

Procedures for Course Registration in UIBE ----for Exchange Students (2018 Fall)

1. Courses are provided by 3 faculties/schools:

School of International Education (SIE)

School of International Trade and Economics (SITE)

Business School (BS)

2. Course Schedule and Syllabus

Please check Global Exchange and Experience Center's (GEEC) website <http://geec.uibe.edu.cn/ywsy/academics/index.htm> for course schedule and syllabus

3. Registration module (choose ONLY one module):

- A. no more than 6 business or economic courses
- B. 20-hour Chinese course + 2 other business or economic courses
- C. 6-hour Chinese course+4 other business

4. How to register

- 1) Refer to the 2018 Fall Academic Calendar for important dates.
<http://geec.uibe.edu.cn/docs/20180529163517185236.pdf>
- 2) Download learning agreement from GEEC website.
<http://geec.uibe.edu.cn/ywsy/academics/CR/63356.htm>
- 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 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.

5. Office Information

GEEC:	Dustin GAO	incoming.uibe2016@yahoo.com
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Business School:	Maggie REN	imba.uibe@gmail.com
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SIE:	Charles CHUAN	jiaowubu@163.com
	TEL: 010-64493419	Rm.129, Qiuzhi Bld
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