

資工系學士班畢業離校辦理程序

Procedures for Undergraduates Leaving School

確認畢業資格 Confirming Graduation Qualification :

辦理畢業離校手續前，請先登入教務系統，再點選「畢業離校／離校狀態查詢」，確認是否已列入當學期畢業名單，如果有疑問請洽註冊組學士班承辦人。

Before proceeding with the Leaving School process, please log into the Academic Affairs System and navigate to "**Graduation → Graduation Status**" to confirm inclusion in the graduation list for the semester.

If there are any issues, please contact the **Registration Division (Undergraduate Affairs)**.

辦理畢業離校手續 Procedures for Leaving School :

步驟一、首先請登入教務系統的「學生成績／學期成績」頁面，確認本學期各科修課成績皆到齊，再點選「畢業離校／離校狀態查詢」，若「成績全部到齊」，再根據系統中標示「未完成」的單位，逐一完成離校手續，最後持「學生證」至註冊組領取畢業證書。

Step 1: Please log into the Academic Affairs System and navigate to "**Grades → Semesters.**" If all the grades for this semester have been uploaded, click on "**Graduation → Graduation Status.**" If the status shows "**All Grades Uploaded**" and "**OK**" for the "Graduation Status," students may pick up their diploma from the **Registration Division** with their student IDs.

Please proceed with the clearance process by completing all steps **marked as "Incomplete"** in the system.

步驟二、資工系畢業離校辦理程序包含：

- (1) 在系網頁的【系友園地】功能登錄個人詳細資料。
- (2) 繳回「理學大樓門禁卡」到系辦公室。
- (3) 歸還向系上借用的「鑰匙/儀器設備」等物品。
- (4) 要參加系友會同學請繳交系友會會費。

Step 2: Complete the following department-specific graduation clearance procedures:

1. Register personal information on the department website under "**Alumni Corner.**"
2. Return the **Science Building Access Card** to the department office.
3. Return any borrowed **keys, equipment, or instruments** to the department.
4. Students wishing to join the **Alumni Association of the Department of Computer Science and Engineering** should submit the membership fee.