**附件1： 2019年下学期学籍注册汇总表**

院（系）：

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| 注册班级 | 班级名称 | | 应到人数 | | 注册人数 | |  | 班级名称 | | 应到人数 | 注册人数 |
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| 二级学院意见 | 本院 学生本学期已按时到校，并办理了缴费手续； 学生本学  期按时到校，未办理缴费手续； 学生本学期未按时到校。  院（系）领导签名： 日期 | | | | | | | | | | |
| 未注册学生信息 | 序号 | 班级 | | 学号 | | 姓名 | | | 原因 | 备 注 | |
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| 教  务  处 | 备案记载：  负责人签名： 日期： | | | | | | | | | | |

说明：1.本表登记按照学籍管理规定予以批量注册学籍的专业班级状况。

2.不满足学期注册条件的学生，满足条件后凭缴费单到教务处单独注册。

3.本表于每学期第一周周五上交教务处。

**附件2： 2019年下学期学籍注册表(样表)**

**院（系）**

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| **学号** | **姓名** | **性别** | **身份证号** | **政治面貌** | **民族** | **专业名称** | **班级** | **学生签名** | **备注** |
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班 长： 联系电话

班主任（签名）： 联系电话 日期：