

澳門大學

資訊及通訊科技部

用戶文件編號 70-00006

遞交修讀科目增/減要求服務用戶指引

所有四年制學士學位學生（法學院除外）可於網上提交增/減修讀科目要求。

您可以到以下網址 <http://isw.umac.mo> 提交增/減修讀科目要求。

輸入您的學生編號及密碼，然後按 [Sign On]。

Submission of Add/Drop Requests

User Login

Please enter your Student No. and Password

Student No. : (e.g. TA123456)

Password :

Invalid Login

Timetable for Submission of Course Add/Drop Requests on the Web

	Date and Time
1st Round Requests	10/09 07:00 ~ 10/09 15:00
2nd Round Requests	10/09 22:00 ~ 11/09 15:00
3rd Round Requests	11/09 22:00 ~ 12/09 15:00

Timetable for Checking of Course Add/Drop Results on the Web

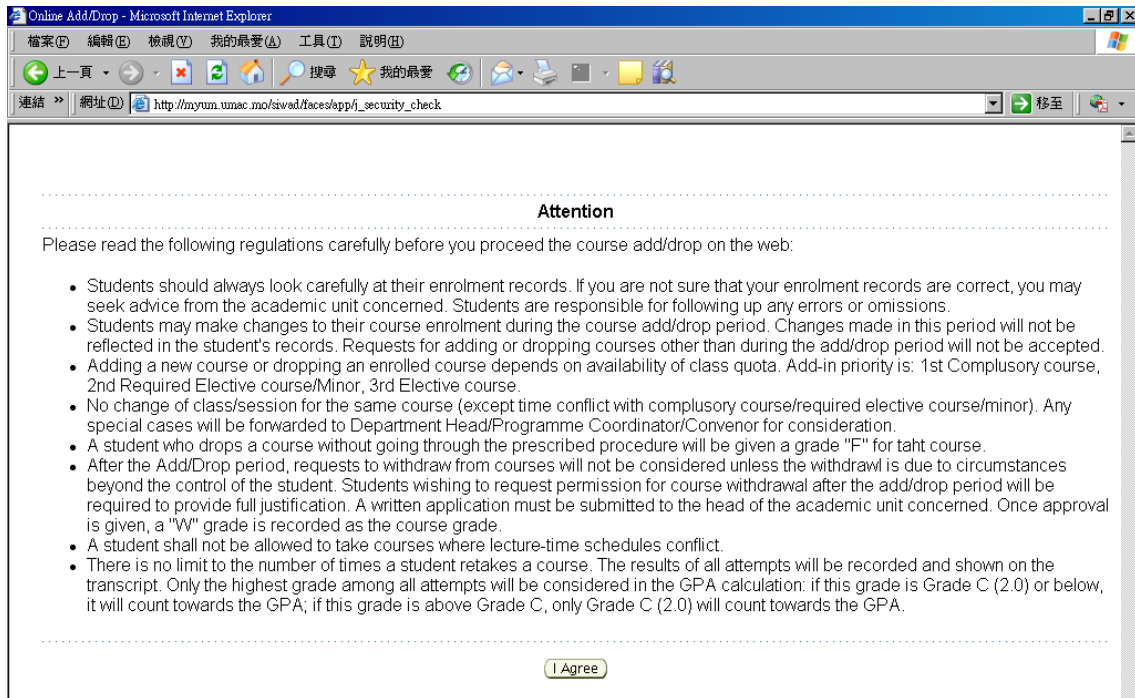
	Date and Time
For 1st Round Requests	10/09 22:00 ~ 11/09 15:00
For 2nd Round Requests	11/09 22:00 ~ 12/09 15:00
For 3rd Round Requests	12/09 20:00 ~ 14/09 23:59

Regarding the course and quota information, please refer to the homepage of the faculties/departments concerned.

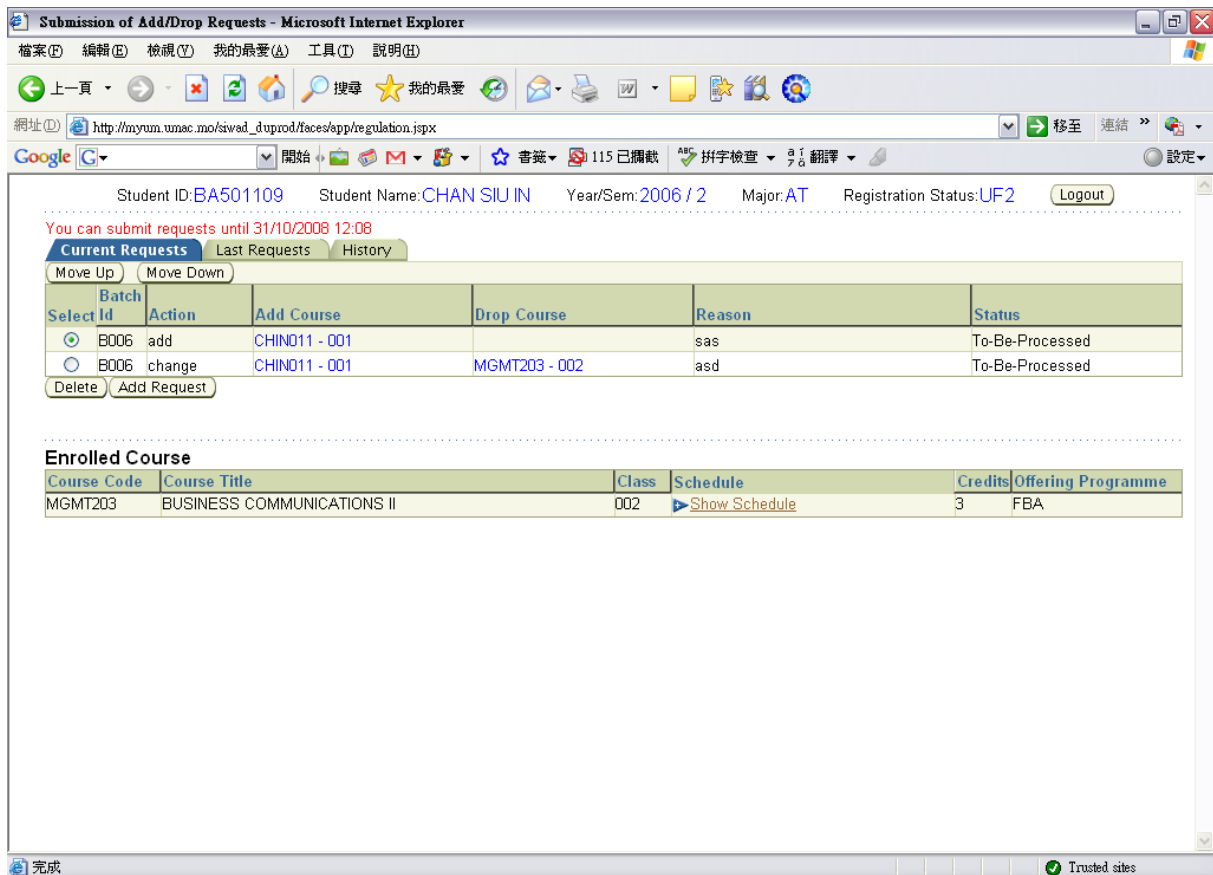
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Internet 100%

在仔細閱讀有關增/減修讀科目規則後，可按 [I Agree]進入系統。

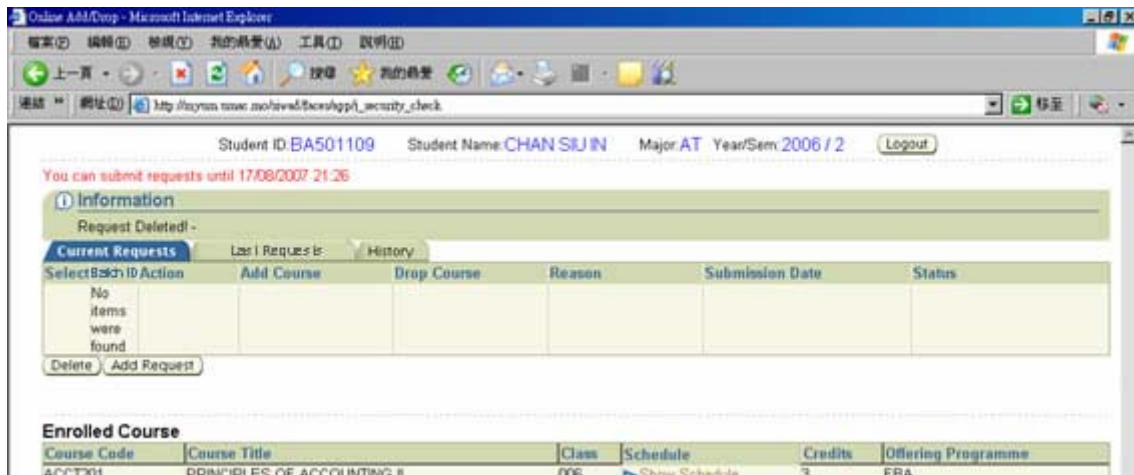


在進入系統後，您可看到之前已選擇修讀的科目(Enrolled Course)。

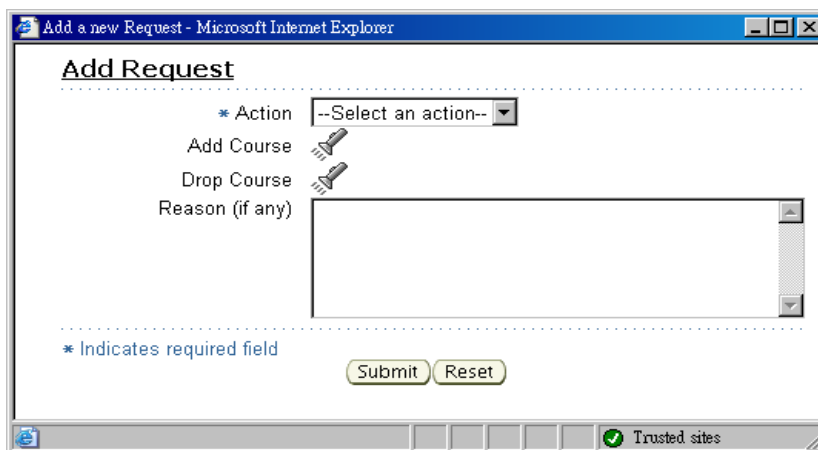


現時的要求 Current Requests

在增/減科目期間，您可以在[Current Requests]下按[Add Request]提交增/減及更改修讀科目要求(更改修讀科目即同時輸入增加及減修某科的要求)。



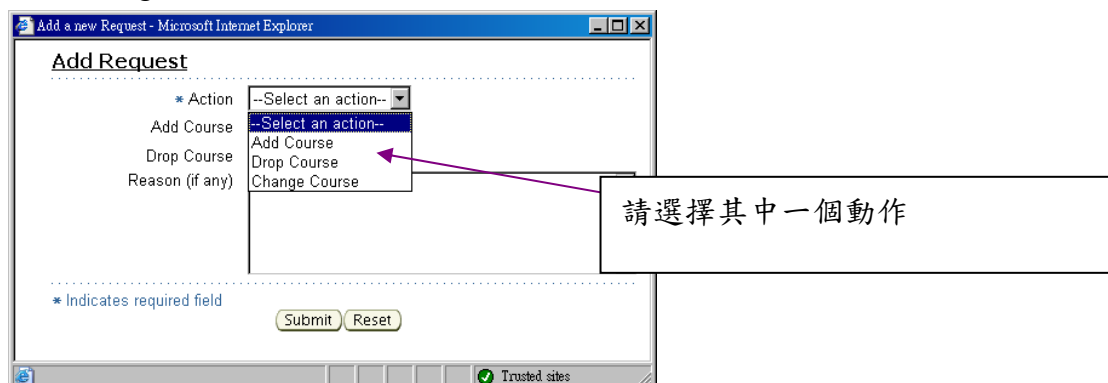
在按“Add Request”之後，以下畫面會顯示。




➤ 選擇“動作” Select from “Action”

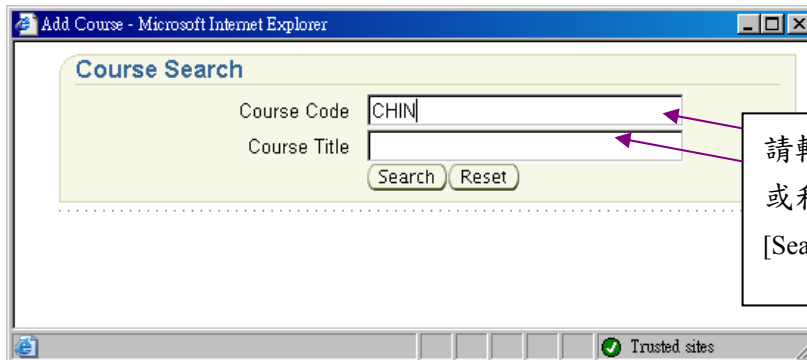
請選擇以下其中一項動作

- “Add Course” – 增加修讀科目
- “Drop Course” – 減修已修讀科目
- “Change Course” – 新增科目及減修已修讀科目



➤ 增加科目 Add Course

在“Add Course”右方按此圖示  後，顯示以下畫面時，您可輸入科目編號 course code (例如： CHIN101) 或科目名稱 course title 來搜尋。

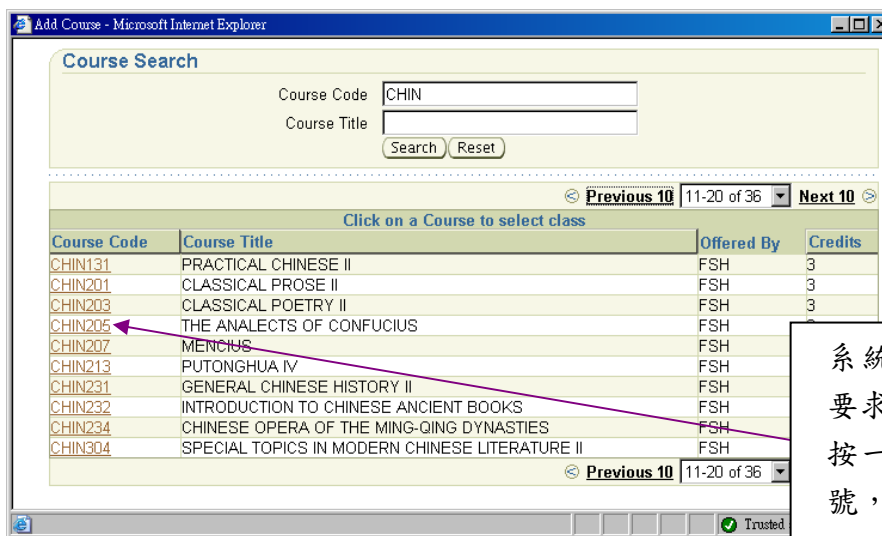


Course Search

Course Code

Course Title

請輸入關鍵字 (如：CHIN) 或科目編號或名稱，然後按 [Search]



Course Search

Course Code

Course Title

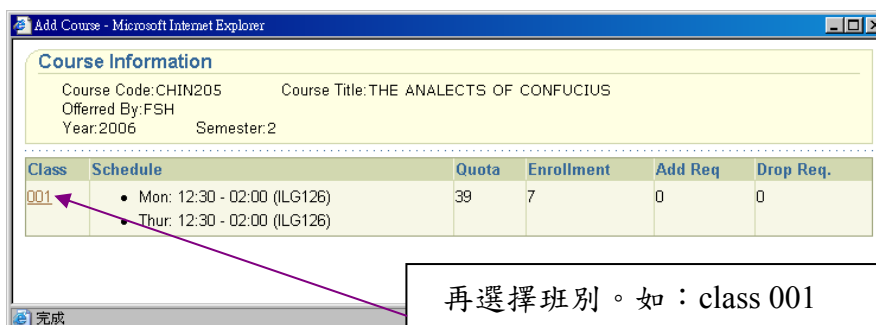
Previous 10 11-20 of 36 Next 10

Click on a Course to select class

Course Code	Course Title	Offered By	Credits
CHIN131	PRACTICAL CHINESE II	FSH	3
CHIN201	CLASSICAL PROSE II	FSH	3
CHIN203	CLASSICAL POETRY II	FSH	3
CHIN205	THE ANALECTS OF CONFUCIUS	FSH	3
CHIN207	MENCIUS	FSH	3
CHIN213	PUTONGHUA IV	FSH	3
CHIN231	GENERAL CHINESE HISTORY II	FSH	3
CHIN232	INTRODUCTION TO CHINESE ANCIENT BOOKS	FSH	3
CHIN234	CHINESE OPERA OF THE MING-QING DYNASTIES	FSH	3
CHIN304	SPECIAL TOPICS IN MODERN CHINESE LITERATURE II	FSH	3

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系統會列出所有符合搜尋要求的科目。現在，您可以按一下您想增修的科目編號，如：CHIN205



Course Information

Course Code: CHIN205 Course Title: THE ANALECTS OF CONFUCIUS


Offered By: FSH

Year: 2006 Semester: 2

Class	Schedule	Quota	Enrollment	Add Req.	Drop Req.
001	• Mon: 12:30 - 02:00 (ILG126) • Thur: 12:30 - 02:00 (ILG126)	39	7	0	0

再選擇班別。如：class 001

➤ **減修科目 Drop Course**

在“Drop Course”右方按此圖示  後，會顯示已修讀的科目。此時，可按一下要減修的科目。

Course Code	Course Title	Class	Credits
ACCT201	PRINCIPLES OF ACCOUNTING II	006	3
ECIF201	INTERMEDIATE MICROECONOMICS	001	3
MGMT203	BUSINESS COMMUNICATIONS II	006	3
MGMT316	ORGANIZATIONAL BEHAVIOR	001	3
MKTG202	PRINCIPLES OF MARKETING	002	
MSOR211	STATISTICS II	002	
PORT193	PORTUGUESE LANGUAGE II	008	

提交要求 Submit the Request

現在，可以按 [Submit] 按鈕提交您的增/減修讀科目要求。

Add Request

* Action: Change Course

Add Course: CHIN205 - 001

Drop Course: MGMT316 - 001

Reason (if any):

* Indicates required field

Submit Reset

請按“確定”提交要求。

您可以根據個人喜好更改您已提交的要求之優先處理次序。

Submission of Add/Drop Requests - Microsoft Internet Explorer

Student ID: BA501109 Student Name: CHAN SIU IN Year/Sem: 2006 / 2 Major: AT Registration Status: UF2 Logout

You can submit requests until 31/10/2008 12:08

Current Requests Last Requests History

Batch	Select Id	Action	Add Course	Drop Course	Reason	Status
	B006	add	CHIN011 - 001		sas	To-Be-Processed
	B006	change	CHIN011 - 001	MGMT203		

Delete Add Request

Enrolled Course

Course Code	Course Title
MGMT203	BUSINESS COMMUNICATIONS II

您的要求已提交，並正在等候處理。

您可以取消您已提交的要求。

您可以按此加入其他要求。

上一次提交 Last Requests

您可按 [Last Requests] 查看上一次提交要求的結果。

Student ID: BA501109 Student Name: CHAN SIU IN Major: AT Year/Sem: 2006 / 2 Logout

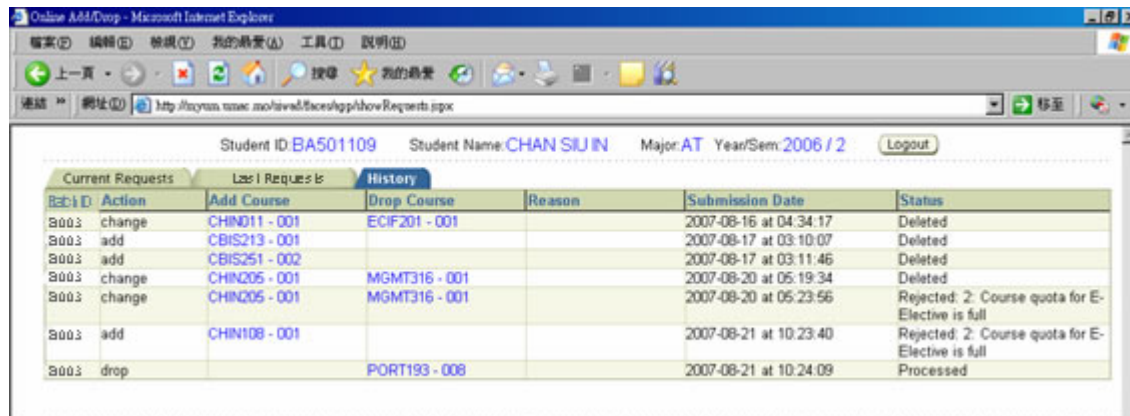
Request ID	Action	Add Course	Drop Course	Reason	Submission Date	Status
B003	change	CHIN205 - 001	MGMT316 - 001		2007-08-20 at 05:23:56	Rejected: 2 Course quota for E-Elective is full
B003	add	CHIN108 - 001			2007-08-21 at 10:23:40	Rejected: 2 Course quota for E-Elective is full
B003	drop		PORT193 - 008		2007-08-21 at 10:24:09	Processed

Enrolled Course (Last Updated: 8/21/2007 10:26:13)

Course Code	Course Title	Class	Schedule	Credits	Offering Programme
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記錄 History

您可按 [History] 查看所有提交了的要求(包括已刪除的要求)。



Req ID	Action	Add Course	Drop Course	Reason	Submission Date	Status
S003	change	CHIN011 - 001	ECIF201 - 001		2007-08-16 at 04:34:17	Deleted
S003	add	CBIS213 - 001			2007-08-17 at 03:10:07	Deleted
S003	add	CBIS251 - 002			2007-08-17 at 03:11:46	Deleted
S003	change	CHIN205 - 001	MGMT316 - 001		2007-08-20 at 05:19:34	Deleted
S003	change	CHIN205 - 001	MGMT316 - 001		2007-08-20 at 05:23:56	Rejected: 2: Course quota for E- Elective is full
S003	add	CHIN108 - 001			2007-08-21 at 10:23:40	Rejected: 2: Course quota for E- Elective is full
S003	drop		PORT193 - 008		2007-08-21 at 10:24:09	Processed

如對本系統操作有任何疑問，可透過以下方式聯絡我們：

位置：中央行政樓北6座(N6)，二樓，2012室

電話：8822 8500

電郵：IMS_AS@umac.mo