(106.06.15 編製,109.8.1 新增授權碼註銷)

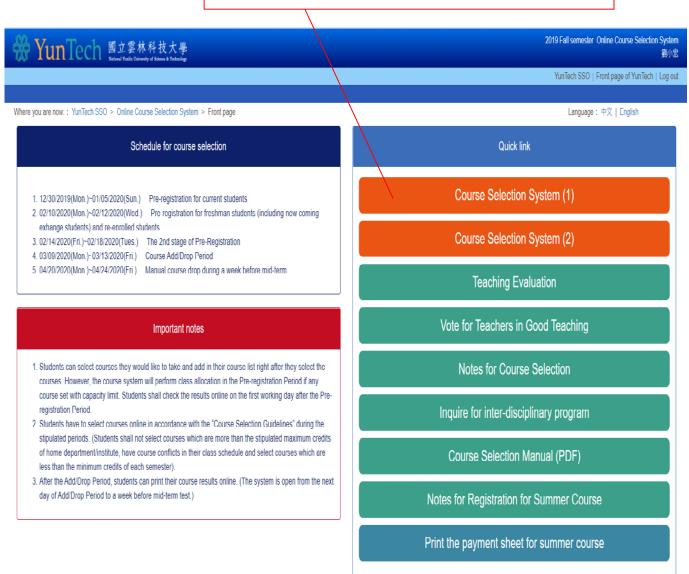
National Yunlin University of Science and Technology Operation Instructions to Use the System of Course Selection

一、 選課系統首頁 The front page of the System of Course Selection

- (一) 左方欄位:選課時程、重要事項說明。 Left column: Schedule of course selection (up) and notes (down)
- (二) 右方欄位:相關資訊的連結。Right column: links to the Systems of Course Selection, course evaluation and so forth
- (三) 按「選課系統(1)」或「選課系統(2)」進入選課系統選課。 Please click "Course Selection System 1" or "Course Selection System 2" to enter the system and select courses.

Please click "Course Selection System 1" or "Course Selection System 2" to enter the system and select courses.

請由"選課系統(1)、選課系統(2)"進入。



(106.06.15 編製,109.8.1 新增授權碼註銷)

二、加選、退選課程 Course Add/Drop

- 加選:於「選課登記」頁面進行,選課完成資料將移入「排序/編輯課程」。Course add: Please add course(s) at the page of "Course Registration." When you are finished with course adding, the added course(s) will be listed in the "Course Sequence/Edit" page.
- 退選:於「排序/編輯選課」頁面進行選課查詢、志願排序及退選。Course drop: Please go to the page of "Course sequence/Edit" to inquire courses, place orders of sequence and drop course(s).

(一) 選課方式有 2: 2 methods for course selection:

- 1. 以課程查詢方式選課: Select by course inquiry:
 - (1) 逕於查詢的課程中勾選,按「登記/加進選課清單」,右上角可即時預覽課表。即時預覽發現有衝堂情形,請至「下一步(編輯預選課程)」作刪除。 Please check the course on the course list that you have just inquired. Click the "Register/Add to the course schedule" button. Students can review real-time course schedule on the upper-right side. When finding any course conflicts, please click the "Next step (Edit pre-registered courses)" button to delete the course.
 - (2) 登記完成,按「下一步(編輯預選課程)」,系統將進行選課規則判讀,判讀完成,進入編緝預選課程。When finishing registering, please click the "Next step (Edit pre-registered courses)" button and the system will interpret the course schedule in accordance with the course selection rules. When interpretation is finished, students can enter the page of editing pre-registered courses.
- 2. 以學期課號登記選課: Select by serial numbers:
 - (1) 鍵入學期課號,按「學期課號直接登記」,右上角可即時預覽課表。即時預覽發現有衝堂情形,請至「下一步(編輯預選課程)」作刪除。After typing a serial number, please click the "Register by serial No" button and you can review real-time course schedule on the upper-right side. When finding any course conflicts, please click the "Next step (Edit pre-registered courses)" button to delete the course.
 - (2) 按「下一步(編輯預選課程)」,系統將進行選課規則判讀,判讀完成,進入 編緝預選課程。Please click the "Next step (Edit pre-registered courses)" button and the system will interpret the course schedule in accordance with the course selection rules. When interpretation is finished, students can enter the page of editing pre-registered courses.

(二) 確認修別、排除異常狀況 Confirmation of required/elective courses and exclude extraordinary situation

1. 於「編緝預選課程」階段調整修別(限申請輔系、雙主修、教育學程、英語學程同學)及異常狀況處理。Please adjust the required/selective status at the page of "Editing pre-registered courses" (only for students with minor, double-majors, Teacher Programs and English Elite Programs) and exclude any extraordinary situation.

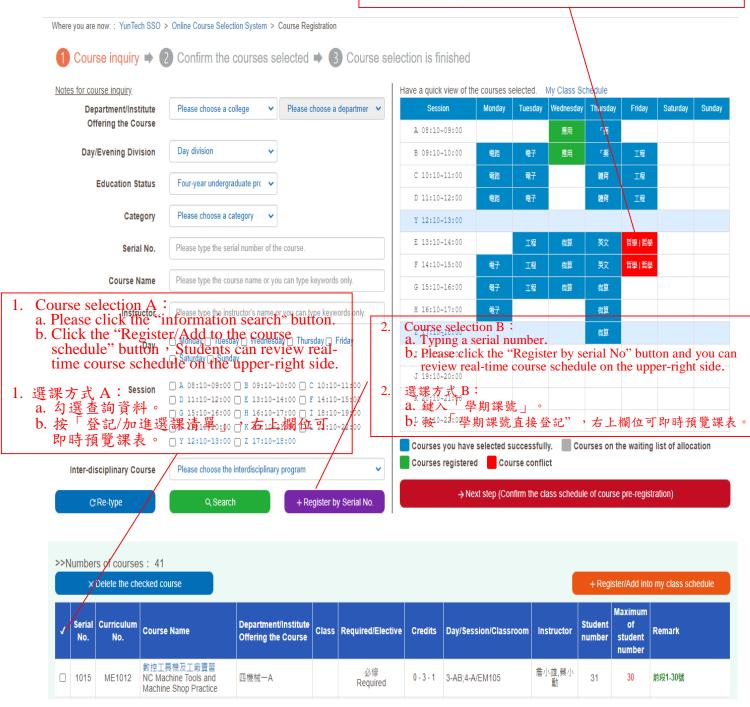
(106.06.15 編製,109.8.1 新增授權碼註銷)

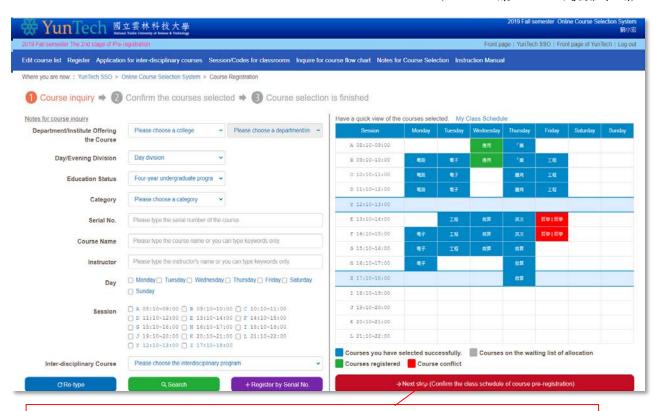
- 2. 若為「輔系、雙主修、教育學程、英語學程」同學,修別欄呈現"空白"狀況,由同學自行調整修別。(系統仍會針對所調整修別進行判讀,所屬課程流程圖必修課程,無法受理調整為其他修別。) For students with minor, double-majors, Teacher Programs and English Elite Programs, the column of Required/Selective will be empty. These students have to adjust the status by themselves. (The system will still interpret the adjusted status. If a course is a required course in accordance with the student's course flow chart, the status cannot be adjusted.)
- 3. 系統判讀異常課程(「選課狀態」欄出現紅字說明),同學應進行調整,完成後,請按「確認送出」。If the system interprets any extraordinary situation (the column of "Course Status" will be in red"), students should adjust the situation by themselves. When finishing, please click the "Confirm/Send" button.
- 4. 無異常,請按「確認送出」。If there is no extraordinary situation, please click the "Confirm/Send" button.

(三) 完成選課,查看目前選課結果 After finishing course selection, please review the course result.

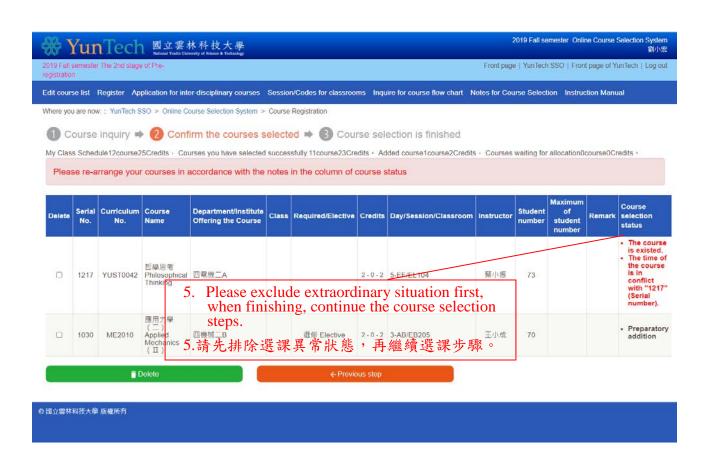
- 1. 按「確認送出」後,頁面呈現當次選課結果。After clicking the "Confirm/Send" button, the course result will be shown.
- 2. 可按「回選課登記」繼續選課。Students can click the "Back to the course registration" and continue selecting courses.
- 3. 按「排序/編輯選課」,可進行預選階段通識、體育興趣選項、文明變遷、文學與創新志願排序、選課查詢、退選。When clicking "Course sequence/Editing," students can set their sequential orders, inquire, drop courses of General Courses, Physical Education Courses, Civilization, and Literature and Innovation in the stage of pre-registration.

- 3. Click the "Register button", when finding any course conflicts, please click the "Next step (Edit pre-registered courses)" button to adjust the course.
- 按登記後,即時預覽出現衝堂狀況,請至下一步的 編輯預選課程頁面調整。





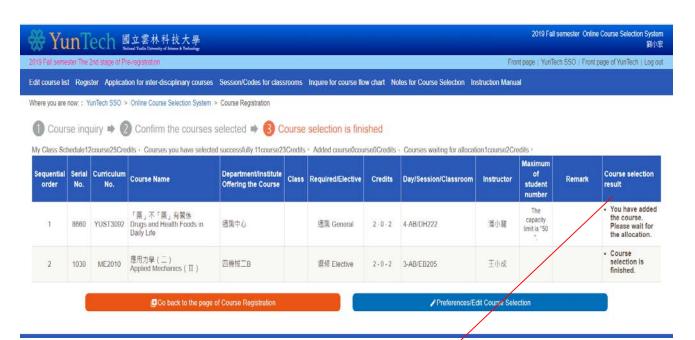
- 4. Please click "Next step (Edit pre-registered courses)", the system will interpret.
- 4. 請按 「下一步(編緝預選課程)」,系統將進行判讀。





- 6. Required/Elective:
 - a. For students with minor, double-majors, Teacher Programs and English Elite Programs, the column of Required/Selective will be empty, these students have to adjust the status by themselves, then press "Confirm/Send"
 - b. Other students, the system will automatically bring out the revision according to the Required Course Flow Chart.
- 6. 修別:
 - a. 具輔系、雙主修、教育學程、英語學程身分同學,修別 將呈現空白,請點選正確修別後,再按「確認送出」。
 - b. 其餘同學,系統會自動依所屬課程流程圖帶出修別。

- 7. If there is no extraordinary situation, please click the "Confirm/Send" button to complete the course selection.
- 7. 選課異常狀態排除後,請按 「確認送出」完成選課。



- 8. 當次選課成功,選課結果欄會呈現"加選完成,等待批次處理"或"完成選課"。
- After finishing course selection, the Course selection result will be shown "You have added the course. Please wait for the allocation" or "Course selection is finished". 6/10

(106.06.15 編製,109.8.1 新增授權碼註銷)

三、「排序/編輯選課」進行課程查詢、<mark>退選</mark>、志願排序 "Course sequence/ Editing" to inquire, drop or set sequential orders

- (一) 退選課程於「排序/編輯選課」頁面進行。請於「退選」欄按退選即可。If students want to drop a course, please drop the course at the page of "Students can drop a course at the page of "Course sequence/Edit" by clicking the "Withdrawl" button.
- (二) 通識、體育興趣選項、文明變遷、文學與創新為興趣選項,最多可填 10 個志願,同學可自行調整志願順序,調整後按「確認/儲存志願順序」即可。Students can have the most of 10 preferences of General Courses, Physical Education Courses, Civilization, and Literature and Innovation, and they can have their desire orders among these chosen courses. After adjusting the desire orders, please click the "Confirm/Save the desire orders" button.
- (三) 可再「回選課登記」繼續選課。Students can continue selecting courses after clicking the "Back to course registration" button.



7 / 10

(106.06.15 編製,109.8.1 新增授權碼註銷)

四、授權碼選課 Permission number

- (一) 僅加退選期間開放。Only accessible in the add/drop period.
- (二)有人數限制且已額滿課程,由任課教師或系所承辦人提供同學授權碼選課。 Students can only acquire a permission number from the instructors of the course or staff of the department which opens the course if the course is set with capacity limit and the limit is reached.
- (三) 請進到「授權碼選課」頁面,鍵入「授權碼」,按「登記/加進選課清單」,系統 將進行選課規則判讀。Please enter the page of "Selecting a course by a permission number" and type the permission number. Click the "Register/Add the course to my course schedule" button. The system will interpret the course status in accordance with the course selection regulations.
- (四) 輔系、雙主修、教育學程、英語學程同學,修別欄呈現"空白"狀態,請同學調整修別,系統將針對所選修別進行判讀,所屬課程流程圖的必修課程,無法受理調整為其他修別。For students with minor, double-majors, Teacher Programs and English Elite Programs, the column of Required/Selective will be empty. These students have to adjust the status by themselves. The system will still interpret the adjusted status. If a course is a required course in accordance with the student's course flow chart, the status cannot be adjusted.
- (五)若「選課結果」欄出現異常判讀,如必修課跨班修習、修高年級必修課…等,將無法加選,須填「必修科目退選或跨班修習申請表」送課教組,以人工方式選課。If there is any extraordinary situation occurs on the "Course result," such as taking a required course in a different class, taking a required course of a higher grade and so forth, then students cannot add the course successfully. He/she has to fill out the "Application Form to Add/Drop a Required Course or Take a Required Course in a Different Class" and submit it to the Curriculum and Teaching Division. The staffs of the division will add the course manually.
- (六) 系統判讀無誤後,按「確認送出」,選課結果欄呈現「完成選課」,即授權碼選課成功。 If the system does not show any extraordinary situation, please click the "Confirm/Send" button. The "Course result" will show that you have finished course selection, meaning the permission number is usable.
- (七) 按「回選課登記」繼續選課,或按「排序/編輯選課」作課程查詢。Please click "Back to course registration" button to continue selecting courses or click "Course sequence/ Edit" to inquire courses.
- (八) 以授權碼方式選課之課程,無法自行於選課系統退選,請洽 「任課教師」或「開課班級承辦人員」辦理「授權碼註銷」。 Courses added with permission numbers cannot be dropped via the Course Selection System by students themselves. If students want to drop the course, they have to contact "the teacher of the course" or "staff of the department" to "cancel the permission number".

(106.06.15 編製,109.8.1 新增授權碼註銷)





3. 選課結果欄未出現異常,按 "確認送出"完成「授權碼」 (Permission number)選課。



- 4. 完成選課。
- 5. 「授權碼」(Permission number) 選課,無法自行退選,請洽「任 課教師」或「開課班級承辦人 員」辦理「授權碼註銷」。。