應用資訊系統
INFORMATION SYSTEM

教室借用申請操作說明
MANUAL FOR CLASSROOM BOOKING APPLICATION

課務組

Curriculum Section

Regulation

- Applicant: only school employee can apply.

- Please make application 3 days in advance before class begin.

- Large Classroom(86-140 persons) Booking is for users more than 70 people.

- If you need to cancel the Classroom Booking, please delete your application in the Information System 5 days in advance before class begin.

- If your application include several days of use and you only need to cancel some specific days, cancel the booking will delete all data. Please come to the Curriculum Section for revision.

- If you need to book the Multimedia and Language Learning Lab, Amphitheatre Lab, Science & Technology Building 3701 and 3801, please fill in "Form for Classroom Booking" and bring it to the General Affairs Section.

Notice

- You can see the Course name and Number of Attendees right after you type in the Course Code (include Chinese Students).

- Classroom No.: you can see the classroom capacity after you select the classroom No..

- Class Session: the same Class Session can not be selected twice.

- Class Session: if you select 1~9, the Aprroval unit will be the Curriculum Section.

- Class Session: if you select A~D, the Aprroval unit will be the Curriculum Section of division of Continuing.

- Purpose: if you select Student Club Activities, the Aprroval unit will be the Student Activity Section.

- Purpose: if you select Exam, there will be no limitation on the number of attendees.

【Step 1】
Queries Classrooms with Multimedia Podiums

【Step 2】Classroom Booking Application

【Step 3】New Application

【Step 4】Processed

【Step 5】Queries about My Applications

【Step 6】Status

Previous Page | Next P

(03120)Curriculum Section
Logout(7A333)李建儀

Specialization Placement
Absenteeism Input
Maintain Bulletins
Class Roll Inquiry
Course(Syllabus) Maintenance
Course(Syllabus) Inquiry
Student Class schedule Inquiry

☑ 應用資訊系統(wapp)
⊞ ☐ Basic information
⊞ ☐ Certificates and Requirements for Gradua
⊞ ☐ 行政服務
⊞ ☐ Calendar
⊞ ☐ Student Consulting
⊞ ☐ About results
⊞ ☐ Study loan/Study privilege
⊞ ☐ Curriculum--Courses
⊞ ☐ Curriculum--Syllabus
⊟ ☐ Curriculum--Classroom Application
　　Classroom Availability Inquiry
　　Classroom Booking Application
　　Queries about Classrooms with Multimed
⊞ ☐ Curriculum--Course ADD/Drop and Witho
⊞ ☐ Curriculum--Teaching Survey
⊞ ☐ Curriculum--Absenteeism/Midterm Warni
⊞ ☐ Student Leave Application
⊞ ☐ For Graduating
⊞ ☐ Others Inquiry
⊞ ☐ System Maintain

| Applications to be Reviewed | Applications Approved | New Application | Queries about My Applications | Queries about Classroom Availability |

Applicant：李建儀

Classroom Booking Application

Serial No.	1041229039	Date of Submit	2015/12/24 上午 09:52:10
Applying Unit	課務組	User	李建儀
Course Name	undefined(undefined)	Course Code	A7210600
Date of Use	104/12/29 (Tuesday)		
Classroom No.	01417(70)	Number of Attendees	62
Class Session	3	Purpose	Class
原借用資料	undefined		
Description			

Application Record	Application Department	Application Person	Application Remark	Application Time
	課務組			
	營繕組			

Back