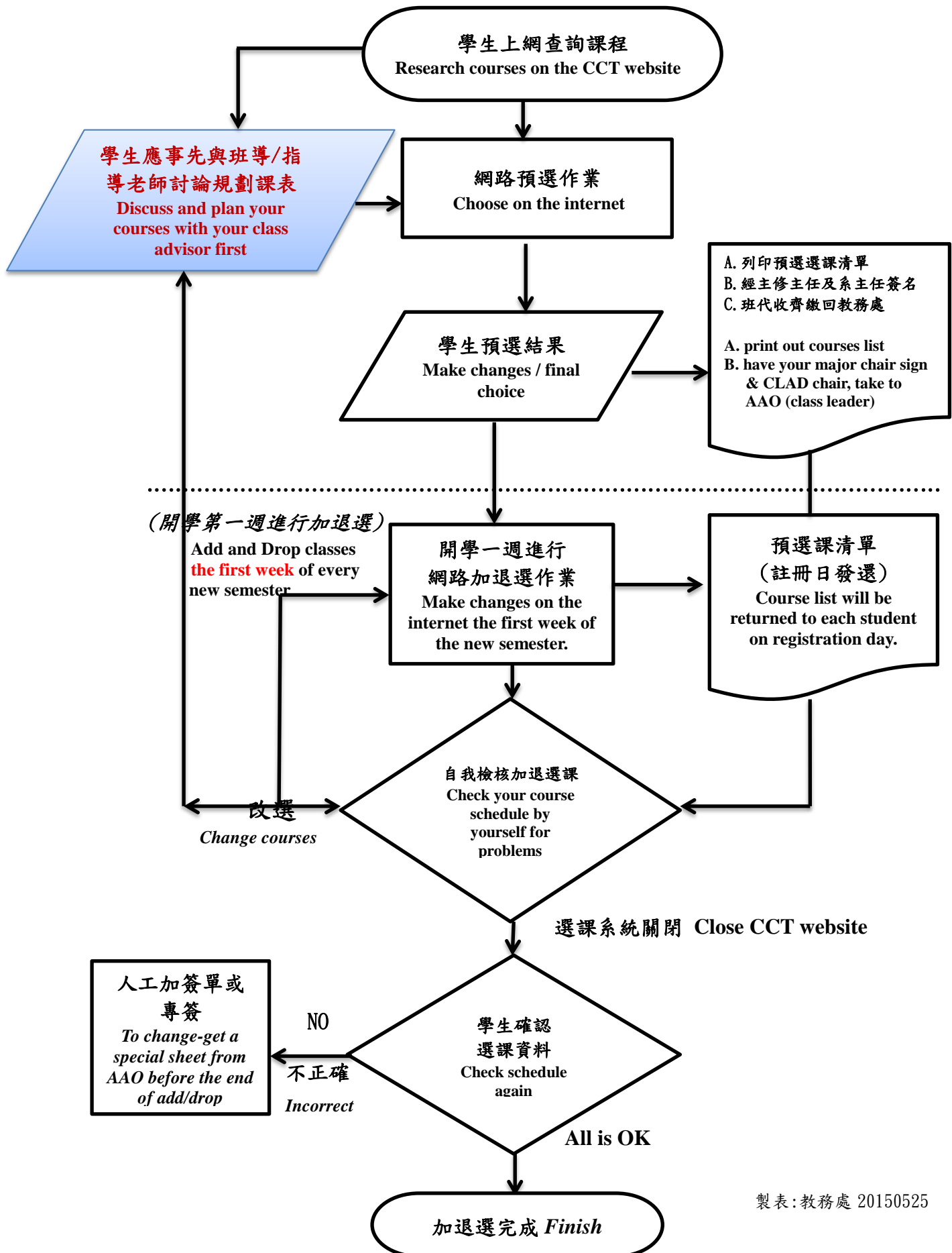


臺北基督學院學生選課流程圖 Christ's College Taipei Students Selection Process

(每學期期末前二週進行 *Registration is the last two weeks of every semester*)



學生選課流程 Students Selection Process

1. 依據本校選課注意事項及選課須知辦理。

How to registrar for your CCT courses.

2. 學生選課前須與指導老師或班級導師討論，規劃預排課程表，以利選課順暢進行。

Students must discuss with their advisor to help plan their new courses schedule.

3. (1) 學生應於網路預選期間隨時確認所選課程，完成選課後**列印**選課清單。

(2) 由班代收齊送主修主任及系主任簽名同意選課結果，再統一繳回教務處。

A. Students should choose courses and print out the courses list.

B. Class leaders have the responsibility to collect the all courses lists and take to the major chair , CLAD chair ,and Academic Affairs Office.

4. 教務處將於註冊日發還簽名之選課清單交於學生參考，以供開學一週之加退選課程改選或安排規劃。

Academic Affairs Office will return the courses list to the students on registration day.

5. 學生應於加退選前先行至欲加選課程旁聽，以做加選該課程之參考，加退選時應謹慎選課。

Students can visit classes before choosing courses and to help them select the best classes (until add/drop).

6. 學生加退選後，如仍有課程異動，依人工選課相關規定填寫申請單經系主任同意後送回教務處課務組辦理。

Students who want to change classes after the add/drop date. Must get special permission from their major chair.

製表:教務處 20150525