^{附件三} 加選(Add)、退選(Drop)、交換 (Swap) 及改動(Edit)科目 功能示例

甲.加選(add)科目功能

請參閱附件一。利用預選功能加科目至 "Shopping Cart",然後在選課期及改選期期間正式選課。

乙. 退選(drop)科目功能

1. 按 "MyStudy/CUSIS" , 選擇 "Enroll" 後, 按 "drop" 繼續。

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2. 按 "FINISH DROPPING" 確認退選科目



Search Plan Enroll My Academics My Class Schedule Add Drog Syso Edit Term Information

3. 系統即時顯示結果,細閱有關提示(Message):

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4. 部分學系設有 "drop consent",同學不能自行在CUSIS系統內退選。

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丙. 交換科目 (Swap) 功能

1. 選擇 "Enroll"後,按 "Swap" - 交換科目。"Swap" 可讓同學在成功加選科目後才退選科目。同學 需同時輸入擬加選及擬退選科目

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2. 可利用 "Class Search" 功能選擇擬加選科目

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Account Summary	Swap a class	
Browse Course Catalog	Enter Search Criteria	
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View My Assignments View My Grades	Course Subject select subject ATH	
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	P Additional Search Criteria	
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3. 在已選科目中選擇擬退選科目 (包括相關之導修課堂)



4. 然後按 "FINISH SWAPPING" 確認擬交換科目

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5. 最後細閱交換科目結果

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丁. 改動導修課堂

(只適用於學系不設有 "add" 及 "drop" consent 的導修課)

1. 選擇 "Enroll",再按 "Edit"。如學系在導修課不設有加退選限制, 學生可於CUSIS改動導修課 堂。

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My 2010-11 Term 1 Class Schedule		

2. 選擇一節新的導修課堂,然後按 "NEXT"繼續。

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3. 檢閱新選導修課堂的資料,按 "NEXT" 繼續

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4. 按 "FINISH EDITING" 確認更改之導修課堂。

LDK, Hh Whhx 中文名

Search	Plan	Enroll	My Ac	ademics	Academic Requirements
my class schedule	add	drop	swap	edit	term information
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2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

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