# Procedures for Course Registration in UIBE

# ----for Exchange Students (2022 Spring)

## Courses are Provided by 3 Faculties:

1. Business School (BS)
2. School of International Trade and Economics (SITE)
3. School of International Education (SIE)

Notes: 6-H Chinese course and 20-H Chinese course are provided by SIE.

## Course Schedule and Syllabus

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

## Course Registration Module (choose ONLY one module)

1. Up to 6 Business or Economic Courses (SIE, SITE, BS)
2. 6-hour Chinese course (SIE) + Up to 4 other Business or Economic Courses (SIE, SITE, BS)
3. 20-hour Chinese Course (SIE) + Up to 2 other Business or Economic Courses (SIE, SITE, BS)

Note: Please check with your home university and choose ONE module that best suits you.

## How to Register

1. Refer to the 2022 Spring Academic Calendar for important dates. <http://geec.uibe.edu.cn/ywsy/calendar/index.htm>
2. Download 2022 Spring Learning Agreement from GEEC website: <http://geec.uibe.edu.cn/ywsy/academics/CR/index.htm>
3. Fill out the learning agreement with courses you will take for the semester in UIBE.
4. Print out and sign your learning agreement. Please make sure all changes must be made before you print it out.
5. Email your learning agreement to incoming@uibe.edu.cn  before 12:00 p.m., March 10, 2022 , Beijing Time.
6. It is very important for you to submit your learning agreement through email. If you fail to do so, you will not be officially enrolled in any courses.
7. Check the final registration list from GEEC.

## Contact Information

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