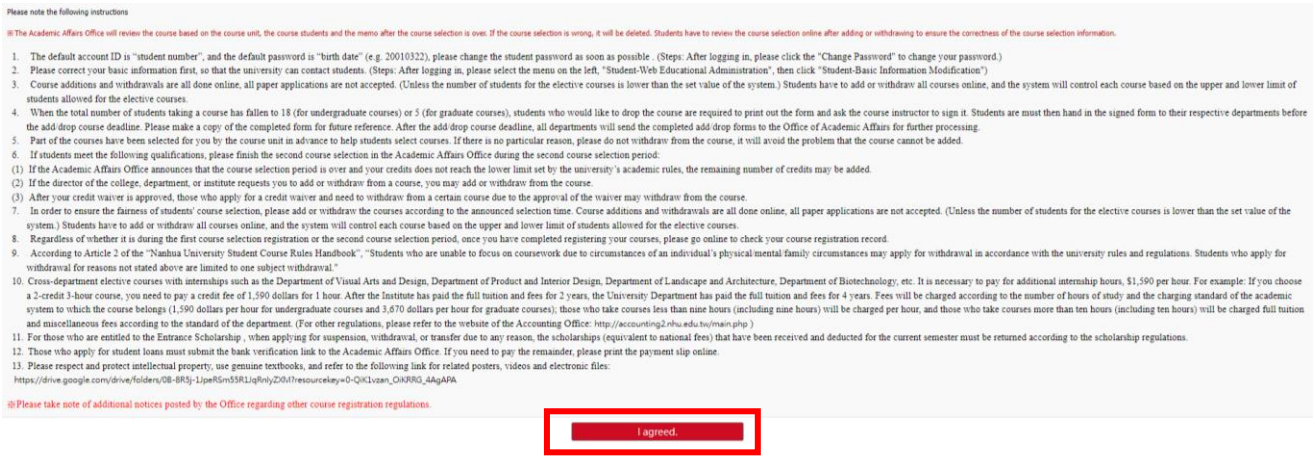
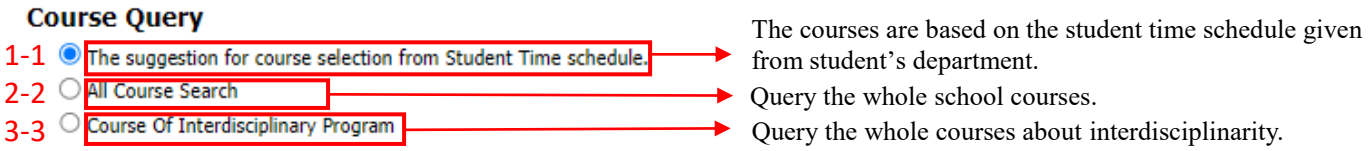
1. 閱讀注意事項後點選我已經了解注意事項。(＊第一次登入時會跳出)

1.After reading the notices, please click the “I agree”. (The notices will show up when you entering to the course registration website.)



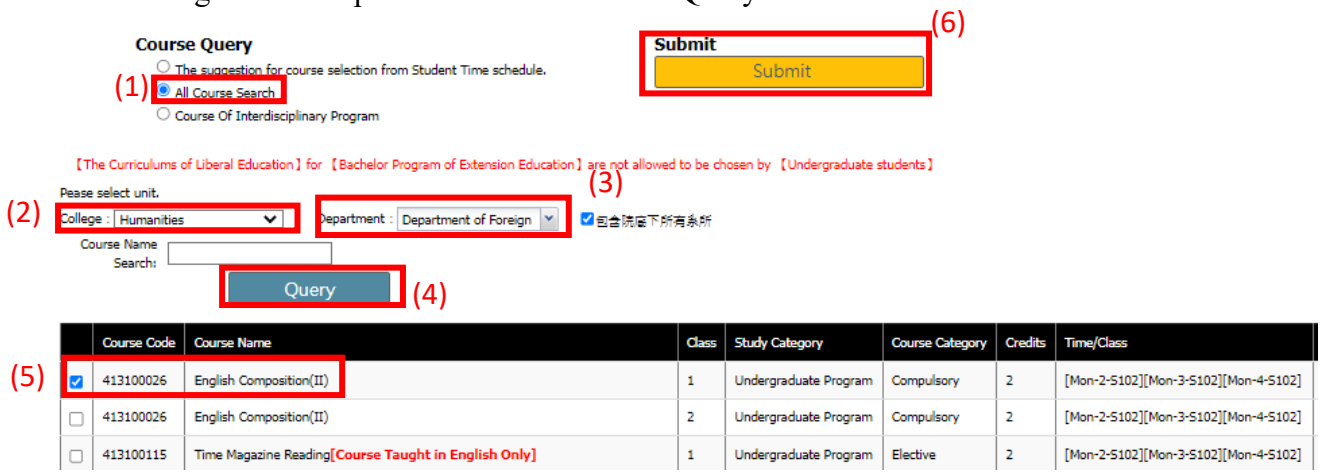


1-1 資料依照學生系所時序表中尚未修過的課程做顯示，將想選的課勾起來後再按確認選課。

1-1 The information is displayed according to the courses that have not yet been taken in the courses schedule given from student’s department. After registering the course, please click the “Submit”.

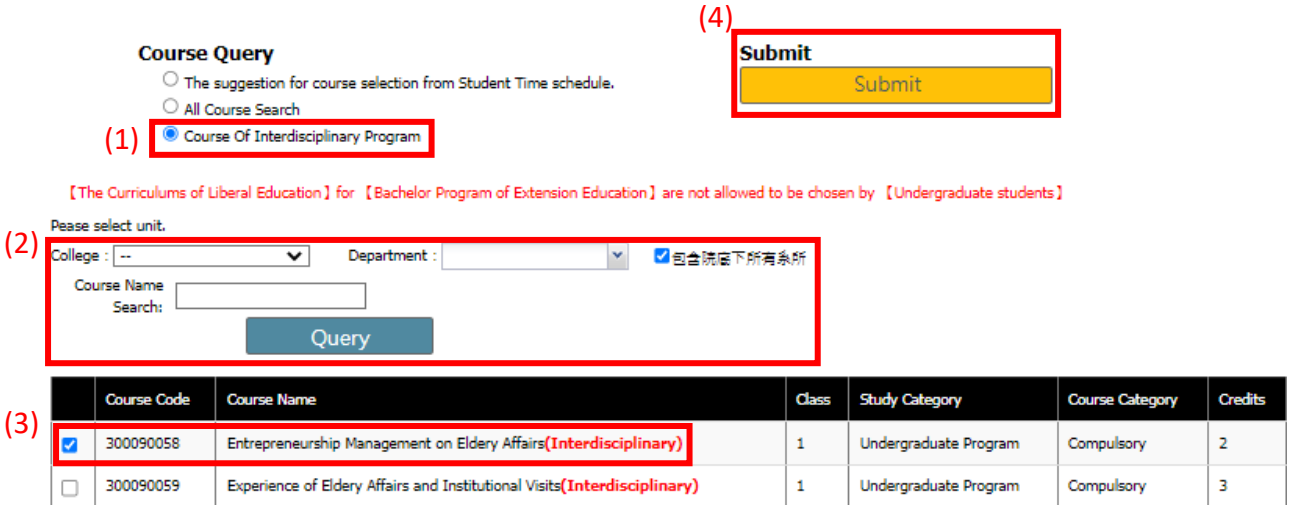
1-2 想要的課程也可在全校課程查詢中找，點選學院->系所->查詢課程->勾選課程->確認選課。

1-2 Students also can search the “All Courses Search” to check out the courses that you want, click the “”College” → “Department” → click the “Query” → Select the course → Submit

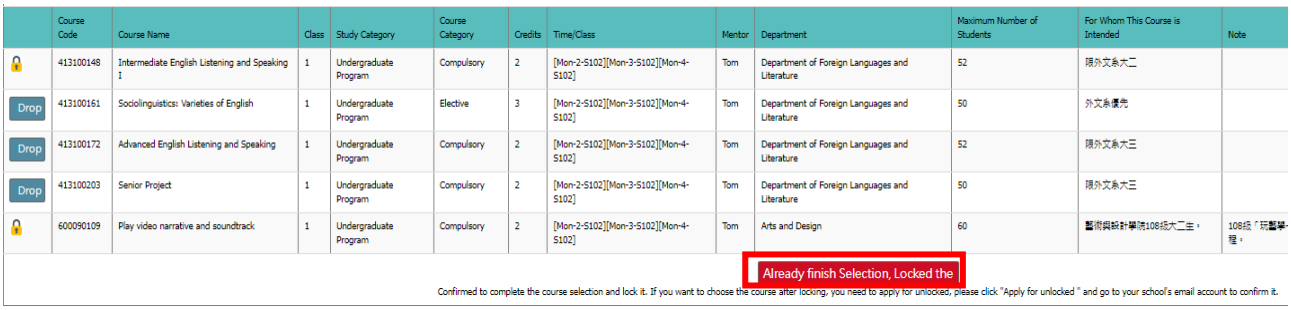


1-3 可從全校跨領域課程查詢中查看所有跨領域課程，可從學院、系所、名稱快速篩選課程。

1-3 You also can search the “Course of Interdisciplinary Program” to check out all the interdisciplinary courses. You can click the “College”, “Department”, “Course Name Search” to quickly register the course(s).

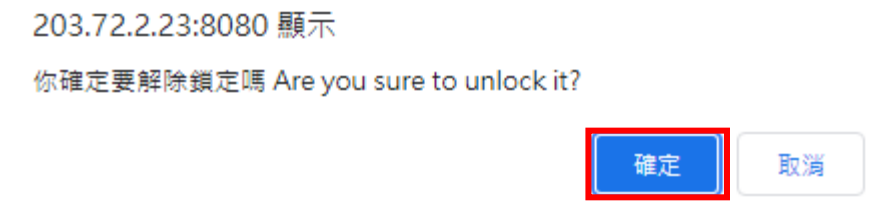


2. 確認所有課程都已選完時，點選進行上鎖，鎖定後就不能再選課及退課。
Once it is confirmed that all courses have been selected, click to lock it. After locking, students are not allowed to add or drop courses.

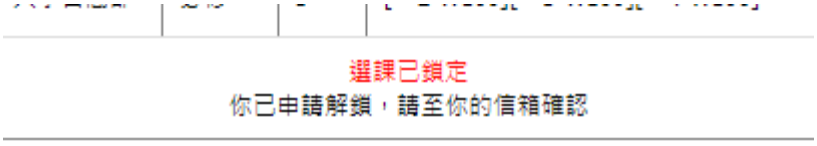
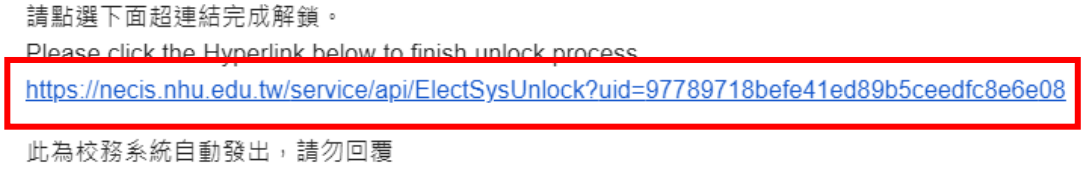


3. 如要解除鎖定請點選申請解除鎖定
If you want to choose the course after locking, you need to apply to unlock, please click “Apply to unlock”.

再點選確定。
Please click the “confirm”.



確定後會要求至信箱確認。
You will be required to go to your school’s email account to confirm it.



最後點選連結就可完成解鎖。
Finally, you must click the Hyperlink below to finish unlocking process.