

115 學年度第 1 學期進住程序與注意事項

一、進住時間：

(一)大一新生及報名參加新生入學輔導活動之碩博新生：

115 年 8 月 29、30 日（星期六、日）9：00-12：00、13：00-16：30。（中午工作人員用餐休息 1 小時）

(二)舊生及未報名參加新生入學輔導活動之碩博新生、轉學生：

115 年 9 月 5、6 日（星期六、日）9：00-12：00、13：00-16：30。（中午工作人員用餐休息 1 小時）

(三)12：00-13：00 中午休息時間恕不受理進住。

二、事先準備：

(一)請先準備 1 張身份證明文件供查驗，例如：學生證、身分證、駕照、居留證。

(二)請於**入住前 1 天**自行登入「校務系統」的「個人聯絡資訊」中，查詢「115-1 的房號」。

三、進住日當天入住程序：

(一)辦理地點：各棟管理員室窗口，辦理時間 9：00-12：00、13：00-16：30。

※17:00 後請至男生大學部宿舍 1 樓管理員室(宿舍服務中心)辦理。

(二)排隊向工作人員：

1、掃描 QRcode 加入各棟宿舍社團。

2、**家長請掃描 QRcode 登記「新生及家長車輛進住日免費進出校園車牌辨視系統」，家長車輛無須繳費即可離校(如果車輛已有申請汽機車通行證者無須登記)。**

2、出示證件。

3、報房號。

4、領取房間鑰匙。

5、入住表格簽名。

(三)到房間放置行李。

……………完成上述程序，即完成入住……………

※注意

一、借用宿舍推車：需押「證件」，填寫系級、學號、聯絡電話，每次借用以 10 分鐘為限。

二、禁止所有寵物進入宿舍。

三、校園內全面禁菸。

四、新生入住期間(8 月 29、30 日)宿舍區域實施單向行駛之交通管制，請配合工作人員指引，行李卸下後，車輛請儘速離開宿舍區，如需久停請至停車場。

Check-in Procedure and Important Notes for the 1st Semester of the 115th Academic Year

1. Check-in Dates:

- (1) Freshmen and newly registered graduate students participating in the new student orientation: August 30–31, 2025 (Saturday and Sunday), 9:00–12:00 and 13:00–16:30. (The staff will take a **one-hour lunch break at noon.**)
- (2) Returning students, unregistered new graduate students, and transfer students participating in the new student orientation: September 6–7, 2025 (Saturday and Sunday), 9:00–12:00 and 13:00–16:30. (The staff will take a **one-hour lunch break at noon.**)
- (3) Rest period from 12:00 PM to 1:00 PM. Check-in will not be processed during this time.

2. Preparation in Advance:

- (1) Please prepare one form of identification for verification, such as student ID, national ID, driver's license, or residence permit.
- (2) Two days prior to check-in, log in to the "Campus System" and access "Personal Contact Information" to inquire about your room number for the 115-1 term.

3. Check-in Procedure on the Arrival Day:

- (1) Location: Administrator's office windows in each building. Check-in hours are 9:00 AM - 12:00 PM, 1:00 PM - 4:30 PM.
- ※ After 5:00 PM, please proceed to the 1st-floor administrator's office (Dormitory Service Center) of the men's undergraduate dormitory for check-in.
- (2) Follow these steps in line with the staff:
 - a. Scan the QR code to join the dormitory community of your building.
 - b. Parents of students, please scan the QR code to register your vehicle in the "Free Campus Vehicle Access License Plate Recognition System for New Students and Parents on Move-in Days." Once registered, your vehicle may exit the campus free of charge. (Vehicles that already obtained a car or motorcycle campus access permit last semester do not need to register again.)
 - b. Present your identification.
 - c. Provide your room number.
 - d. Receive your room key.
 - e. Sign the check-in form. (c) Proceed to your room to place your luggage.

.....Completing the above procedure concludes your check-in.....

※Important Notes:

1. Borrowing dormitory carts: Requires a "form of identification." Fill in your department, student ID, and contact number. Each borrowing is limited to 10 minutes.
2. All pets are prohibited from entering the dormitory.
3. Campus-wide smoking ban in effect.
4. During the freshman move-in period (August 29 - 30), the dormitory area will have one-way traffic control. Once luggage is unloaded, vehicles should promptly leave the dormitory area. For extended parking, please proceed to the parking lot.