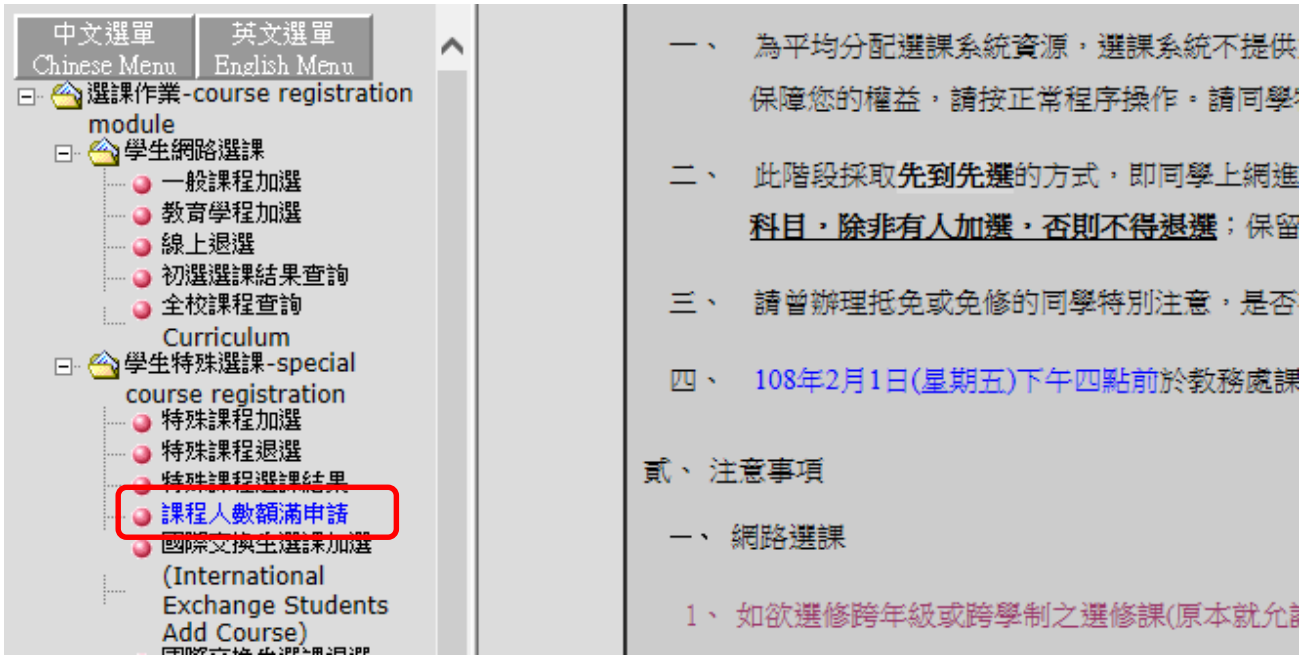
課程人數額滿加簽單：學生申請作業

步驟 1：輸入帳號（學生學號）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.”

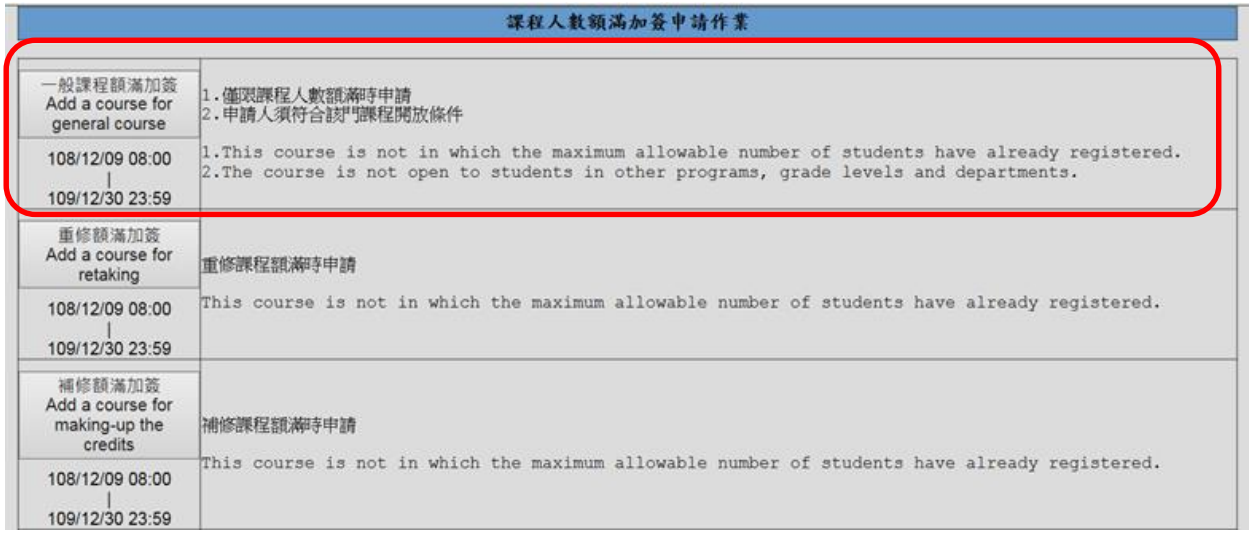
步驟 2：點選【選課作業】，選擇【學生特殊選課】下方之【課程人數額滿申請】。

Step 2: Click on “Course registration module” and select “special course registration.”



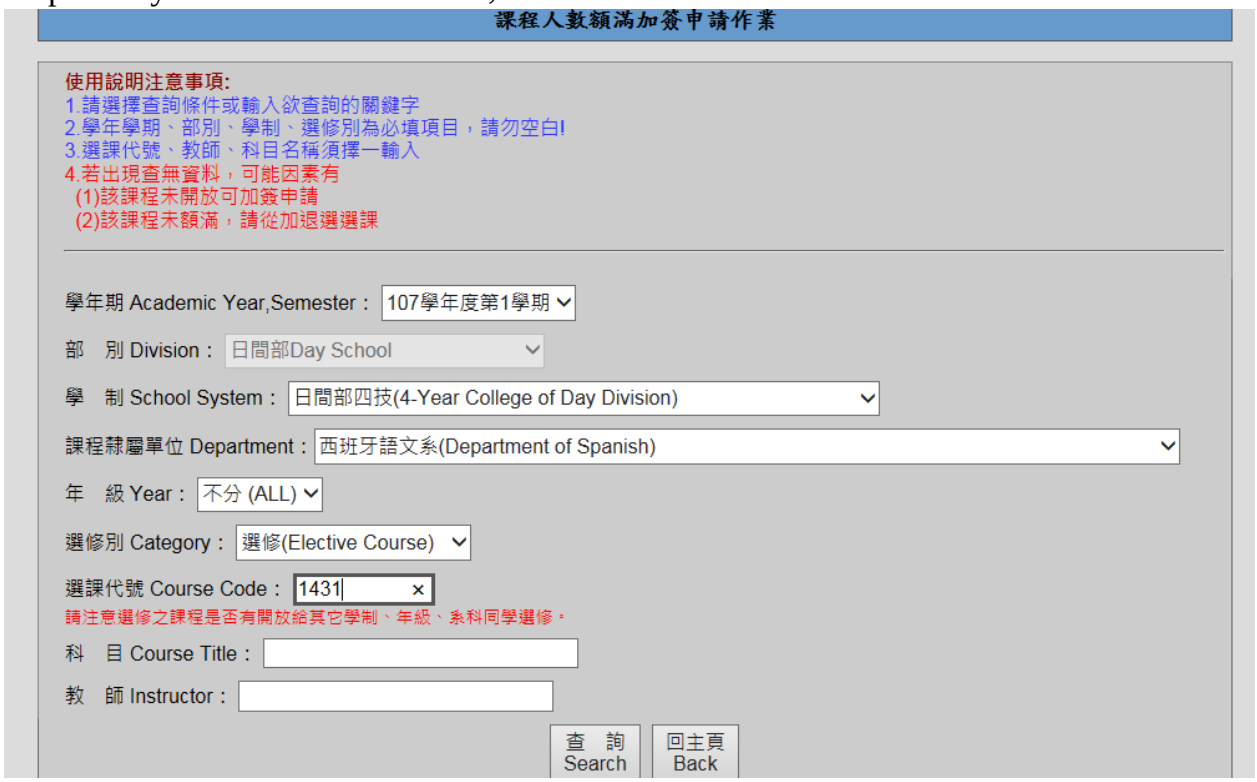
步驟 3：點選【一般課程額滿加簽】

Step 3: Click on “Add a course for general course.”



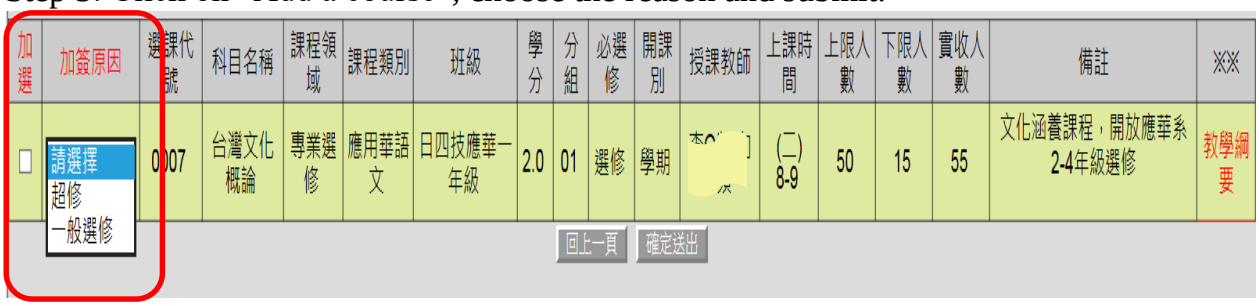
步驟 4：下拉選項後，擇一輸入選課代號/科目/教師，按查詢

Step 4: Key in either a course code, course title or instructor and click “search.”



步驟 5：勾選加選欄位，選擇加簽原因後確定送出，審核狀況即為老師審核中。

Step 5: Click on “Add a course”, choose the reason and submit.



跨部修額滿加簽 Adding a course of cross-register	1. 申請本學期跨部修課程，經篩選後為[額滿]之課程，方可進行線上加簽申請。 2. 額滿加簽申請將經授課老師簽核同意。 3. 非申請期間，無法使用此功能。
109/01/08 00:00 | 109/12/30 00:00	Only for review adding a course of cross-register, and the application must be approved by the instructor. Late applications will not be accepted.
學程/輔系/雙主修額滿加簽 Adding a course of minors, double majors and programs	1. 申請本學期學程/輔系/雙主修課程，經篩選後為[額滿]之課程，方可進行線上加簽申請。 2. 額滿加簽申請將經授課老師簽核同意。 3. 非申請期間，無法使用此功能。
109/01/08 00:00 | 109/12/30 00:00	Only for review adding a course of minors, double majors and programs, and the application must be approved by the instructor. Late applications will not be accepted.

選課代號	科目	班級	分組	學分	時數	必選修	開課別	教師	時間	審核狀況	原因
0007	台灣文化概論	日四技應華一年級	01	2.0	2.0	選修	學期	[illegible]	(二)8-9	老師審核中	取消申請

若查詢課程後，出現查無相關資料，可能原因如下：

If there is no information, it may be the following reasons.

1. 該門課程人數未額滿 This course is not in which the maximum allowable number of students have already registered.
2. 申請人不符該門課程開放條件 The course is not open to students in other programs, grade levels and departments.
3. 您已選上該門課程或重覆修習。The course has been choosen.
4. 請確認查詢條件是否正確，如學制、選修別。
5. 重補修課程請由特殊課程加選路徑 Retaking the Course or Fulfilling the course requirements should register form another module.