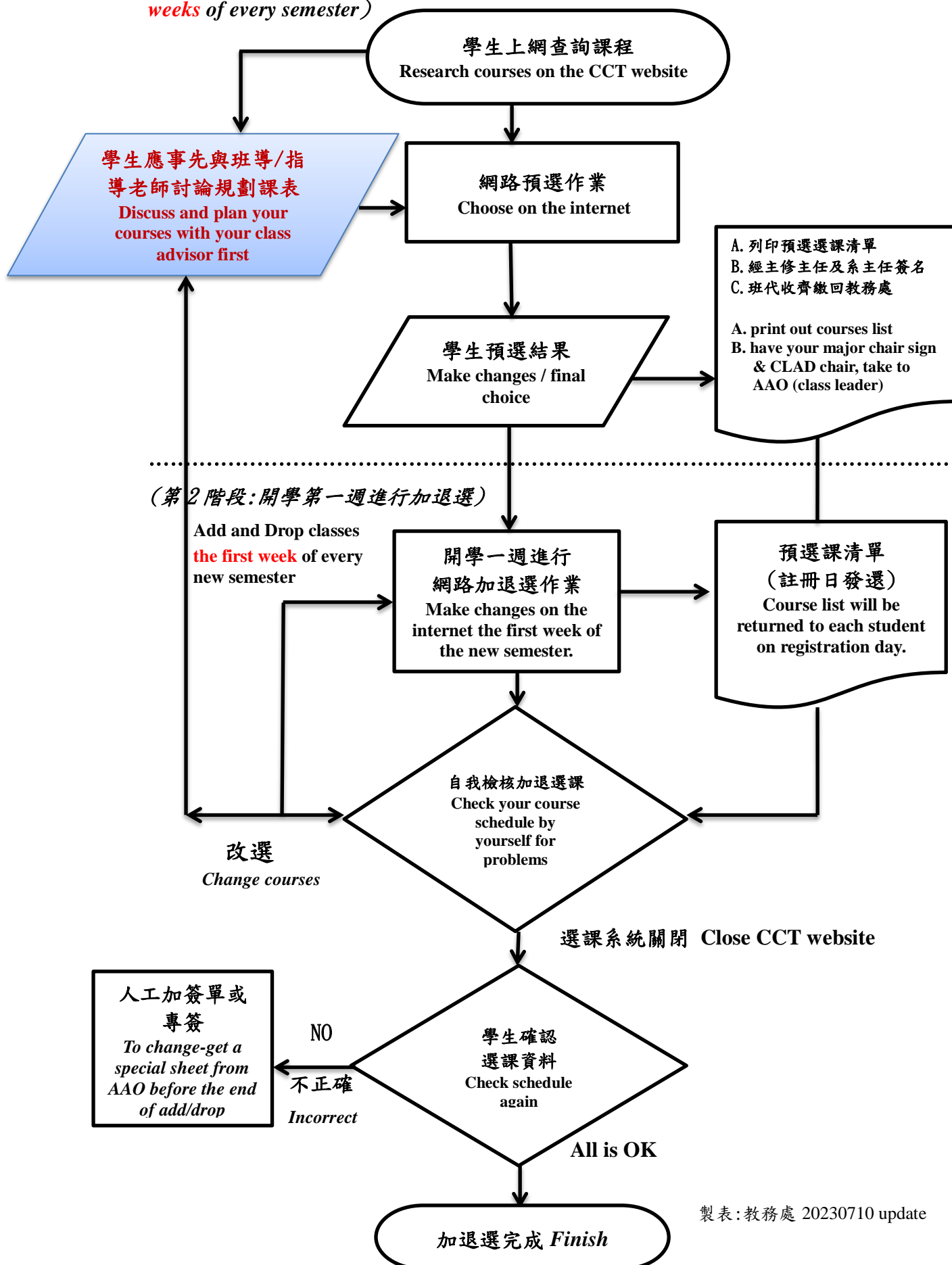# 臺北基督學院學生選課流程圖
Christ's College Taipei Students Course Selection Process

（第一階段：每學期期末前二週進行預選　*1st stage: Registration is the last two weeks of every semester*）

學生上網查詢課程
Research courses on the CCT website

學生應事先與班導/指導老師討論規劃課表
Discuss and plan your courses with your class advisor first

網路預選作業
Choose on the internet

A. 列印預選選課清單
B. 經主修主任及系主任簽名
C. 班代收齊繳回教務處

A. print out courses list
B. have your major chair sign & CLAD chair, take to AAO (class leader)

學生預選結果
Make changes / final choice

（第2階段：開學第一週進行加退選）

Add and Drop classes the first week of every new semester

開學一週進行網路加退選作業
Make changes on the internet the first week of the new semester.

預選課清單（註冊日發還）
Course list will be returned to each student on registration day.

自我檢核加退選課
Check your course schedule by yourself for problems

改選
Change courses

選課系統關閉 Close CCT website

人工加簽單或專簽
To change-get a special sheet from AAO before the end of add/drop

NO
不正確
Incorrect

學生確認選課資料
Check schedule again

All is OK

加退選完成 *Finish*

製表：教務處 20230710 update

學生選課流程 Students Course Selection Process

1. 依據本校選課辦法及選課須知辦理。

   Students should follow the "Regulations of Christ's College Taipei Students Course Selection" and the Christ's College Taipei Course Booklet to finish their course selection.

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 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 (during add/drop period).

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 CLAD chair.

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