# 網路選課操作說明-預選

User Guide on On-line Pre-course Selection
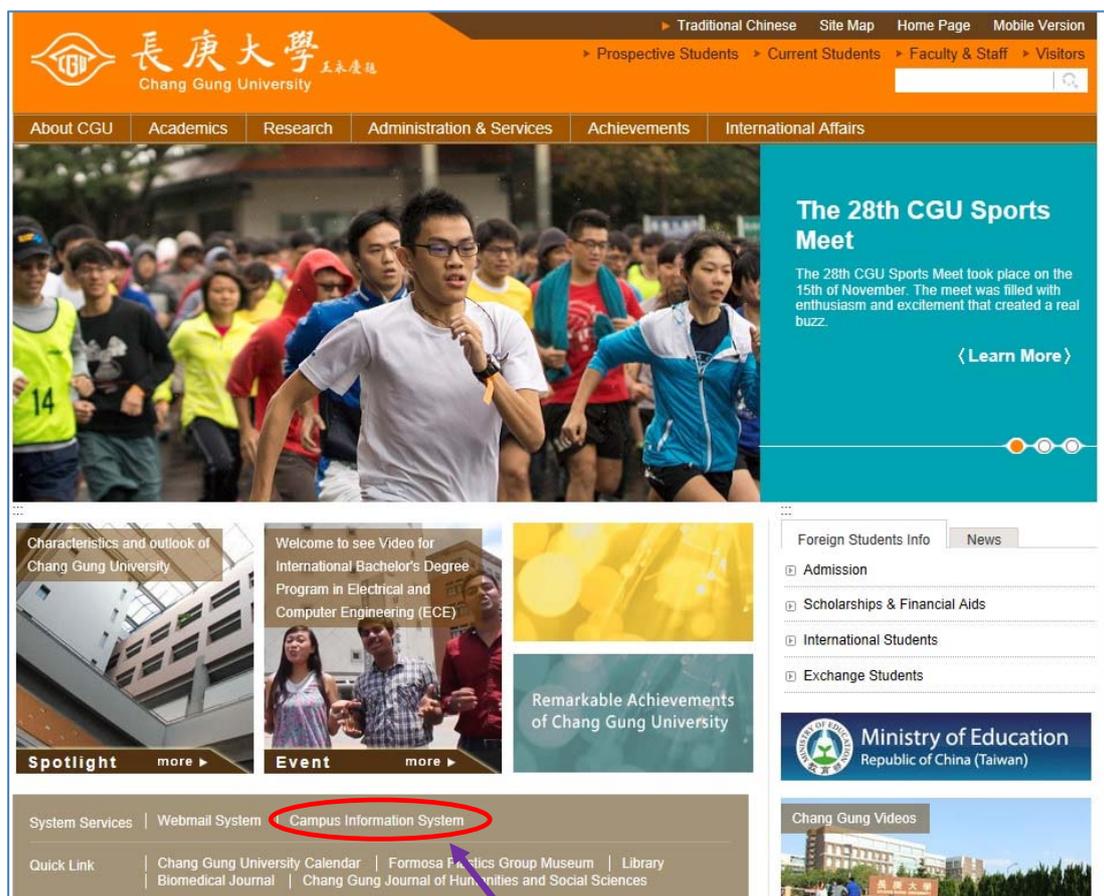
Campus Information System

Step 1：由長庚大學首頁 www.cgu.edu.tw 點選「**校務資訊系統**」。

使用本系統時請勿使用任何 proxy(若已開啟 proxy 者，請先關閉後再使用)
並使用 IE 5.5 以上上網。

Step 1：

Students should access the system via CGU Portal. Please visit the **CGU Portal**
(**www.cgu.edu.tw**) and click 『**campus information system**』. Please do not use the
proxy server to access the **"campus information system"** and this site requires a
minimum Web browser of Microsoft Internet Explorer 6.0 or higher.

Student ID

<u>Last four digits of your Student ID number</u> plus <u>the four digits of your birth month and day</u>

Step 2：個人身分登入。

帳號：**學號**

密碼：(**學號末 4 碼**) + (**生日末 4 碼**)，共 8 碼

Step 2：

Enter your Student ID number and Password, and click Login. For the first time only, your Default Password is an 8-digit number composed of the last four digits of your Student ID number plus the four digits of your birth month and day. For example, if your Student ID number ends in 1234 and your birthday is January 6, then your Default Password is 12340106.
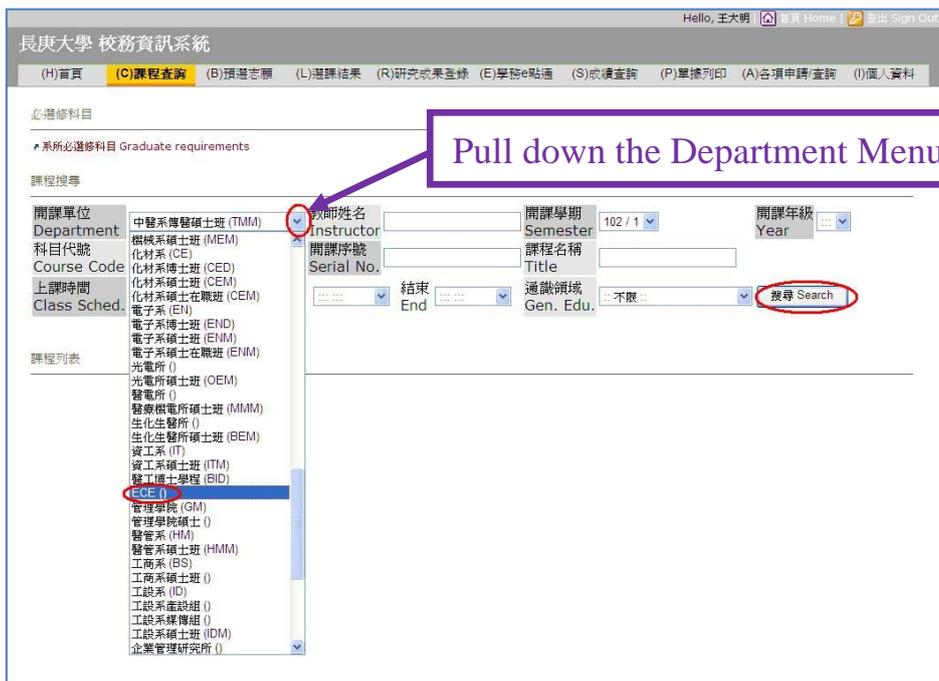
Step 3：點選「**課程查詢**」，再於搜尋欄位選擇「**開課單位**」查詢。

Step 3：
Click the 『Course Search』button, then from the 『Department』 drop down arrow to view a list of Institutes, Schools, Departments and Centre. Select a department or degree program (e.g. International Bachelor's Program for Electrical and Computer Engineering program (abbreviated as ECE)) and click 『Search』to see all of the courses it offers, then select (add) any course from the list. You can also see the detailed course information by clicking the 『course name』

開課單位 Department	ECE ()	教師姓名 Instructor		開課學期 Semester	102 / 1	開課年級 Year	:::
科目代號 Course Code		開課序號 Serial No.		課程名稱 Title			
上課時間 Class Sched.	星期 Weekday :::	開始 Begin :::	結束 End :::	通識領域 Gen. Edu. ::不限::		搜尋 Search	

課程列表

學年/學期 Semester	科目代號 Course Code	開課序號 Serial No.	開課單位 Department	年級 Year	課程名稱 Course Title	授課教師 Instructor	學分 Credits		上課時間 Class Sched.	選課人數 Seats
102/ 1	EC1010	10148 加入預選志願	ECE	1	普通物理學(1) General Physics I 詳細資料 Detail	邱紹玄	3	必修	三 / 2-4	0/ 60
102/ 1	EC1011	10149 加入預選志願	ECE	1	普通物理學實驗(1) General Physics Laboratory I 詳細資料 Detail	潘國貴	1	必修	三 / 5-7	0/ 60
102/ 1	EC1014	10150 加入預選志願	ECE	1	微積分(1) Calculus I 詳細資料 Detail	王士峯彬	3	必修	二;四 / 3-4;5-6	0/ 60
102/ 1	EC1016	10151 加入預選志願	ECE	1	程式概論 Introduction to Computer Programming 詳細資料 Detail	沙庫瑪	3	必修	一 / 2-4	0/ 60
102/ 1	EC1017	10152 加入預選志願	ECE	1	工程概論 Introduction to Engineering 詳細資料 Detail	麥凱	1	必修	一 / 6-7	0/ 60
102/ 1	SP1001	10153 加入預選志願	ECE	1	體育大一(1) Physical Education 詳細資料 Detail	蘇懋坤	0	必修	四 / 7-8	1/ 60

Step 4：將要選的課程點選按鈕加入預選志願清單。

Step4：

As you find a course you are interested in, click the 『Add to preferred course selection』 button to add the course to your course selection list. A window pops out showing you the newly added course and the number of students enrolled in the course. Repeat this step to add (for) other courses which you would like to take.

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科目代號 Course Code		開課序號 Serial No.		課程名稱 Title			
上課時間 Class Sched.	星期 Weekday	開始 Begin	結束 End	通識領域 Gen. Edu.	不限	搜尋 Search	

你已經將 [10150 微積分(1)] 加入預選志願.
本課程目前預選人數: 1

課程列表

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ps：出現提示->所選課程已加入預選志願，及目前預選人數

ps：
A window pops out showing you the newly added course and the number of students enrolled in the course.

Using the up/down arrows to put your courses in the order of preference or using X-icon (mark) to delete/remove priority preference of your course.

Select the number of preferred courses in which you want to enroll in.

Step 5：將預選清單中預選課程按先後順序排序(利用上下箭頭)或刪除(X 標記)

Step 6：選取預選科目數。例：三個志願中只要選其中兩門課則選 2

Step 5：

For the best opportunity to get enrollment in the courses you select, prioritize your courses in your course selection list by selecting each course and using the up/down arrows to put your courses in the order of preference or using X-icon (mark) to delete/remove priority preference of your course. Courses with a higher priority should be listed first in your course selection list.

Step 6：

Select the number of preferred courses in which you want to enroll in. If there are 3 courses listed you will need to rank those 1 to 8 based on your preference

Step 7：預選結束，請登出系統。

Step 7：

For security purposes, once you have completed your course preliminary course selection, please log off this system by clicking on the 『Sign Out』button at the right side of the top menu bar. This is particularly important if you are accessing the site from a public Computer.