

國際交換生選課手冊

International Exchange Student manual for Course Selection Operations System

步驟 1：輸入帳號（學號）及密碼，依隨機圖片顯示之內容輸入【隨機圖文】，再【登入】。

Step 1: Enter account number (Student ID) and password. Enter the randomly generated letters and numbers in the "Captcha image" and click on "Log in."

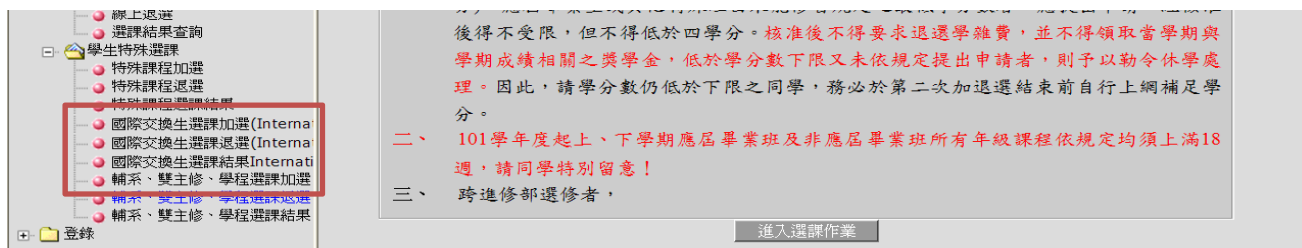
步驟 2：點選【選課資訊系統】

Step 2: Click on "Course Selection Operations System", then, Click on Enter.

加選-Add Course

步驟 1：點選【國際交換生選課加選】

Step1: Click on “International Exchange Students Add Course”.



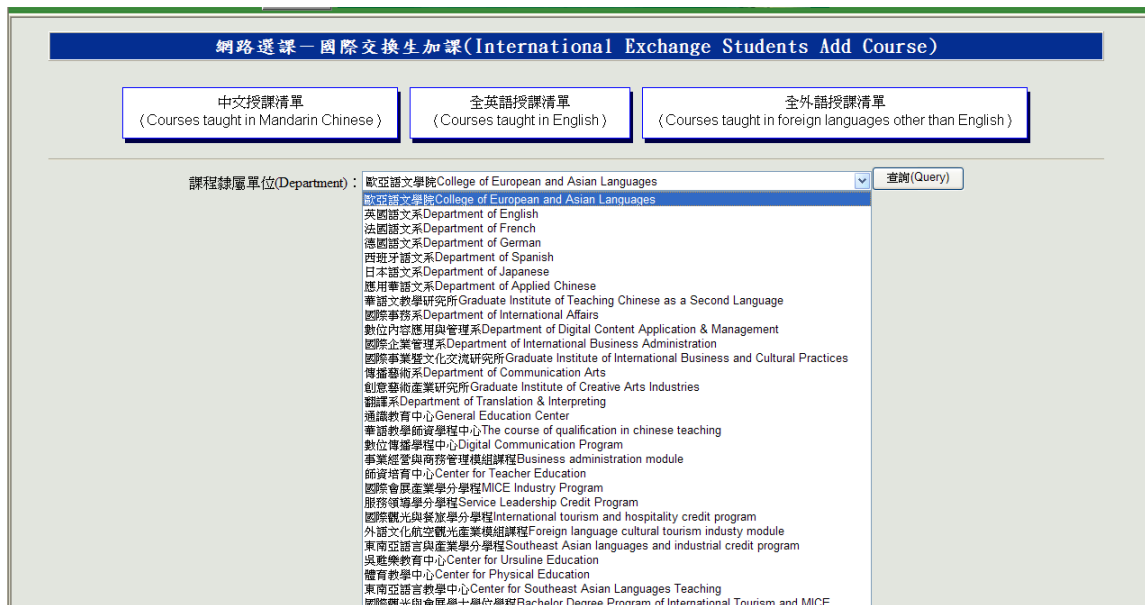
步驟 2：點選【中文授課清單】、【全英語授課清單】或【全外語授課清單】

Step4: Select “Courses taught in Mandarin in Chinese”, “Courses taught in English” or “Courses taught in foreign languages other than English”



中文授課清單點下去出現課程隸屬單位再按查詢，即可出現中文授課之科目

Click “Courses taught in Mandarin”, choose the department and then click “Search”. The list of courses taught in Mandarin will be shown as following.



步驟 3：選擇課程並打 v，再按確定送出即可。

Step 3: Select the course and make a check, then click on "Confirm send".

網路選課－國際交換生加課(International Exchange Students Add Course)

中文授課清單
(Courses taught in Mandarin Chinese)

全英語授課清單
(Courses taught in English)

全外語授課清單
(Courses taught in foreign languages other than English)

確定送出(Confirm and send)

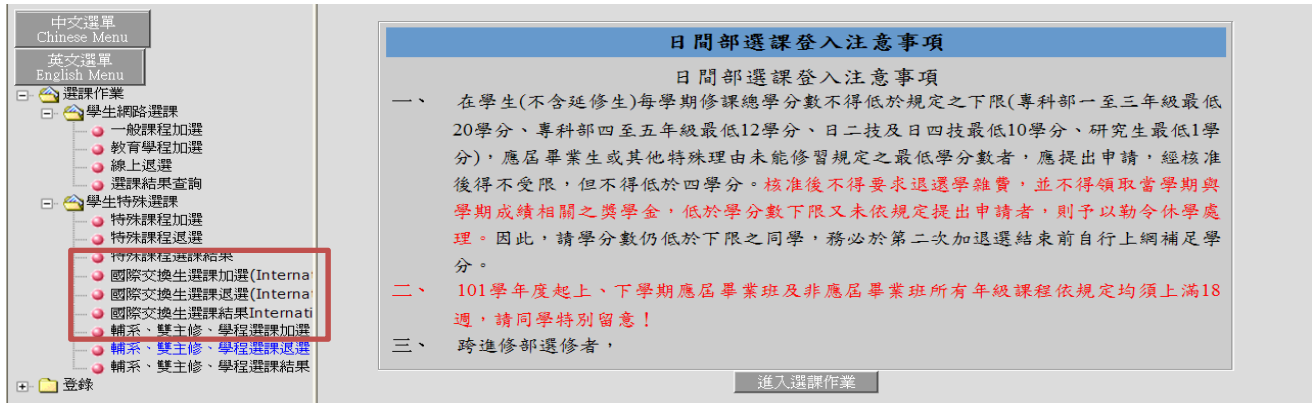
加選	選課代號 Course No.	上限人數 Max	下限人數 Min	實收人數 Enrollment	開課學制 Educational System	開課班級 Class	年級 Year	科目名稱 Course Title	分組 Group	修習別 Course Categories	必選修 Category	學分數 Credits	時數 Hours	課程領域 Course Category	授課語言 Language of Instruction	上課時間/教室/老師 Time/Room/Instructor	教學網要 Syllabus	備註 Remark
<input type="checkbox"/>	1974	50	15	0	日間部四技 4-Year College of Day Division	國際商業行銷學分學程 International Cultural Tourism Credit Program	0	商業英語口語訓練 BUSINESS ENGLISH CONVERSATION	01	學期	選修	3.0	3.0	國際商業行銷學分學程	英語 English	(五)8-10, 林柏隴	教學網要 Syllabus	
					日間部二技													

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退課-Drop Course

步驟 1：點選【國際交換生選課退選】

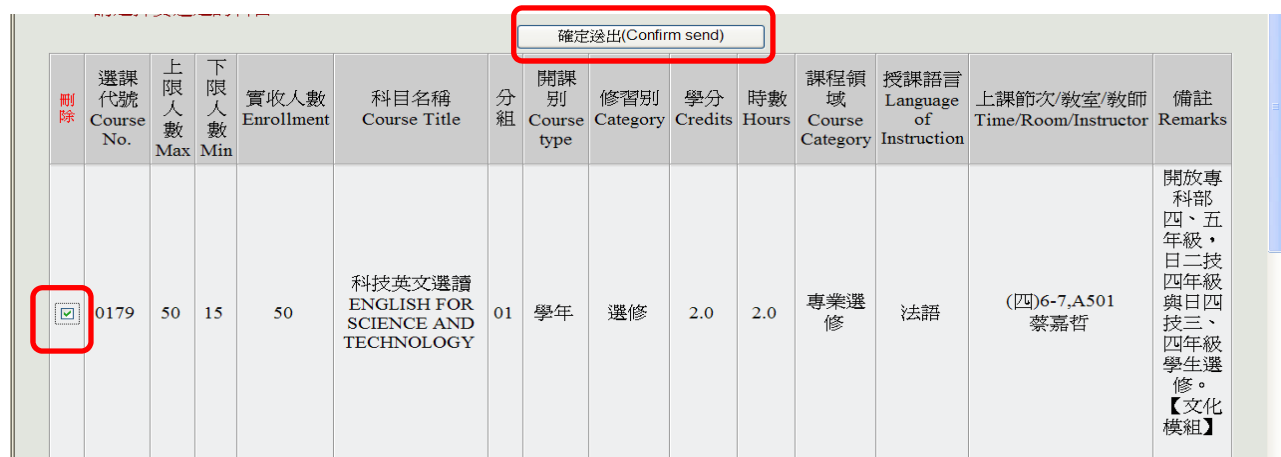
Step1: Click on "International Exchange Students Drop Course".



The screenshot shows a web interface with a sidebar on the left containing a menu. The menu items are: 中文選單 (Chinese Menu), 英文選單 (English Menu), 選課作業 (Course Selection Tasks), 學生網路選課 (Student Online Course Selection), 一般課程加選 (General Course Add), 教育學程加選 (Education Program Add), 線上退選 (Online Drop), 選課結果查詢 (Course Selection Results Query), 學生特殊選課 (Student Special Course Selection), 特殊課程加選 (Special Course Add), 特殊課程退選 (Special Course Drop), 特殊課程選課結果 (Special Course Selection Results), 國際交換生選課加選 (International Exchange Student Course Add), 國際交換生選課退選 (International Exchange Student Course Drop), 國際交換生選課結果 (International Exchange Student Course Selection Results), 輔系、雙主修、學程選課加選 (Co-major, Double Major, Program Course Selection Add), 輔系、雙主修、學程選課退選 (Co-major, Double Major, Program Course Selection Drop), 輔系、雙主修、學程選課結果 (Co-major, Double Major, Program Course Selection Results), and 登錄 (Login). The '國際交換生選課退選' option is highlighted with a red box. The main content area is titled '日間部選課登入注意事項' (Daytime Department Course Selection Login Notice) and contains three bullet points of instructions. A '進入選課作業' (Enter Course Selection Task) button is at the bottom right.

步驟 2：選擇課程並打 v，再按確定送出即可。

Step 2: Select the course and make a check, then click on "Confirm send".



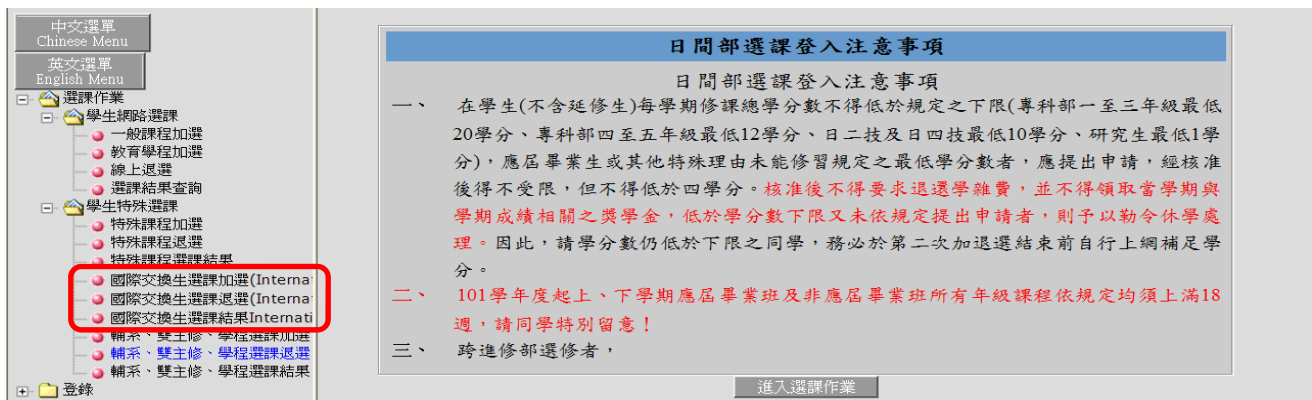
The screenshot shows a table of course selection results. The table has columns: 刪除 (Delete), 選課代號 (Course No.), 上限人數 (Max Enrollment), 下限人數 (Min Enrollment), 實收人數 (Enrollment), 科目名稱 (Course Title), 分組 (Group), 開課別 (Course type), 修習別 (Category), 學分 (Credits), 時數 (Hours), 課程領域 (Course Category), 授課語言 (Language of Instruction), 上課節次/教室/教師 (Time/Room/Instructor), and 備註 (Remarks). The course '0179' is selected, and the '確定送出(Confirm send)' button is highlighted with a red box. The '備註' column for course 0179 contains the text: '開放專科部四、五年級，日二技及日四技四年級與日四技三、四年級學生選修。【文化模組】'.

刪除	選課代號 Course No.	上限人數 Max	下限人數 Min	實收人數 Enrollment	科目名稱 Course Title	分組	開課別 Course type	修習別 Category	學分 Credits	時數 Hours	課程領域 Course Category	授課語言 Language of Instruction	上課節次/教室/教師 Time/Room/Instructor	備註 Remarks
<input checked="" type="checkbox"/>	0179	50	15	50	科技英文選讀 ENGLISH FOR SCIENCE AND TECHNOLOGY	01	學年	選修	2.0	2.0	專業選修	法語	(四)6-7.A501 蔡嘉哲	開放專科部四、五年級，日二技及日四技四年級與日四技三、四年級學生選修。【文化模組】

國際交換生選課結果

步驟 1：點選【國際交換生選課結果】

Step1: Click on "International exchange Student Course Selection Results".



The screenshot shows a web interface similar to the first one. The sidebar menu is the same, but the '國際交換生選課結果' option is highlighted with a red box. The main content area is titled '日間部選課登入注意事項' (Daytime Department Course Selection Login Notice) and contains the same three bullet points of instructions as the first screenshot. A '進入選課作業' (Enter Course Selection Task) button is at the bottom right.

此階段不代表已選上課，須經國際暨兩岸合作處審核完成，課務組轉資料完成才算確實選到課程。
 This stage does not mean that the course has been selected. It needs to be reviewed by Office of International and Cross-Strait Cooperation. Finally, Curriculum Section will transfer all the courses to your personal school timetable.

登錄結果(Selected Result)													
選課代號 Course No.	上限人數 Max	下限人數 Min	實收人數 Enrollment	科目名稱 Course Title	分組	開課別 Course type	修習別 Category	學分 Credits	時數 Hours	課程領域 Course Category	授課語言 Language of Instruction	上課節次/教室/教師 Time/Room/Instructor	備註 Remarks
0188	30	15	22	專業英文寫作 PROFESSIONAL ENGLISH WRITING	02	學年	必修	2.0	2.0	專業必修	英語 English	(五)6-7,E207教室 黃苡蓁	
0199	0	0	18	專題英文研究寫作 RESEARCH WRITING IN ENGLISH	04	學年	必修	3.0	3.0	專業必修	英語 English	(二)1-2(三)1,Q101網路同步教學 卓惇慧	欲重補修本課程者須向英文系辦公室登記。
0200	56	0	36	語言與文化 LANGUAGE AND CULTURE	01	學年	必修	3.0	3.0	專業必修	英語 English	(二)3-4(三)2,(二,3)S302,(二,4)S302,(三,2)Q101	