in.



2016-01-05 10:25:50

Course Roster Homework&Courseware Faculty Advisor Online Submission Choose a Bedroom Training Plan School Roll Common Inf.

Personal Information Exchange Program Thesis Search TeacherEvaluation Password

Welcome to PKU Shenzhen Information Management System

Elective Guidelines Course Roster My Registration My Timetable General Course

抱歉，没有选课须知可以查看！ Sorry, elective guidelines are not available now.

## 3. Click “Course Roster” to view courses to select. In the drop down box you will need to select the appropriate module. The new module will be added a week or so before the system opens.



2016-01-05 10:29:01

Course Roster Homework&Courseware Faculty Advisor Online Submission Choose a Bedroom Training Plan School Roll Common Inf.

Personal Information Exchange Program Thesis Search TeacherEvaluation Password

Welcome to PKU Shenzhen Information Management System

Course Roster Back

Elective Guidelines Course Roster My Registration My Timetable General Course Grade

15-16 Fall II

Course ID	Course Name	Instructor	Credit	Times	Limit	Enrollment	Length of Queue	Action
	Business Case Analysis (1st to 2nd module)	Kevin Chastagner	3.0	36	16	15	0	The Module Not Open
	Theory and Practice of Socialist Economics:Economics of Development	Gang Fan	3.0	36	298	283	0	The Module Not Open
	Introduction to Chinese Economy	Zhiyong Tu	3.0	48	70	87	0	The Module Not Open
	Advanced Econometrics I(session E)	Sung Bin Sohn	3.0	36	61	63	0	The Module Not Open

## 4. Adding courses: When the course selection time is open then under the column “Action” there will be a button that will allow you to select courses. If the course is full then you will be added to the waitlist.

5. To select Chinese 1 or 2 you will find it listed under the tab “General Course”, and should be listed under “201\*年上半年通知课程（必修-外语）” for the spring semester, OR “201\*年下半年通知课程” for the fall semester. The course selection date for the Chinese course will be closer to the beginning of courses, later than the PHBS course selection date. Chinese 1 is for basic beginner. Chinese 2 is for students with approximately 1 semester of Chinese study, and only available in the spring semester. **The Chinese course is NOT included in your three course limit.**

2018年上半年通知课程（必修-外语）						
Course ID	Course Name	Credit	Times	Limit	Enrollment	Action
	Chinese as a foreign language (session 1)	2.0	64	100	4	The Module Not Open
	Chinese as a foreign language (session 2)	2.0	64	100	16	The Module Not Open
	商务沟通	2.0	32	41	Full	The Module Not Open
	研究生英语高级阅读（B1班）	2.0	32	100	45	The Module Not Open
	研究生英语高级阅读（B2班）	2.0	32	100	43	The Module Not Open

6. **Selecting courses and waiting lists:** Each student may select **up to three PHBS courses**. Courses are subject to enrollment caps. **PHBS cannot guarantee that exchange students will be able to select their first choice of courses; we recommend that you have several options pre-approved by your home university.** If the cap has already been reached then you will only be able to add yourself to the waitlist. If space opens in the course then students will be enrolled into the class based on your order in the waitlist. The system may allow you to exceed three courses if you are on the waitlist; however, once you reach 3 enrolled courses then any remaining waitlisted courses will be invalid and you will not be automatically added into that course. It is common for some popular classes to reach their cap quite quickly, but then during the first week of class many students may end up withdrawing from the course. Therefore, please do not panic if you find yourself on a waitlist during the registration period, as there tends to be some movement within the first week of class.

7. **View your registered courses** by clicking “My Registration”. To withdraw from a course you may click the “Withdraw” button next to the course you wish to withdraw from. **Please be sure to withdraw your name from any waiting lists that you no longer wish to or are unable to register for, even if the system should make it invalid.**

8. **Add/Drop period:** Please closely follow the add/drop times that will be included in the official course registration email. The Add time will end after the first week of courses (**at 5pm on the 7<sup>th</sup> day after courses begin**), after this point you cannot add anymore courses. The free drop period is for the length of the add time, during this time you can freely withdraw from a course on the online platform. During the second week of courses you may choose to manually withdraw from a course by receiving the professor’s approval and forwarding their consent to Ms. Allison Zhang: [zhangyh@phbs.pku.edu.cn](mailto:zhangyh@phbs.pku.edu.cn). This

must be submitted before the end of the drop period, and you cannot add any new course after dropping a course in the 2<sup>nd</sup> week. **There are no exceptions to the add/drop deadlines.**

**Important:** Before the end of the Drop period you must double check your list of registered courses to ensure that you were not inadvertently added to any courses without your knowledge; **after the end of the drop period we cannot remove you from such courses.**

Any courses that you are registered for after the end of the drop period will be included in your final transcript, regardless of what grade you got. We cannot exclude courses or grades from your final transcript. Grade and credit conversions must be determined by your home university and will not be determined by PHBS. If you stop attending a course then you will receive a '0'.

9. **Courses with prerequisites** may require you to show proof of having taken the corresponding prerequisite. Prerequisites are listed in the syllabus for each course. If the professor of the course determines that you do not have the necessary background then you will be required to select a new course.

10. **Course Syllabi** may be viewed on the website and will be uploaded the week or two prior to selection of courses. <http://english.phbs.pku.edu.cn/academics/coursesandexams/>

10. **Registering for a Fourth course** is only permitted with prior approval. The Chinese course does not count toward this limit. To be considered for an exception to the three course cap you must send an email to the PHBS exchange coordinator explaining your reason for needing an additional course. Students must have an academic reason. You cannot be added into a course that is already full. If you are on a waitlist for a course, then your fourth course cannot be added until your first 3 courses have been successfully registered for, then you may be added into a course that still has space. This process must be completed before the end of the course 'add' period.

11. Although **Business Ethics and Research Methodology** are listed in the course lists as separate 1.5 credit courses, they are actually two halves of one 3-credit course. Students interested in either Business Ethics or Research Methodology must take both courses because they cannot be listed separately on a transcript.

12. **Students must regularly attend course.** Students absent for more than 30% (no more than 5 classes) of the total course are ineligible to complete the course and will be given a '0' as their final grade.

13. **Holidays:** Observed holidays are: New Year's Day, Tomb Sweeping Day (Early April), Labor Day (Early May), Dragon Boat Festival (mid-June), Mid-Autumn Festival (September), and National Day (first week of Oct.). The holiday schedule for the following calendar year is announced at the end of each calendar year. Classes held on the holiday will be rearranged to another day. Please note that Christmas is NOT observed in China.