

Procedures for Course Registration in UIBE

----for Exchange Students (2017 Fall)

1. Course Schedule and Syllabi

Please check Global Exchange and Experience Center's (GEEC) website <http://geec.uibe.edu.cn/ywsy/index.htm> for course schedule and syllabi in Business school and School of International Education. For School of International Trade and Economics, please check SITE's website: <http://site.uibe.edu.cn/site/>

2. How to register

■ Business School (BS) and School of International Education (SIE):

- 1) Download learning agreement from GEEC website.
- 2) Go to take courses you are interested in and make your final choices.
- 3) Fill out the learning agreement with courses you will take for the semester or year in UIBE.
- 4) Print out and sign your learning agreement. Please make sure all changes must be made before you print it out.
- 5) Take the learning agreement to the international office in each school for signature and confirmation.
- 6) Submit the learning agreement with all signatures to Global Exchange and Experience Center before deadline.
- 7) Check the final registration list from GEEC.

■ School of International Trade and Economics:

- 1) ***Pre-registration through email to make sure the seat in the class.***
- 2) Download learning agreement from GEEC website.
- 3) Go to take courses you are interested in and make your final choices.
- 4) Fill out the learning agreement with courses you will take for the semester or year in UIBE.
- 5) Print out and sign your learning agreement. Please make sure all changes must be made before you print it out.
- 6) Take the learning agreement to the international office in each school for signature and confirmation.
- 7) Submit the learning agreement with all signatures to Global Exchange and Experience Center before deadline.
- 8) Check the final registration list from GEEC.

3. Office Information

GEEC: Rm.107, Qiuzhen Bld Dustin GAO incoming.uibe2016@yahoo.com
Business school: Rm. 831, Ningyuan Bld Maggie REN imba.uibe@gmail.com
SIE: Rm.129, Qiuzhi Bld Bettina XU jiaowubu@163.com
SITE: Rm. 1112, Boxue Bld Ms. Guan Ju cissyguan@sina.com