

毕（结）业生网上申请换发毕业证书、授予学位证书操作步骤

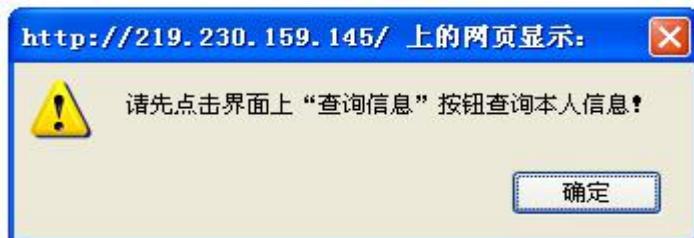
1、通过常州大学怀德学院主页下方“教务查询”或通过<http://jwcas.cczu.edu.cn/login>进入“教务管理信息系统”。

The screenshot shows the official website of Changzhou University HuaiDe College. At the top, there are links for '常州大学' (Changzhou University), '信息门户' (Information Portal), and '邮箱系统' (Email System). A search bar with a magnifying glass icon is also present. The college's logo and name '常州大学怀德学院' (Changzhou University HuaiDe College) are prominently displayed. Below the header, a red navigation bar contains links for '学院概况' (Institutional Overview), '机构设置' (Organizational Structure), '人才培养' (Talent Cultivation), '招生就业' (Admission and Employment), '党建工作' (Party Work), '校园文化' (Campus Culture), and '公共服务' (Public Services). On the right side of the page, there is a banner with the text '勇担责任 追求卓越' (Shoulder Responsibility, Pursue Excellence). The main content area features links for '教师门户' (Teacher Portal), '教务查询' (Academic Affairs Query) which is highlighted with a red border, '图书馆' (Library), '财务查询' (Financial Query), '教工邮件' (Staff Email), '学生邮件' (Student Email), '一卡通' (One Card), '计费网关' (Billing Gateway), and social media links for '官方微信' (Official WeChat), '官方微博' (Official Weibo), '移动应用' (Mobile Application), and '常州大学' (Changzhou University).

2、在左边“本人常用功能”列表中选择“网上项目申请”，在右边“学生网上申请”界面中点“选择”。

This screenshot shows two overlapping windows. On the left is a sidebar titled '本人常用功能' (Common Functions for Me) with a list of various academic and administrative items. One item, '网上项目申请' (Online Project Application), is highlighted with a red box and a callout bubble pointing to it. On the right is a larger window titled '学生网上申请' (Student Online Application). This window contains several input fields: '项目选择' (Project Selection) with '转专业申请' (Transfer Major Application) selected; '选择学期' (Select Term) set to '14-15-1'; '当前选择项目' (Current Selected Project); '班级' (Class) set to '35'; '学院' (College) set to '石油工程学院' (School of Petroleum Engineering); '学号' (Student ID); '姓名' (Name); and '所属部门' (Department) set to '教务处' (Teaching Affairs Office). A callout bubble points to the '选择' (Select) button in the '项目名称' (Project Name) row.

3、屏幕跳出如下提示，按“确定”，进入“往届毕业生换证申请”界面。



4、点击“查询信息”按钮，屏幕才会显示申请学生的具体信息。按要求填写“换证申请说明”，根据需换发的证书类型分别点选“补发毕业证书”或“补发学位证书”，输入“手机号码”后，点“申请登记”。

注意：如两证都需补发，先做“补发毕业证书”，按上述操作完成后操作后，再次勾选“申请信息”，选择“补授学位证书”，否则数据会变覆盖。切记！

此项必填

往届毕业生换证申请 点此按钮

换证学期 14-15-1 **手机号码** **查询信息**

换证类别选择 补发毕业证书 补授学位证书

班级 热能101

学号

姓名

平均学分积点 3.43

返校考试成绩 选择换发证书类型，两证都需换的话，分两次申请操作

毕业结论 申新信息 申请登记

毕业信息说明 结业

必修[缺:4.00]/ 大学英语(四)[第4学期]

换证申请说明 参照提示输入申请内容

请输入：因何种原因未取得毕业（学位），现已符合什么条件符合毕业（学位）资格。（比如：毕业前应XXX课程未通过，现已通过了该课程的返校考试，符合毕业条件，申请换发毕业证）

课程名称	考试成绩	成绩学期
二级(VISUAL BASIC)	合格	11-12-1
CET-4	439.00	11-12-2

已申请的换证信息

选择	学生姓名	换证类别	申请日期	原结论	结论	删除
<input type="checkbox"/>		补办学位	2014-09-05	结业		<input type="button" value="删除"/>

特殊成绩