The background features abstract geometric shapes in shades of yellow and blue. On the left, a solid yellow triangle points towards the center. On the right, several overlapping, semi-transparent yellow triangles of various sizes are arranged. A thin blue line runs diagonally from the top right towards the bottom left, intersecting the yellow shapes.

# **CYCU**

## **Online Course Selection System**

### **Procedures**

# Table of Contents

<b>I. How to Set Up the Online Course System Environment .....</b>	<b>1</b>
<b>II. Course Selection System Path.....</b>	<b>3</b>
<b>III. Introduction to the function of the Course Selection System .....</b>	<b>4</b>
A. The Brief Overview of System Screen .....	4
B. Description of each function .....	5
C. To view Personal Information and Course Selection Credits .....	7
D. To check the Record of Course Selection.....	11
E. Important Announcement of Course Selection .....	12
F. To Check the Course Selection time of each stage .....	13
G. Account, Set up Password and Log out the System.....	14
<b>IV. Pre-registration for Course Schedule .....</b>	<b>15</b>
A. Open time .....	15
B. Frequently used pinning settings by self .....	15
C. Course Inquiry .....	16
D. The function of track.....	19
E. Check the result of Pre-registration course. ....	20
F. Cancel tracking the course .....	23

<b>V. The First Stage Registration .....</b>	<b>24</b>
A. The rules for registration and filtering.....	24
B. Couse Register .....	25
C. Check "Registration List" .....	27
D. Check the "Timetable" which courses have been registered .....	29
E. View Course Filtering Results .....	31
F. Drop Course .....	34
<b>VI. The Second Stage Registration .....</b>	<b>36</b>
A. The rules for registration and filtering.....	36
B. Course Registration.....	37
C. Check "Registration List" .....	39
D. Check the "Timetable" which courses have been registered. ....	41
E. View Course Filtering Results .....	43
F. Drop Course .....	46
<b>VII. The First Stage Adding/Dropping Course .....</b>	<b>48</b>
A. System Rules .....	48
B. Add Course .....	49
C. View the Result of Adding courses.....	51
D. View the Selected Courses .....	53
E. Drop Course.....	56
F. Waiting Courses.....	58

<b>VIII. Online Form for Course Selection.....</b>	<b>59</b>
A. Inquiry "Online Form for Course Selection Guidelines" .....	59
B. Produce for the Online Course Selection Form .....	60
<b>IX. The Second Stage Adding/Dropping Course.....</b>	<b>64</b>
A. System Rules .....	64
B. Add Course .....	65
C. View the Result of Adding Courses.....	67
D. View the Selected Courses .....	69
E. Drop Course .....	72

# I. How to Set Up the Online Course System Environment (1/2)

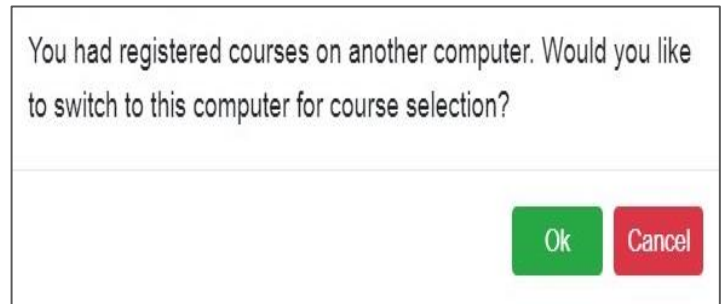
---

- A. You can use those browsers such as Chrome, Firefox, Edge, Safari, etc.
- B. After logging in to the course selection system, if you do not perform any course selection assignments within 30 minutes, the system will automatically log out.
- C. The same Student ID only can be logged into the course selection system on the same computer or mobile phone.

**<Example> The same student number log in to the system by using multiple computers or mobile phone.**

(1) 「 Student ID 108XXXX1 」 has been logging in to the course selection system on Computer A.

(2) If 「 Student ID 108XXXX1 」 has been logging in to the course selection system on Computer B, the notification from Computer B indicates that **“You had registered courses on another computer. Would you like to switch to this computer for course selection?”**



(3) After clicking "Ok ", the account of the course selection system permissions will be transferred from Computer A to Computer B.

- D. The same computer or mobile phone only can use one Student ID to log into the course selection system.

**<Example> On the same computer or mobile phone open multi-windows and log into the course selection system with multiple Student ID.**

# I. How to Set Up the Online Course System Environment (2/2)

---

- (1) 「 Student ID 108XXXX1 」 has been logging in to the course selection system on Computer A with the 1st webpage.
- (2) If 「 Student ID 109XXXX2 」 has been logging in to the course selection system on Computer A with the 2nd webpage, the notification indicates that **“You are already logged in to another account on this computer. Would you like to switch 109XXXX2 for course selection at the present time?”**
- (3) After clicking "Ok ", the account of the course selection system permission will be invalid in the first web-page immediately.

You are already logged in to another account on this computer. Would you like to switch 109XXXX2 for course selection at the present time?

Ok

Cancel

## II. Course Selection System Path: <https://myself.cycu.edu.tw/#/login>



# III. Introduction to the function of the Course Selection System (1/11)

## A. The Brief Overview of System Screen

中原大學

生活 課業 健康 意見信箱

110

Current Course Selection Stage:  
1st stage adding/dropping course(Inquiry · Add · Drop)  
Designated Students and notes, please click 'Course Selection Time Announcement'.

Course List (7)

Drop General MA407M Operating Systems 3Credit 4-234  
Drop General MA605R Graph Theory 3Credit 3-78C  
Drop General MA613R General Analysis 3Credit 4-234  
Drop Citizenship GQ395D Sociology of Everyday Life 2Credit 2-56  
Drop History GQ456J History of Regional Civilizations 2Credit 4-DE  
Drop IQ GE040A Music is Life 2Credit 4-56  
Drop Science AR000A Introduction to Natural Science and Artificial Intelligence 2Credit 5-CD

Tracking List (4)

Add Citizenship GQ394B Contemporary Human Rights Issues and Challenges 2Credit 3-78  
Add History GQ456O History of Regional Civilizations 2Credit 1-34  
Add PE GR076B Table Tennis (F) I 0Credit 1-34  
Add PE GR076D Table Tennis (F) I 0Credit 5-12

Volunteer order setting Upper limit of Priority

Registration list (0)

Waiting List (0)

Course Inquiry Filter criteria

Quick query of courses in your department Class Grade Department

Number of items displayed per page 50

Frequently used pinning settings by self

☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree  
☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Pre-graduate students  
☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type  
☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☒ Allowed No.  
☐ Registration No.(including auto-add) ☐ Course Quota ☒ Rest ☐ Number of student registered at this stage  
☐ Number of student registered last year ☐ PBL ☐ Remark ☐ Distance learning course ☐ MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No.	Rest
more... Track Add		Citizenship	GQB	GQ392A	Taiwan Politics and Democracy	Core	2	Wxxxx		150	0
more... Track Add		Citizenship	GQB	GQ392B	Taiwan Politics and Democracy	Core	2	Wxxxx		150	1
more... Track Add		Citizenship	GQB	GQ392C	Taiwan Politics and Democracy	Core	2	Hxxxx	1-78	120	0
more... Track Add		Citizenship	GQB	GQ392D	Taiwan Politics and Democracy	Core	2	Cxxxx	4-56	70	1
more... Track Add		Citizenship	GQB	GQ392E	Taiwan Politics and Democracy	Core	2	Cxxxx	4-78	70	1
more... Track Add		Citizenship	GQB	GQ393A	Law and The Modern Life	Core	2	Cxxxx	4-56	70	0



### III. Introduction to the function of the Course Selection System (2/11)

---

#### B. Description of each function

- ① **Current Course Selection Stage** : is shown as the status of the current course selection stage. The System is under maintenance from 12:10-12:40 & 16:00-16:30 every day.
- ② **Checklist on the Left** : To Click the symbol 「《」 can hide/open the list on the left. The list information includes "Course List", "Tracking List", "Registration List", and "Waiting List", which are directly shown on the left side of the screen.
- ③ **Course Inquiry** : To Click the "Filter criteria" can search for the courses you want to register or add according to the requirements.
- ④ **Table of Course Inquiry** : To check 「choose the shown field」 means display the detail of the courses.
- ⑤ **Above the list of function**
  - A. **Bulletin board** : Important course selection information announcement
  - B. **Online Form for Course Selection** : Can apply for courses offered by each opening unit (departments/institutes), along with relevant detailed information and guidelines.
  - C. **Announcement of Course Selection Time** : To check the opening time of the system about 「Two Stages of Course Registration」 + 「Two Stages of Online Course Add/Drop」
  - D. **Suggestion Mailbox about Selection Course** : To ask questions about course selection or to provide some advice for the course selection system.

### **III. Introduction to the function of the Course Selection System (3/11)**

---

- E. Checklist :** To view the list information contains "Course List", "Tracking List", "Registration List", and "Waiting List" from the drop-down list.
- F. Personal information :** To view course selection credits, timetable, course selection related history from the drop-down list including "Personal information", "Timetable", "Selected Record".
- G. LANGUAGE :** To switch between the language of "Chinese" and "English" from the drop-down list.
- H. MY MENTOR :** The link of MY MENTOR

### III. Introduction to the function of the Course Selection System (4/11)

#### C. To view Personal Information and Course Selection Credits

(1) The [Personal Information] visible after you click on [Personal Information].

The diagram illustrates the navigation path from the main menu to the Personal Information page and its sub-sections. The main menu has a 'Personal information' dropdown menu. Clicking on it leads to the 'Personal information' page, which is divided into two main sections: 'Personal information' and 'Course Selection Credits'.

**Personal information page:**

- Personal information section (1):** Contains fields for 'Current Course Selection Stage' (1st stage adding/dropping course), 'Name/Student ID Number/Class' (吳 /110 0/Department of ), 'Questionnaire completion rate' (0%), 'The maximum number of total credits which can be taken' (25), 'Total credits been taken' (0), and 'The identification of additional credits'.
- Credit Limit section (2):** Contains a table with 'Credit Limit' (25 Credit) and 'Selected credits' (0). A 'more' button is next to 'Selected credits'. The 'Remaining credits' are 25.

**Course Selection Credits page:**

- [Minor / Double major / Program] Additional credit limit (3):** Contains a table with 'Selected credits' and 'Remaining credits'. The 'Selected credits' are 0 and the 'Remaining credits' are 0.
- [Apply for over-study credits] Additional credit limit (4):** Contains a table with 'Selected credits' and 'Remaining credits'. The 'Selected credits' are 0 and the 'Remaining credits' are 0.
- [Apply for Special Research Topic / Independent Study] Additional credit limit (5):** Contains a table with 'Selected credits' and 'Remaining credits'. The 'Selected credits' are 0 and the 'Remaining credits' are 0.

### III. Introduction to the function of the Course Selection System (5/11)

---

#### (2) Introduction for the detail of various items

**1. Personal Information :** To check the Current Course Selection Stage, Personal Information, Completion rate of the teaching assessment questionnaire, the maximum number of total credits which can be taken/ the maximum credits have already been taken, the identification of additional credits.

**2. Credit Limit : 25 Credits ;** You can view "Selected credits" and "Remaining credits".

※Related Explanation:

(1) According to Article 18 of the Chung Yuan Christian University Academic Regulations, the maximum number of credits for students to take should not exceed 25 credits per semester.

(2) When 「Credit Limit」, 「Minor / Double major / Program Additional credit limit」, 「Apply for over-study credits Additional credit limit」, 「Apply for Special Research Topic / Independent Study Additional credit limit」 is displayed as "zero", you can't be add.






Credit Limit  → Click to see "Related Explanation"	25 Credit
Selected credits 	Remaining credits
0	25

### III. Introduction to the function of the Course Selection System (6/11)

3. 「Minor / Double major / Program」 Additional credit limit : 6 Credits ; For students who have selected related courses such as Minor / Double major / Program, the "selected credits" will be calculated according to the course type.

※Related Explanation:

- (1) According to Article 18 of the Chung Yuan Christian University Academic Regulations and Article 5 of the Chung Yuan Christian University 4+1 Master's Program Studied Regulations, students who have the minor, double majors, teacher education program, interdisciplinary courses, employment courses, and preparatory postgraduate, can add 6 credits to his/her maximum credits limit. However, those course credits are limited for the current semester.
- (2) If the "selected credits" exceed 6 credits, the "remaining credits" will display "0". Then, those more than 6 credits will be counted into the "credit limit."
- (3) 「Minor / Double major / Program Additional credit limit」 is displayed as "zero", you don't have the qualifications for this requirement.

[Minor / Double major / Program] Additional credit limit  0 Credit → Click to see "Related Explanation"							
Selected credits							Remaining credits
Minor	Double Major	Teacher Education Program	Interdisciplinary Course Program	Employment Program	Micro Program	Pre-graduate students (Preparatory Postgraduate)	
  0	0	0	 	0	0	0	

### III. Introduction to the function of the Course Selection System (7/11)

---

**4. 「Apply for over-study credits」 Additional credit limit : 3 Credits ; The application time will be based on the announcement of each semester.**

**※Related Explanation:**

- (1) According to the Chung Yuan Christian University Student applying for over-study credits Regulations, students who meet the "excellent grades over study" or "graduate qualification overtakes", can add 3 credits to his/her maximum credits limit.
- (2) 「Apply for over-study credits Additional credit limit」 is displayed as "zero". You don't complete the application process or your application doesn't pass.

**5. 「Apply for Special Research Topic / Independent Study」 Additional credit limit : Up to 3 Credits and will be based on the number of credits in the course applied for. The application time will be based on the announcement of each semester.**

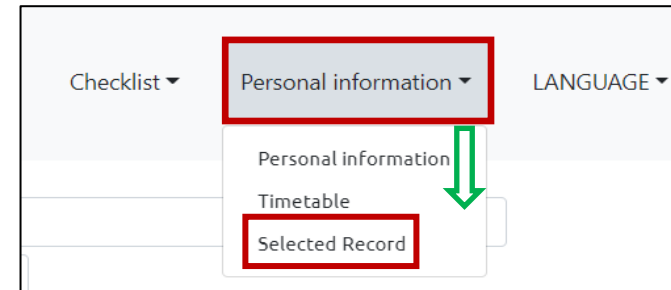
**※Related Explanation:**

- (1) According to the Chung Yuan Christian University Student applying for over-study credits Regulations, students would like to take courses such as "Special Research Topic / Independent Study" must be approved by the dean of the department. The credits for the above courses can be added to the credit limit.
- (2) 「Apply for Special Research Topic / Independent Study Additional credit limit」 is displayed as "zero". You don't complete the application process or your application doesn't pass.

### III. Introduction to the function of the Course Selection System (8/11)

#### D. To check the Record of Course Selection

(1) The [Selected Record] visible after you click on [Personal Information].



(2) Check "Course Condition", "Operator", "Update time" can view information such as course selection results and related course selection process.

Selected Record									
<input checked="" type="checkbox"/> Course Category <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Course code <input checked="" type="checkbox"/> Course Title <input checked="" type="checkbox"/> Course Type <input type="checkbox"/> Course duration									
<input checked="" type="checkbox"/> Credit <input type="checkbox"/> Instructor <input type="checkbox"/> Class Time <input checked="" type="checkbox"/> Course Condition <input checked="" type="checkbox"/> Operator <input checked="" type="checkbox"/> Update time									
Select item	Course Category	Department	Course code	Course Title	Course Type	Credit	Course Condition	Operator	Update time
Information	General	Department of Psychology	PS406R	Sexual Minority Issues in Psychology	Elective	1	Drop	Student	2022-07-22 16:55:52
Information	General	Department of Psychology	PS493R	Employee Training and Development	Elective	3	Drop	Student	2022-07-22 16:55:49
Information	General	Department of Psychology	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Drop	Student	2022-07-22 16:55:47
Information	General	Department of Psychology	PS541R	Advance Clinical Neuropsychology	Elective	3	Drop	Student	2022-07-22 16:55:44
Information	General	Department of Psychology	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Add	Student	2022-07-22 15:15:41

### III. Introduction to the function of the Course Selection System (9/11)

#### E. Important Announcement of Course Selection

- (1) To Click "Bulletin Board" will jump out of the information from the window.
- (2) Click "more" in the content to view detailed the announcement information which you want to know.
- (3) Click "OK" to close the window.

The screenshot illustrates the process of viewing course selection announcements. At the top, a navigation bar includes a "Bulletin board" link (marked with a red box and circled 1), "Announcement of Course Selection Time", and a "Suggestion Mailbox about Selection Course" link. Below this, a "Bulletin board" section displays a table of announcements.

Title	Category of Announcement	Content
111-1學期選課報報	Office of Academic Affairs	一、111-1學期選課報報(請點我下載) (...more)

An arrow points from the "more" link in the table to a detailed announcement window. This window, titled "111-1學期選課報報", contains the following text:

一、111-1學期選課報報(請點我下載)

二、111學年度第1學期選課作業說明如下：

(一)自111學年度第1學期起啟用新選課系統，選課期間為111年8月3日至111年9月20日止，各階段日程詳見「選課報報-選課日程表」。

(二)111年7月28日至111年8月2日選課系統開放「功課表」功能，讓同學預排課程，以協助選課規劃。

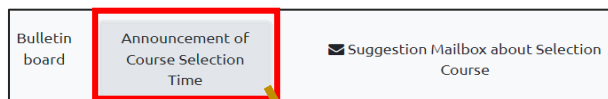
(三)因應取消註冊日，原現場選課改為線上表單選課作業，登記期間與路徑詳見選課系統「線上表單選課作業」公告專區，各開課單位將於9月12日前完成分發登錄於選課系統。

At the bottom of the window, there are navigation options: "課綱" (checked), "授課語言", "必/選修", "期程" (checked), "篩選餘額", and "現階段". An "OK" button is located at the bottom right of the window.



### III. Introduction to the function of the Course Selection System (10/11)

F. To Check the Course Selection time of each stage : Click "Announcement of Course Selection Time" to view.



Time Category	Start Date and Time	End Date and Time	Process Category	Identity category	Freshmen/ Current Students	Remark
1st stage Registration	2022-08-03 09:00:00	2022-08-06 23:59:59	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input checked="" type="checkbox"/> Registration and Cancellation	<input checked="" type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/> First-year graduate student <input checked="" type="checkbox"/> Second-year graduate student or above <input type="checkbox"/> Exchange Students	<input type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	1.登記時間先後順序與篩選順序無關。2.已登記之課程，不代表已篩選上。3.同一篩選順序，依個人教學評量填答率高者優先篩選，不參考班級填答率。4.延伸通識選修已選上1門者(不含學院指定通識倫理類課程)，不得再登記。5.每日16:30後，得查詢各課程之登記人數。
2nd stage Registration	2022-08-14 09:00:00	2022-08-17 16:00:00	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input checked="" type="checkbox"/> Registration and Cancellation	<input checked="" type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/> First-year graduate student <input checked="" type="checkbox"/> Second-year graduate student or above <input type="checkbox"/> Exchange Students	<input type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	1. 8/14-8/17 每日16:00-16:30篩選 2. 術堂課程不得登記 3. 體育必修已選上一門者，不得再登記；體育選修已選上一門者，不得再登記 4. 軍訓已選上一門者，不得再登記 5. 通識延伸選修已選上一門者(不含學院指定通識倫理類課程)，不得再加選。6. 同一篩選順序，依個人教學評量填答率高者優先篩選，不參考班級填答率
1st stage adding/dropping course	2022-08-21 09:00:00	2022-08-23 21:00:00	<input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input type="checkbox"/> Registration and Cancellation	<input checked="" type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/> First-year graduate student <input checked="" type="checkbox"/> Second-year graduate student or above <input type="checkbox"/> Exchange Students	<input type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	1. 先選先上，有遞補功能 2. 已額滿，可遞補（採自動遞補），遞補方式請上選課系統查詢。3. 體育必修已選上一門者，不得再加選；體育選修已選上一門者，不得再加選。4. 軍訓已選上一門者，不得再加選。5. 通識延伸選修已選上一門者(不含學院指定通識倫理類課程)，不得再加選。6. 同一遞補順序，依個人教學評量填答率高者優先遞補，不參考班級填答率。
2nd stage adding/dropping course	2022-09-13 22:00:00	2022-09-20 08:00:00	<input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input type="checkbox"/> Registration and Cancellation	<input checked="" type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input type="checkbox"/> First-year graduate student <input type="checkbox"/> Second-year graduate student	<input checked="" type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	1. 先選先上，無遞補功能。2. 加選第二門延伸通識選修(天人物我)。3. 體育必修選上一門者，不得再加選；體育選修選上一門者，不得再加選。

### III. Introduction to the function of the Course Selection System (11/11)

#### G. Account, Set up Password and Log out the System

(1) Click "Student number" on the top right corner.



(2) Click "Account Security Settings" can update the mobile phone number.

**帳戶安全設定(常用手機號碼設定)**  
**(General Mobile Phone Number Settings)**

+88697018\*\*\*\* 已驗證(Verified)  
更新時間(update time) : 2020/08/11 12:42:42

(3) Click "Set i-touch password" can change the password.

請輸入剛剛登入系統之密碼Just enter the itouch login password

最少8碼，最多15碼 at least 8 characters and cannot exceed 15 characters

請再輸入一次您的新密碼 enter the new password again

密碼強度：新密碼必須符合以下條件(四種選三種)must use any 3 of the 4 options

- 1.含有一大寫英文字母[ A-Z ]
- 2.含有一小寫英文字母[ a-z ]
- 3.含有一數字[ 0-9 ]
- 4.特殊符號(但不能使用 +、?、'、"、%、=、&)

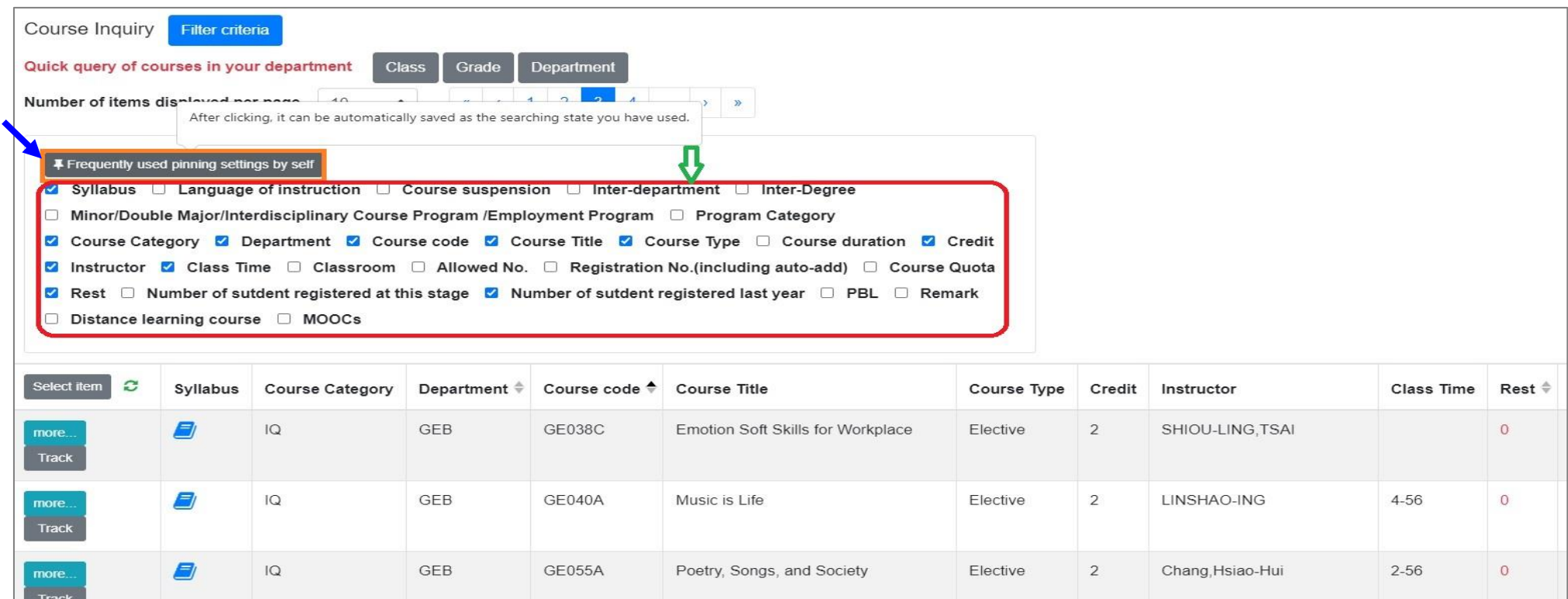
(4) Click "Log out" to log out of the system.

## IV. Pre-registration for Course Schedule (1/9)

**A. Open time : Before the First Stage Registration, using the "Track" can be allowed the pre-registration for course schedule by Students.**

**B. Frequently used pinning settings by self : After selecting the required display fields and clicking "Pinning settings by self ", the system will be automatically saved as the searching state you have used.**

《After re-logging in, the system will maintain the latest settings. If you would like to change the displayed column, please reselect the column and then click "Pinning settings by self ".》



Course Inquiry **Filter criteria**

Quick query of courses in your department **Class** **Grade** **Department**

Number of items displayed per page: 10 20 30 40 50 60 70 80 90 100

After clicking, it can be automatically saved as the searching state you have used.

**Frequently used pinning settings by self**

- ☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree
- ☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Program Category
- ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit
- ☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No. ☐ Registration No.(including auto-add) ☐ Course Quota
- ☒ Rest ☐ Number of student registered at this stage ☒ Number of student registered last year ☐ PBL ☐ Remark
- ☐ Distance learning course ☐ MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Rest
<a href="#">more...</a> Track		IQ	GEB	GE038C	Emotion Soft Skills for Workplace	Elective	2	SHIOU-LING, TSAI		0
<a href="#">more...</a> Track		IQ	GEB	GE040A	Music is Life	Elective	2	LINSHAO-ING	4-56	0
<a href="#">more...</a> Track		IQ	GEB	GE055A	Poetry, Songs, and Society	Elective	2	Chang, Hsiao-Hui	2-56	0

## IV. Pre-registration for Course Schedule (2/9)

### C. Course Inquiry

(1) In the Course Inquiry, "Filter criteria" can enter multiple conditions to search for the required courses.

Click and enter the courses you need to query.


Course Inquiry **Filter criteria**

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

Filter criteria

Department 

Degree

Course code

Course Title

General Education ☐ ALL ☐ Philosophy of Religion ☐ Philosophy of Life  
☐ Citizenship and Caring ☐ History Thinking and Diverse Culture  
☐ Science and Technology ☐ Rhetoric ☐ GE for Graduate Students  
☐ The Creator ☐ Humanity ☐ The Entire Creation  
☐ The Individual Self ☐ 課程


Course Category ☐ ALL ☐ General ☐ PE ☐ English listening ☐ Program  
☐ Military training

Program Name

Course Type

Credit

Instructor

Class Time 

Registration No.

Course Quota

Rest

Number of student registered at this stage

Lecture in English(EMI Courses) ☐

Course suspension

Inter-department

Inter-Degree

Minor/Double

Major/Interdisciplinary Course

Program /Employment Program

PBL

Distance learning course

Delete All Ok Cancel

## IV. Pre-registration for Course Schedule (3/9)

**Example 1. Enter "Department" to query**

- (1) Click "Department" and "Save".
- (2) Click "All" to select all courses providing units.
- (3) Click "Delete All" to cancel all courses providing

**College of Science**

- ☐ Department of Applied Mathematics
- ☐ Department of Physics
- ☐ Department of Chemistry
- ☐ Department of Psychology
- ☐ Department of Bioscience Technology
- ☐ Master Program in Nanotechnology

**College of Engineering**

- ☐ Department of Chemical Engineering
- ☐ Department of Civil Engineering
- ☐ Department of Mechanical Engineering
- ☐ Department of Biomedical Engineering
- ☐ Department of Environmental Engineering

**College of Business**

- ☐ College of Business
- ☐ Master Program in Commercial Applications of Big Data
- ☐ International Undergraduate Program in Business and Management
- ☐ Department of Business Administration
- ☐ Department of International Business
- ☐ Department of Accounting
- ☐ Department of Information Management
- ☐ Ph.D. Program in Business
- ☐ Department of Finance
- ☐ International Master of Business

**College of Humanities and Education**

- ☐ Department of Special Education
- ☐ Department of Applied Linguistics and Language Studies
- ☐ The Language Center
- ☒ Center for General Education
- ☐ The Center for Teacher Education
- ☐ Graduate School of Religion
- ☐ Graduate School of Education
- ☐ Department of Teaching Chinese as a Second Language
- ☐ Undergraduate Program in College of Humanities and Education
- ☐ Pre-Major Program for International Freshman Students
- ☐ Master Program in Music Industry

**College of Electrical Engineering and Computer Science**

- ☐ Department of Industrial and Systems Engineering
- ☒ Department of Electronic Engineering
- ☐ Department of Information and Computer Engineering
- ☐ Department of Electrical Engineering
- ☐ Undergraduate Program in College of Electrical Engineering and Computer Science
- ☐ Undergraduate Program in Applied Artificial Intelligence

ALL Delete All Save Cancel

**Example 2. Enter "Class Time" to query**

- (1) Click "Class Time" and to save.
- (2) Click "Delete All", all selected class time can be canceled.

Select courses time

PS. Click a square and drag as to select more areas  
the weekdays or anytime, can mark the whole column/row at a time.

		Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
A	07:10 ~ 08:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	08:10 ~ 09:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	09:10 ~ 10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	10:10 ~ 11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	11:10 ~ 12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	12:10 ~ 13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	13:10 ~ 14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	14:10 ~ 15:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete All Save Cancel



## IV. Pre-registration for Course Schedule (4/9)

---

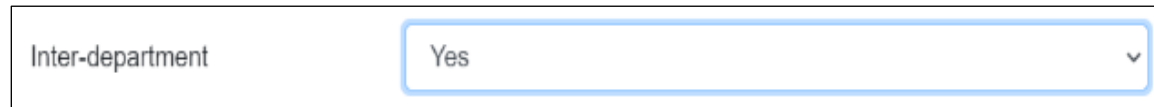
**Example 3. Enter "Rest" to query : Choosing 「 $\leq$ 」, 「 $\geq$ 」, 「 $=$ 」 and the rest number.**

**As shown below, 「 $>0$ 」 means : You can check courses that are remaining number.**



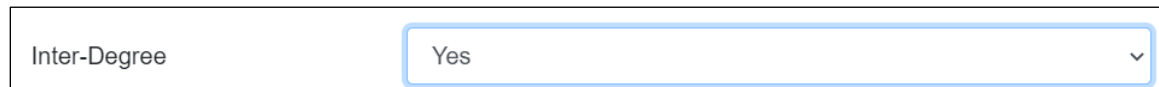
Course Quota	<input type="text" value="≤"/>	<input type="text"/>
Rest	<input type="text" value="&gt;"/>	<input type="text" value="0"/>
Number of student registered at this stage	<input type="text" value="≤"/>	<input type="text"/>

**Example 4. To query "Inter-department" : Click "Yes" to check in see if open for students from other departments to choose.**



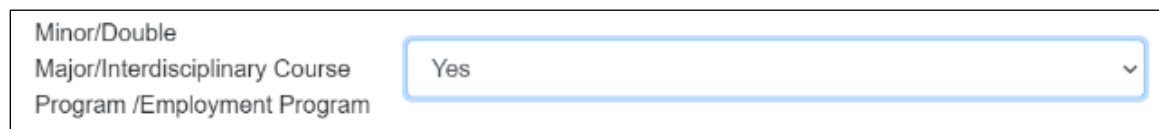
Inter-department	<input type="text" value="Yes"/>
------------------	----------------------------------

**Example 5. To query "Inter-degree" : Click "Yes" to check in see if open for students from other degrees including "Bachelor", "Master/PhD", "Master's in-service" to choose.**



Inter-Degree	<input type="text" value="Yes"/>
--------------	----------------------------------

**Example 6. To query "Minor/Double major/Interdisciplinary Course Program/Employment Program " : Click "Yes" to check in see if open for students who have the status of Minor, Double major, Interdisciplinary course program, and Employment program.**



Minor/Double Major/Interdisciplinary Course Program /Employment Program	<input type="text" value="Yes"/>
---	----------------------------------

## IV. Pre-registration for Course Schedule (5/9)

- (2) After clicking the course inquiry criteria, choose the "Ok" button at the bottom of the page. It will back to the main screen of the course selection system and then list the courses you inquired.

《Click "Delete All" to cancel the selected filter conditions》




- (3) Quick query of courses in your department : Click "Class you belong to", "Year you belong to", "Department you belong to" to check in the courses of your department directly.

Course Inquiry

Quick query of courses in your department

Number of items displayed per page

### D. The function of track : Click "Track" and the course will be added to the "Tracking List".

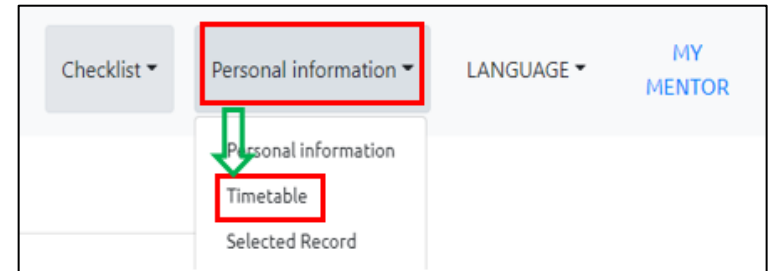
《Clicking the "  " button, the information of the course list can be updated immediately such as Rest, Registration No. and so on.》

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
		General	IE325H	Operations Research(I)	Core	3	Hxxx	1-234
		General	IE347H	Quality Control	Core	3		4-678

## IV. Pre-registration for Course Schedule (6/9)

### E. Check the result of Pre-registration course.

(1) The [Timetable] visible after you click on [Personal Information].



(2) Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

【Blue: Courses already tracked. 「※」 means : Auto-add Course.】

Timetable		Description for the restriction of Distance learning course	Description
2. 09:10 ~ 10:00	※ MI239D-Economics(I)(遠) -C2-402	※ MI218D-Data Structures -B2-201	<b>Description</b> ※ : Auto-add Course ° Black : Been selected ° Blue : Been tracked ° Red : Been registrated ° Yellow : Course time conflicts ° Green : Course is in the waiting list ° (DL) : Distance Learning Course °
3. 10:10 ~ 11:00	※ MI239D-Economics(I)(遠) -C2-402	※ MI218D-Data Structures -B2-201	
4. 11:10 ~ 12:00	※ MI239D-Economics(I)(遠) -C2-402	※ MI218D-Data Structures -B2-201	
B. 12:10 ~ 13:00	※ : Auto-add Course		
5. 13:10 ~ 14:00		※ MI234D-Multimedia Programming(遠) -B2-201	<b>→Blue:</b> <b>Courses already tracked</b>
		MI003D-Practical English (I) - MI003F-Practical English (I) -C1-207	
6. 14:10 ~ 15:00		※ MI234D-Multimedia Programming(遠) -B2-201	
7. 15:10 ~ 16:00		※ MI234D-Multimedia Programming(遠) -B2-201	

Description
※ : Auto-add Course °
Black : Been selected °
Blue : Been tracked °
Red : Been registrated °
Yellow : Course time conflicts °
Green : Course is in the waiting list °
(DL) : Distance Learning Course °





## IV. Pre-registration for Course Schedule (8/9)

(4) Click "Excel" to download Timetable.




檔案 常用 插入 版面配置 公式 資料 校閱 檢視 告訴我您想要執行的動作...						
E16						
	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
6	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
7	B. 12:10 ~ 13:00					
8				GE226A-Introduction to Life Education -		
9	5. 13:10 ~ 14:00					
10						
11	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	GE226A-Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
12						
13	7. 15:10 ~ 16:00				※ IE347H-Quality Control -E3-206	
14	8. 16:10 ~ 17:00				※ IE347H-Quality Control -E3-206	
15	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
16	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307				
17	E. 18:55 ~ 19:45					
18	F. 19:50 ~ 20:40					
19	G. 20:45 ~ 21:35					
20	The following subjects have no class hours:					

## IV. Pre-registration for Course Schedule (9/9)



F. Cancel tracking the course : Enter "Tracking List" and select "  " or "Remove" to cancel tracking the course.



[Left List]

(1) Click "**Tracking List**" to display the detailed information of the course in "Tracking List". After clicking the upper left button "  ", the information of the course list can be updated immediately such as Rest, Registration No. and so on.













(2) Add the information about Course Credits.


Tracking List (7)

-  GQ456A-History of Regional Civilizations-History 2-34
-  GQ456D-History of Regional Civilizations-History 4-34
-  GE103A-Public Administration and Management-EQ 2-78
-  GE518A-Outline of Law-EQ 4-DE
-  GE535A-Political Science in Modern Life-EQ 1-78
-  IE323H-Production Control Labs-General 1-CD
-  IE390H-Quality Control Laboratory-General 4-34

Tracking List  

☐ Course suspension ☐ Inter-department ☐ Inter-Degree ☐ Program Category ☒ Course Category ☒ Department ☒ Course code  
☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☒ Remark ☒ Allowed No.  
☐ Registration No. ☐ Course Quota ☐ Rest ☐ Number of student registered at this stage ☐ Number of student registered last year  
☒ Distance learning course

Select item	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Remark	Allowed No.	Distance lea
 	History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60	
 	History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34		60	
 	EQ	GEB	GE103A	Public Administration and Management	Elective	2	Hxxxx	2-78		85	
 	EQ	GEB	GE518A	Outline of Law	Elective	2	Cxxxx	4-DE	財法系不得選修	60	
 	EQ	GEB	GE535A	Political Science in Modern Life	Elective	2	Hxxxx	1-78		85	
 	General	IE	IE323H	Production Control Labs	Core	1	Hxxxx	1-CD		60	



## **V. The First Stage Registration (1/12)**

---

### **A. The rules for registration and filtering**

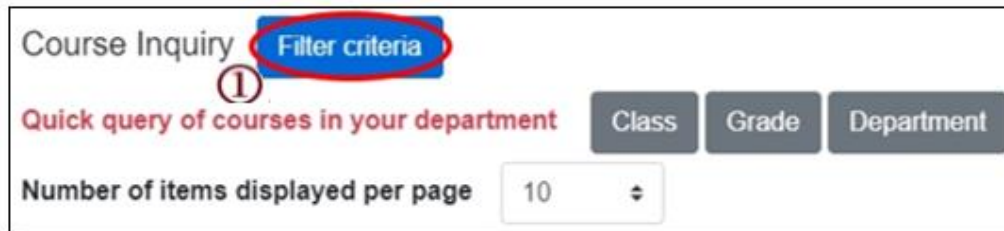
- (1) According to 「 Course Selection Guideline & Schedule 」 , students are allowed to register courses during the designated period**
- (2) The order of registration has nothing to do with the filtering of courses.**
- (3) Courses registered for this stage do not mean that you have been selected, which shall be processed by students during**
- (4) For students will same filtering order, the high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered. In the same screening order, those with the same answer rate in the teaching evaluation will be filtered according to the random number rule.**
- (5) After the first stage of registration, the system will automatically clear all courses in the "Registration List".**
- (6) Important Notes during the result of filtering course:**
  - 1. According to 「 Course Selection Guideline & Schedule 」 , students shall drop the courses that clash with other courses or exceed the maximum credit by self.**
  - 2. The system will delete any courses with unqualified credits and have conflicts in course schedule (except Auto-add Courses)**

## V. The First Stage Registration (2/12)

### B. Couse Register

#### (1) The registration for "Course Inquiry"

1. To Click the "Filter criteria" can search for courses to register according to your requirements.



Course Inquiry **Filter criteria** ①

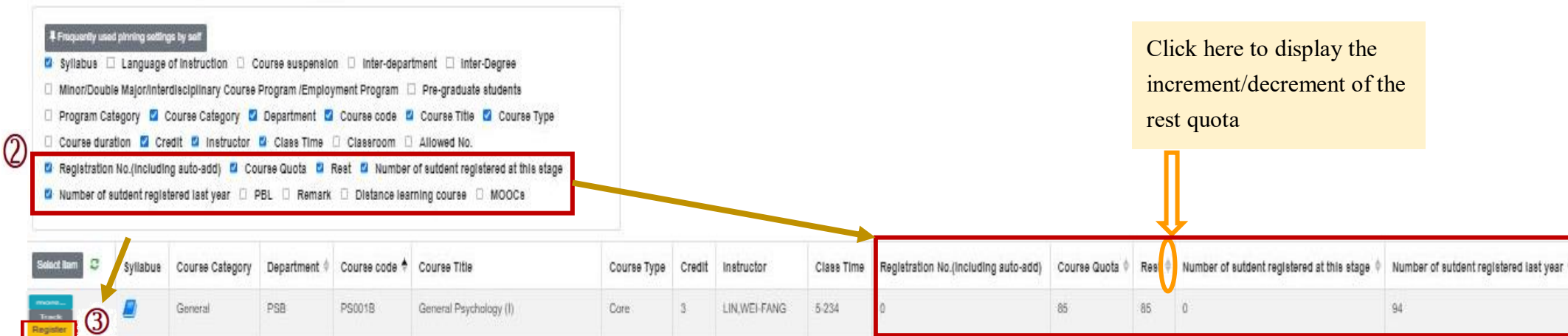
Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

2. Check "Registration No. (including auto-add)", "Course Quota.", "Rest.", "Number of students registered at this stage", "Number of student registered last year" to display the detailed information of the course.

3. Click "Register", courses will be listed into "Registration List".



②

Frequently used pinning settings by self

- ☒ Syllabus ☐ Language of Instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree
- ☐ Minor/Double Major/Interdisciplinary Course Program/Employment Program ☐ Pre-graduate students
- ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type
- ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No.
- ☒ Registration No.(including auto-add) ☒ Course Quota ☒ Rest ☒ Number of student registered at this stage
- ☒ Number of student registered last year ☐ PBL ☐ Remark ☐ Distance learning course ☐ MOOCs

Click here to display the increment/decrement of the rest quota

Select Item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Registration No.(including auto-add)	Course Quota	Rest	Number of student registered at this stage	Number of student registered last year
<b>Register</b> ③		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85	0	94

## V. The First Stage Registration (3/12)

### (2) The registration of Tracking List

1. Courses which will be registered can be placed in the "Tracking List" in advance.

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
<a href="#">more...</a> <a href="#">Track</a>		General	IE325H	Operations Research(I)	Core	3	Hxxxx	1-234
<a href="#">more...</a> <a href="#">Track</a>		General	IE347H	Quality Control	Core	3		4-678

2. Click "Register" in the "Tracking List", courses will be listed into "Registration List".

[Left List] Click "**Tracking List**" to display the detailed information of the course in "Tracking List".

Tracking List (7)

Remove

Register

Remove

Register

Remove

Register

Remove

Register

Remove

Register

GQ456A-History of Regional Civilizations-History 2-34

GQ456D-History of Regional Civilizations-History 4-34

GE103A-Public Administration and Management-EQ 2-78

GE518A-Outline of Law-EQ 4-DE

GE535A-Political Science in Modern Life-EQ 1-78

Tracking List

☒ Course suspension ☐ Inter-department ☐ Inter-Degree ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☒ Remark ☒ Allowed No. ☐ Registration No. ☐ Course Quota ☐ Rest ☐ Number of student registered at this stage ☐ Number of student registered last year ☒ Distance learning course


Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Remark	Allow
<a href="#">Information</a> <a href="#">Remove</a> <a href="#">Register</a>		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60
<a href="#">Information</a> <a href="#">Remove</a> <a href="#">Register</a>		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34		60

Delete All



## V. The First Stage Registration (4/12)

### C. Check "Registration List"

(1) Click "  "or "Remove" to cancel registering the course.

[Left List] Click "**Registration List**" to display the detailed information of the course in "Registration List".



Registration list

Volunteer order setting Upper limit of Priority

☒ Course suspension ☐ Inter-department ☐ Inter-Degree ☐ Program Category ☒ Course Category ☒ Department ☒ Course code

☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☒ Remark ☒ Allowed No.

☐ Registration No. ☐ Course Quota ☐ Rest ☐ Number of student registered at this stage ☐ Number of student registered last year

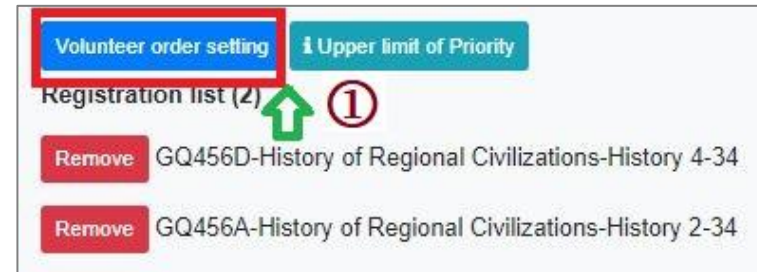
☒ Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
Information Remove		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34
Information Remove		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34

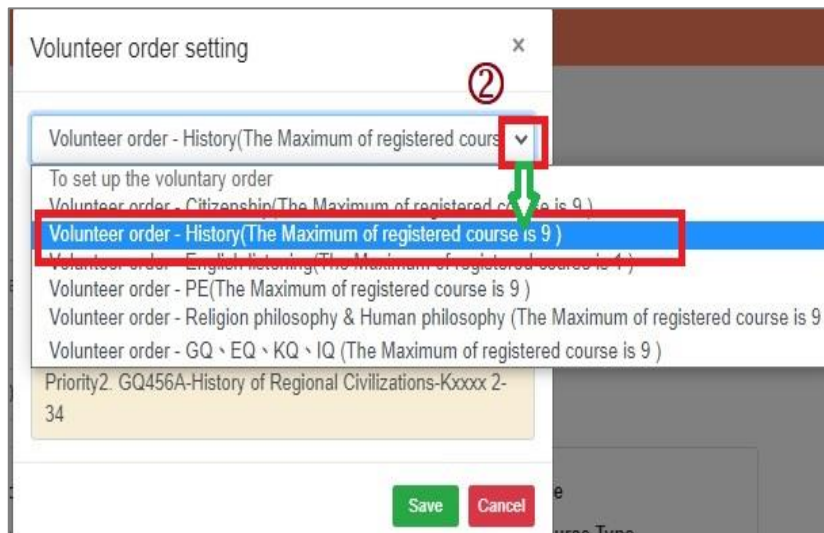
## V. The First Stage Registration (5/12)

### (2) Set the order of course volunteers

1. Click "Volunteer order setting". ("i Upper limit of Priority" indicates the maximum number of courses that can be registered for each course category.)



2. Select "Volunteer order setting" from drop-down list and choose the category of courses you want to prioritize.
3. Use the drag and drop method to adjust "Volunteer order": After dragging, click "Save" to complete the setting of volunteer order.





## V. The First Stage Registration (6/12)

### D. Check the "Timetable" which courses have been registered

(1) Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

**【Red Mark: Courses already registered】**

Timetable

Description for the restriction of Distance learning course Description ①

	週一	週四	週五
A. 07:10 ~ 08:00			
1. 08:10 ~ 09:00			
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206		※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206 G R	※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206 GQ456A-History of Regional Civilizations	※ IE390H-Quality Control Laboratory - E3-307 GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105

Red Mark: Courses already registered →

Description

- ※ : Auto-add Course °
- Black : Been selected °
- Blue : Been tracked °
- Red : Been registered °
- Yellow : Course time conflicts °
- Green : Course is in the waiting list °
- (DL) : Distance Learning Course °

## V. The First Stage Registration (7/12)

(2) Click "Excel" to download Timetable.



下載 (41) - Excel

檔案 常用 插入 版面配置 公式 資料 校閱 檢視 告訴我您想要執行的動作...

E8 GQ456D-History of Regional Civilizations -C2-618

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5		※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
6	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
7						
8	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
9						
10	B. 12:10 ~ 13:00					
11						
12	5. 13:10 ~ 14:00			IE306E-Probability & Statistics (I) -E3-206		
13						
14	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	IE306E-Probability & Statistics (I) -E3-206	※ IE347H-Quality Control -E3-206	
15		GE535A-Political Science in Modern Life -C2-818	GEI03A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
16	7. 15:10 ~ 16:00	GE535A-Political Science in Modern Life -C2-818	GEI03A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
17	8. 16:10 ~ 17:00	GE535A-Political Science in Modern Life -C2-818	GEI03A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
18	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
19	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307			GE518A-Outline of Law -	
20	E. 18:55 ~ 19:45				GE518A-Outline of Law -	
21	F. 19:50 ~ 20:40					
22	G. 20:45 ~ 21:35					
23	The following subjects have no class hours:					

## V. The First Stage Registration (8/12)

### E. View Course Filtering Results

- (1) After the first stage registration, the system will perform a unified filtering process.
- (2) Check "Course List" to select "Course Overlap or not".

※ According to the designated period of 「[Course Selection Guideline & Schedule](#)」, students shall drop the courses that clash with other courses or exceed the maximum credit by self.

【Left List】 Click "[Course List](#)" to display the detailed information of the course in "Course List".

Course List (4)

Drop PS541R-Advance Clinical Neuropsychology-General 5-234

Drop PS531R-Seminar on Emotion and Behavior Development-General 3-8CD

Drop PS493R-Employee Training and Development aining and Development-General 5-567

Drop PS406R-Sexual Minority Issues in Psychology-General 6-B

Course List

☐ Course suspension ☐ Auto-add ☐ Withdraw automatic adding courses ☒ Course Overlap or not ☐ Program Category ☒ Course Cate

☒ Department ☒ Course code ☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time

☐ Classroom ☒ Remark ☒ Distance learning course

Select item	Course Overlap or not	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
Information Drop	Overlap	GQ	GEB	GE226A	Introduction to Life Education	Elective	2	Cxxx	3-56
Information Drop	Overlap	General	IE	IE306E	Probability & Statistics (1)	Core	3	Cxxx	2-6 3-56
Information Drop		General	IE	IE322H	Production Planning and Control	Core	3	Wxxx	5-234

## V. The First Stage Registration (9/12)

### (3) Check "Timetable"

1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.  
【Yellow: Courses time conflicts.】

Timetable

	Description for the restriction of Distance learning course	Description ①	
5. 13:10 ~ 14:00	<b>Description</b> ※ : Auto-add Course ° Black : Been selected ° Blue : Been tracked ° Red : Been registered ° Yellow : Course time conflicts ° Green : Course is in the waiting list ° (DL) : Distance Learning Course °		※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117
6. 14:10 ~ 15:00			※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117
7. 15:10 ~ 16:00		GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	→ Yellow: Courses time conflicts.
8. 16:10 ~ 17:00		GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	

**Description**  
※ : Auto-add Course °  
Black : Been selected °  
Blue : Been tracked °  
Red : Been registered °  
Yellow : Course time conflicts °  
Green : Course is in the waiting list °  
(DL) : Distance Learning Course °

## V. The First Stage Registration (10/12)

(2) Courses without class time are displayed at the bottom of the "Timetable".

G. 20:45 ~ 21:35  
②

The following subjects have no class hours:

- undefined CO100L Career competition ability of Chu-Han battle
- undefined CO638L The Physics of Superheroes

(3) Click "Excel" to download Timetable.

Timetable [Description for](#)

③

 EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

EXCEL	週一	週二	週三	週四
A. 07:10 ~ 08:00				
1. 08:10 ~ 09:00		BE306G-Signals and Systems -E8-215	※ BE303G-Electronics (II) -E8-311	
2. 09:10 ~ 10:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
3. 10:10 ~ 11:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
4. 11:10 ~ 12:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415			
B. 12:10 ~ 13:00				
5. 13:10 ~ 14:00				
6. 14:10 ~ 15:00				
7. 15:10 ~ 16:00			GE516A- Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314 GE516A- Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	
8. 16:10 ~ 17:00				
C. 17:05 ~ 17:55				
D. 18:00 ~ 18:50				GQ456J-History of Regional Civilizations -
E. 18:55 ~ 19:45				GQ456J-History of Regional Civilizations -
F. 19:50 ~ 20:40				
G. 20:45 ~ 21:35				
The following subjects have no class hours:				

↓ Yellow: Courses time conflicts.

## V. The First Stage Registration (11/12)

### F. Drop Course

(1) Enter "Course List" to select "Drop".

【Left List】 Click "**Course List**" to display the detailed information of the course in "Course List".

The 'Course List' interface consists of two main panels. The left panel, titled 'Course List (4)', displays a list of courses with a 'Drop' button next to each. The right panel, titled 'Course List', shows a detailed view of a selected course with various filters and a table of course details.

**Course List (Left Panel):**

- Drop PS541R-Advance Clinical Neuropsychology-General 5-234
- Drop PS531R-Seminar on Emotion and Behavior Development-General 3-8CD
- Drop PS493R-Employee Training and Development aining and Development-General 5-567
- Drop PS406R-Sexual Minority Issues in Psychology-General 6-B

**Course List (Right Panel):**

Filters:

- ☒ Course suspension
- ☐ Auto-add
- ☐ Withdraw automatic adding courses
- ☐ Course Overlap or not
- ☐ Program Category
- ☒ Course Category
- ☒ Department
- ☒ Course code
- ☒ Course Title
- ☒ Course Type
- ☐ Course duration
- ☒ Credit
- ☒ Instructor
- ☒ Class Time
- ☐ Classroom
- ☒ Remark
- ☒ Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

(2) Please click on [Ok] to confirm and drop the following course.

Confirm to withdraw  
PS541R Advance Clinical Neuropsychology

Ok Cancel

## V. The First Stage Registration (12/12)

### (3) Instructions for Withdrawing about "Auto-add" Courses

1. Enter the "Course List", and select the button of "Auto-add" and "Withdraw automatic adding courses" in the displayed fields.
2. To view the remark of "Auto-add" Courses

Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-Withdraw	Students cannot drop the course by themselves. ※Remind : The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

Course List

☐ Course suspension
 ☒ Auto-add
 ☒ Withdraw automatic adding courses
 ☐ Course Overlap or not
 ☐ Program Category

☒ Department
 ☒ Course code
 ☒ Course Title
 ☒ Course Type
 ☐ Course duration
 ☒ Credit
 ☒ Instructor

☐ Classroom
 ☒ Remark
 ☒ Distance learning course

Select item	Auto-add	Withdraw automatic adding courses	Course Category	Department	Course code	Course Title	Course Ty
Information Drop	V	Non-withdraw	General	IE	IE322H	Production Planning and Control	Core
Information Drop	V	Non-withdraw	General	IE	IE323H	Production Control Labs	Core
Information Drop	V	Non-withdraw	General	IE	IE325H	Operations Research(I)	Core
Information Drop	V	Non-withdraw	General	IE	IE347H	Quality Control	Core
Information Drop	V	Non-withdraw	General	IE	IE390H	Quality Control Laboratory	Core



## **VI. The Second Stage Registration (1/12)**

---

### **A. The rules for registration and filtering**

- (1) According to 「 Course Selection Guideline & Schedule 」 the 2nd stage registration, the system will filter every day on 16:00-16:30.**
- (2) No registration for conflict courses.**
- (3) Those who have already chosen one of the following courses, and can't be allowed to register another of the same category:**
  - 1. Compulsory PE course**
  - 2. Elective PE course**
  - 3. Military Training course**
  - 4. Extended General Education elective course (except those college-designated general ethics courses)**
- (4) For students will same filtering order, the high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered. In the same screening order, those with the same answer rate in the teaching evaluation will be filtered according to the random number rule.**
- (5) Courses that fail to be filtered everyday will remain in the "Registration List" and continue to be filtered the next day. But it does not include: redemption courses, courses that will overtake credits, courses with the same course title or course category.**
- (6) After the second stage of registration, the system will automatically clear all courses in the "Registration List".**

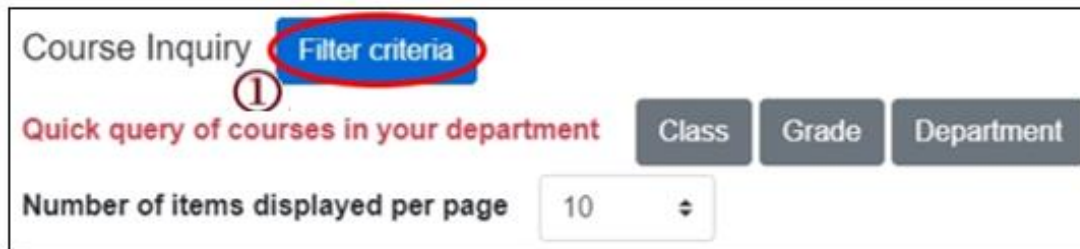


## VI. The Second Stage Registration (2/12)

### B. Course Registration

#### (1) The registration for "Course Inquiry"

1. To Click the "Filter criteria" search for courses to enroll according to your requirements.



Course Inquiry **Filter criteria** ①

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

2. Check "Registration No. (including auto-add)", "Course Quota.", "Rest", "Number of students registered at this stage", "Number of student registered last year" to display the detailed information of the course.

3. Click "Register", the course will be listed on the "Registration List".



②

Frequently used pinning settings by self

- ☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree
- ☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Pre-graduate students
- ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type
- ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No.
- ☒ Registration No.(including auto-add) ☒ Course Quota ☒ Rest ☒ Number of student registered at this stage
- ☒ Number of student registered last year ☐ PBL ☐ Remark ☐ Distance learning course ☐ MOOCs

③

Select Item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Registration No.(including auto-add)	Course Quota	Rest	Number of student registered at this stage	Number of student registered last year
		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85	0	94

Click here to display the increment/decrement of the rest quota

## VI. The Second Stage Registration (3/12)

### (2) The registration of "Tracking List"

1. Courses which will be registered can be placed in the "Tracking List" in advance.

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
<a href="#">more...</a> <a href="#">Track</a>		General	IE325H	Operations Research(I)	Core	3	Hxxxx	1-234
<a href="#">more...</a> <a href="#">Track</a>		General	IE347H	Quality Control	Core	3		4-678

2. Click "Register" in the "Tracking List", courses will be listed into "Registration List".

[Left List] Click "[Tracking List](#)" to display the detailed information of the course in "Tracking List".

Tracking List (7)

Remove

Register

GQ456A-History of Regional Civilizations-History 2-34

Remove

Register

GQ456D-History of Regional Civilizations-History 4-34

Remove

Register

GE103A-Public Administration and Management-EQ 2-78

Remove

Register

GE518A-Outline of Law-EQ 4-DE

Remove

Register

GE535A-Political Science in Modern Life-EQ 1-78

Remove

Register

Tracking List


☒ Course suspension ☐ Inter-department ☐ Inter-Degree ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☒ Remark ☒ Allowed No. ☐ Registration No. ☐ Course Quota ☐ Rest ☐ Number of student registered at this stage ☐ Number of student registered last year ☒ Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Remark	Allow
<a href="#">Information</a> <a href="#">Remove</a> <a href="#">Register</a>		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60
<a href="#">Information</a> <a href="#">Remove</a> <a href="#">Register</a>		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34		60

Delete All

## VI. The Second Stage Registration (4/12)

### C. Check "Registration List"

(1) Click "  " or "Remove" to cancel registering the course.

【Left List】 Click "**Registration List**" to display the detailed information of the course in "Registration List".



Registration list									
<div>Volunteer order setting Upper limit of Priority</div> <div><input checked="" type="checkbox"/> Course suspension <input type="checkbox"/> Inter-department <input type="checkbox"/> Inter-Degree <input type="checkbox"/> Program Category <input checked="" type="checkbox"/> Course Category <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Course co</div> <div><input checked="" type="checkbox"/> Course Title <input checked="" type="checkbox"/> Course Type <input type="checkbox"/> Course duration <input checked="" type="checkbox"/> Credit <input checked="" type="checkbox"/> Instructor <input checked="" type="checkbox"/> Class Time <input checked="" type="checkbox"/> Remark <input checked="" type="checkbox"/> Allowed No.</div> <div><input type="checkbox"/> Registration No. <input type="checkbox"/> Course Quota <input type="checkbox"/> Rest <input type="checkbox"/> Number of student registered at this stage <input type="checkbox"/> Number of student registered last year</div> <div><input checked="" type="checkbox"/> Distance learning course</div>									
Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
<div>Information Remove</div>		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34
<div>Information Remove</div>		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34

## VI. The Second Stage Registration (5/12)

### (2) Set the order of course volunteers

1. Click "Volunteer order setting". ("i Upper limit of Priority" indicates the maximum number of courses that can be registered for each course category.)



2. Select "Volunteer order setting" from drop-down list and choose the category of courses you want to prioritize.
3. Use the drag and drop method to adjust "Volunteer order": After dragging, click "Save" to complete the setting of volunteer order.



## VI. The Second Stage Registration (6/12)

D. Check the "Timetable" which courses have been registered.

(1) Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

**【Red Mark: Courses already registered】**

Timetable

Description for the restriction of Distance learning course

Description ①

EXCEL	週一	週四	週五
A. 07:10 ~ 08:00			
1. 08:10 ~ 09:00			
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206		※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456D-History of Regional Civilizations -C2-618  GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105

Description

※ : Auto-add Course °  
 Black : Been selected °  
 Blue : Been tracked °  
 Red : Been registered °  
 Yellow : Course time conflicts °  
 Green : Course is in the waiting list °  
 (DL) : Distance Learning Course °

Description

※ : Auto-add Course °  
 Black : Been selected °  
 Blue : Been tracked °  
 Red : Been registered °  
 Yellow : Course time conflicts °  
 Green : Course is in the waiting list °  
 (DL) : Distance Learning Course °



## VI. The Second Stage Registration (7/12)

(2) Click "Excel" to download Timetable.



下載 (41) - Excel

檔案 常用 插入 版面配置 公式 資料 校閱 檢視 告訴我您要執行的動作...

E8 GQ456D-History of Regional Civilizations -C2-618

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5						
6	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
7						
8						
9	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
10	B. 12:10 ~ 13:00					
11						
12	5. 13:10 ~ 14:00			IE306E-Probability & Statistics (I) -E3-206		
13						
14	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	IE306E-Probability & Statistics (I) -E3-206	※ IE347H-Quality Control -E3-206	
15						
16	7. 15:10 ~ 16:00	GE535A-Political Science in Modern Life -C2-818	GE103A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
17	8. 16:10 ~ 17:00	GE535A-Political Science in Modern Life -C2-818	GE103A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
18	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
19	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307			GE518A-Outline of Law -	
20	E. 18:55 ~ 19:45				GE518A-Outline of Law -	
21	F. 19:50 ~ 20:40					
22	G. 20:45 ~ 21:35					
23	The following subjects have no class hours:					

## VI. The Second Stage Registration (8/12)

### E. View Course Filtering Results

(1) The 2nd Registration filters every day on 16:00-16:30.

(2) Check "Course List".

【Left List】 click "**Course List**" to display the detailed information of the course in "Course List".

The screenshot shows the 'Course List' interface. On the left, a sidebar titled 'Course List (4)' contains four course entries, each with a red 'Drop' button. An orange box highlights the 'Course List (4)' header, and a yellow arrow points from it to the 'Course List' window on the right.

The 'Course List' window on the right has a title bar with a close button. Below the title bar is a filter section with various checkboxes. The main area is a table with columns: 'Select item', 'Course suspension', 'Course Category', 'Department', 'Course code', 'Course Title', 'Course Type', 'Credit', and 'Instructor'.

**Filter Section:**

- ☒ Course suspension
- ☐ Auto-add
- ☐ Withdraw automatic adding courses
- ☐ Course Overlap or not
- ☐ Program Category
- ☒ Course Category
- ☒ Department
- ☒ Course code
- ☒ Course Title
- ☒ Course Type
- ☐ Course duration
- ☒ Credit
- ☒ Instructor
- ☒ Class Time
- ☐ Classroom
- ☒ Remark
- ☒ Distance learning course

**Table Data:**

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
<div>Information</div> <div>Drop</div>		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
<div>Information</div> <div>Drop</div>		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru



## VI. The Second Stage Registration (9/12)

### (3) Check "Timetable"

1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

Timetable

Description for the restriction of Distance learning course

Description

EXCEL

週一 週二 週三 週六 週日

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

2. 09:10 ~ 10:00

3. 10:10 ~ 11:00

4. 11:10 ~ 12:00

B. 12:10 ~ 13:00

5. 13:10 ~ 14:00

※ AC945B-Physical Education (I) -

※ AC945B-Physical Education (I) -

※ AC945A-Physical Education (I) -

PS541R-Advance Clinical Neuropsychology -S1-723

PS541R-Advance Clinical Neuropsychology -S1-723

PS406R-Sexual Minority Issues in Psychology(場) -

PS493R-Employee Training and Development aining and Development(場) -

Description

- ※ : Auto-add Course
- Black : Been selected
- Blue : Been tracked
- Red : Been registered
- Yellow : Course time conflicts
- Green : Course is in the waiting list
- (DL) : Distance Learning Course

Description

- ※ : Auto-add Course
- Black : Been selected
- Blue : Been tracked
- Red : Been registered
- Yellow : Course time conflicts
- Green : Course is in the waiting list
- (DL) : Distance Learning Course

## VI. The Second Stage Registration (10/12)

(2) Courses without class time are displayed at the bottom of the "Timetable".

G. 20:45 ~ 21:35

②

The following subjects have no class hours:

- undefined CO100L Career competition ability of Chu-Han battle
- undefined CO638L The Physics of Superheroes

(3) Click "Excel" to download Timetable.

Timetable

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
6	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
7	B. 12:10 ~ 13:00					
8				GE226A-Introduction to Life Education -		
9	5. 13:10 ~ 14:00					
10						
11	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	GE226A-Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
12						
13	7. 15:10 ~ 16:00				※ IE347H-Quality Control -E3-206	
14	8. 16:10 ~ 17:00				※ IE347H-Quality Control -E3-206	
15	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
16	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307				
17	E. 18:55 ~ 19:45					
18	F. 19:50 ~ 20:40					
19	G. 20:45 ~ 21:35					
20	The following subjects have no class hours:					

## VI. The Second Stage Registration (11/12)

### F. Drop Course

(1) Enter "Course List" to select "Drop"

【Left List】 Click "**Course List**" to display the detailed information of the course in "Course List".

The screenshot shows two windows. The left window, titled 'Course List (4)', contains a list of courses with a red 'Drop' button next to each. The first course is 'PS541R-Advance Clinical Neuropsychology-General 5-234'. A green arrow points from this 'Drop' button to the 'Drop' button in the detailed view of the same course in the right window. The right window, titled 'Course List', shows a table of course details. The first row is selected, and a green arrow points from the 'Drop' button in the 'Information' column to the 'Drop' button in the 'Drop' column.

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

(2) Please click on [Ok] to confirm and drop the following course.

The dialog box titled 'Confirm to withdraw' displays the course 'PS541R Advance Clinical Neuropsychology'. At the bottom, there are two buttons: 'Ok' and 'Cancel'. A green arrow points down to the 'Ok' button, which is also circled in blue.

## VI. The Second Stage Registration (12/12)

### (3) Instructions for Withdrawing about "Auto-add" Courses

1. Enter the "Course List", and select the button of "Auto-add" and "Withdraw automatic adding courses" in the displayed fields.
2. To view the remark of "Auto-add" Courses

Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-withdraw	Students cannot drop the course by themselves. ※Remind : The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

Course List

☐ Course suspension
 ☒ Auto-add
 ☒ Withdraw automatic adding courses
 ☐ Course Overlap or not
 ☐ Program Category
 ☒

☒ Department
 ☒ Course code
 ☒ Course Title
 ☒ Course Type
 ☐ Course duration
 ☒ Credit
 ☒ Instructor
 ☒

☐ Classroom
 ☒ Remark
 ☒ Distance learning course

Select item	Auto-add	Withdraw automatic adding courses	Course Category	Department	Course code	Course Title	Course Ty
Information Drop	V	Non-withdraw	General	IE	IE322H	Production Planning and Control	Core
Information Drop	V	Non-withdraw	General	IE	IE323H	Production Control Labs	Core
Information Drop	V	Non-withdraw	General	IE	IE325H	Operations Research(I)	Core
Information Drop	V	Non-withdraw	General	IE	IE347H	Quality Control	Core
Information Drop	V	Non-withdraw	General	IE	IE390H	Quality Control Laboratory	Core

## **VII. The First Stage Adding/Dropping Course (1/11)**

---

### **A. System Rules**

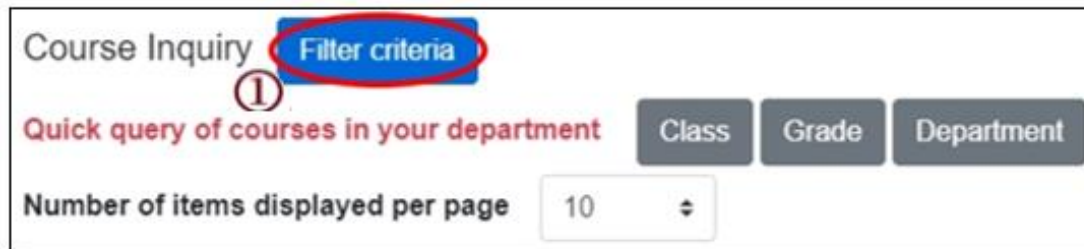
- (1) Students who register first will be enrolled first, and complement orderly.**
- (2) In the event of the same waiting order, students with a high answer rate in teaching evaluations will be given priority in filling vacancies, without considering the class's answer rate. However, for those with the same answer rate in teaching evaluations, filling vacancies will proceed based on the registration time recorded for the waitlist.**
- (3) The "Waiting list Number" will be changed at any time in the 2nd semester course:**
  - 1. During this stage, the final teaching assessment questionnaire is still being processed. The information on the completion rate of teaching evaluation will be updated to the course selection system every hour and re-ordered. Those with the same answer rate in the teaching evaluation will be assigned based on the registration order for the waitlist.**
  - 2. Factors such as "student withdrawal", "Waiting list Success", and "Waiting list Cancelation" will re-affect the change in the order of "Waiting list Number".**
- (4) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**
  - 1. Compulsory PE course**
  - 2. Elective PE course**
  - 3. Military Training course**
  - 4. Extended General Education elective courses (except those college-designated general ethics courses)**
- (5) Courses that are successfully complemented will be automatically included in the "Course List". No longer displayed in the "Waiting List".**

## VII. The First Stage Adding/Dropping Course (2/11)

### B. Add Course

#### (1) The Adding for "Course Inquiry"

1. To Click the "Filter criteria" search for courses to add according to your requirements.



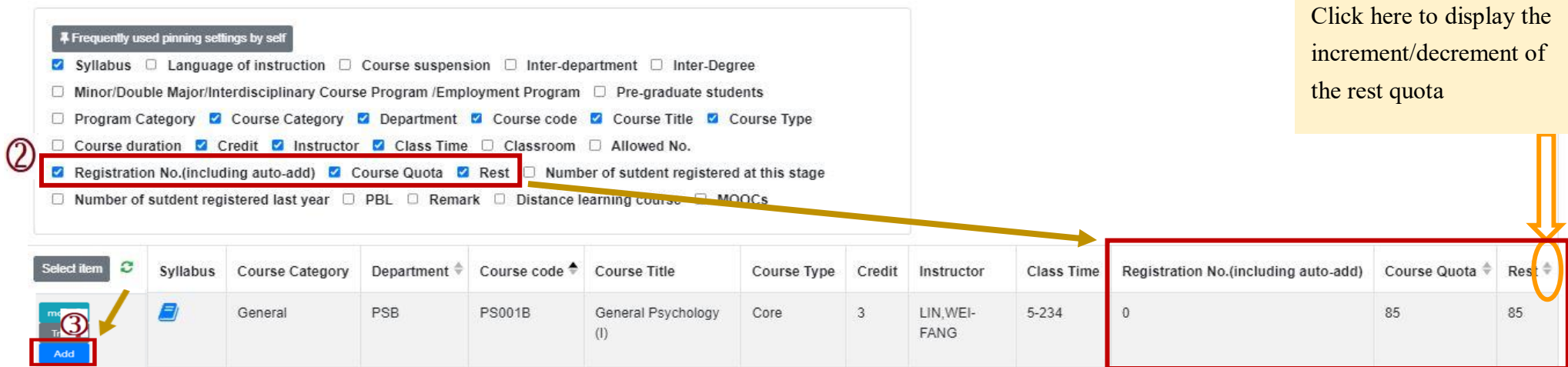
Course Inquiry **Filter criteria**

Quick query of courses in your department Class Grade Department

Number of items displayed per page 10

2. Check "Registration No. (including auto-add)", "Course Quota", "Rest" to display the detailed information of the course.

3. Click "Add".



Click here to display the increment/decrement of the rest quota

2

Frequently used pinning settings by self


- ☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree
- ☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Pre-graduate students
- ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type
- ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No.
- ☒ Registration No.(including auto-add) ☒ Course Quota ☒ Rest ☐ Number of student registered at this stage
- ☐ Number of student registered last year ☐ PBL ☐ Remark ☐ Distance learning course ☐ MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Registration No.(including auto-add)	Course Quota	Rest
<b>3</b> Add		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85

## VII. The First Stage Adding/Dropping Course (3/11)




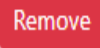

### (2) The adding for "Course Inquiry"

1. You can go to the "Course Enquiry" list in advance, click "Tracking", put courses which will be added can be added to the tracking list.

Select item	Syllabus	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
<div>more...</div> <div>Track</div> <div>Add</div>			Science	PSB	PS000B	Introduction to Natural Science and Artificial Intelligence	Compulsory	2	I Elizabeth Cha

### 2. Click "Add" in the tracking list.

[Left List] Click "**Tracking List**" to display the detailed information of the course in "Tracking List".

Tracking List (3)	
	BA945A-Physical Education (I)-PE 1-78
 	AC945A-Physical Education (I)-PE 4-56
 	AC945B-Physical Education (I)-PE 2-34

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
<div>Information</div> <div>Remove</div> <div>Add</div>		PE	BA	BA945A	Physical Education (I)	Compulsory	0	CHIANG, HUAL-HSIAO
<div>Information</div> <div>Remove</div> <div>Add</div>		PE	ACB	AC945A	Physical Education (I)	Compulsory	0	TSAI, CHUNG-HSIEH
<div>Information</div> <div>Remove</div> <div>Add</div>		PE	ACB	AC945B	Physical Education (I)	Compulsory	0	CHEN, CHIEN-TING ,LIN, KUO-CHUAN



## VII. The First Stage Adding/Dropping Course (4/11)

---

### C. View the Result of Adding courses

The operational order of the system will be depended on the following two points: ① Whether the student meets the following status "Inter-Degree, Inter-department, Minor/Double major/Interdisciplinary Course Program/Employment Program, Pre-graduate students" → ② Whether the course still has "Rest", the results are as follows:

#### (1) Can't be added:

- a. The course providing unit unchecked 「 Inter-Degree 」 : After students click "Add", the system will indicate "**Not Inter-Degree.**"
- b. The course providing unit unchecked 「 Inter-Department 」 : After students click "Add", the system will indicate "**Not Inter-Department.**"
- c. The course providing unit unchecked 「 Minor/Double major/Interdisciplinary Course Program/Employment Program 」 : After students click "Add", the system will indicate "**Not Inter-Department.**"
- d. The course providing unit unchecked 「 Pre-graduate students 」 : After students click "Add", the system will indicate "**Not Inter-Degree.**"

#### (2) Successfully added: The system reminds "**XX (course) added successfully!**"

## VII. The First Stage Adding/Dropping Course (5/11)

(3) Add Failed: Common reasons are listed below.

No	Reason	Remind	Remark
1	Insufficient balance of the course	Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the waiting list.	The course is arranged in the "Waiting List."
2	Course Overlap	Two courses shown in the same time slot in course list.	
3	After one of the following course has been selected (Ex: Extended General education electives, compulsory PE /electives PE and military training course), you can't select the same category of the course.	Courses of the same category have been added and can't be registered again!	Extended General education elective course: College-designated general ethics courses are not included.
4	Chosen courses have the same name	Courses of the same name have been added and can't be added again!	
5	Credits are full	The number of credits is full, fail to add!	

## VII. The First Stage Adding/Dropping Course (6/11)

### D. View the Selected Courses

#### (1) Check "Course List"

[Left List] Click "**Course List**" to display the detailed information of the course in "Course List".

Course List (4)

Drop

PS541R-Advance Clinical Neuropsychology-General 5-234

Drop

PS531R-Seminar on Emotion and Behavior Development-General 3-8CD

Drop

PS493R-Employee Training and Development aining and Development-General 5-567

Drop

PS406R-Sexual Minority Issues in Psychology-General 6-B

Course List

☒ Course suspension☐ Auto-add☐ Withdraw automatic adding courses☐ Course Overlap or not

☐ Program Category☒ Course Category☒ Department☒ Course code☒ Course Title☒ Course Type

☐ Course duration☒ Credit☒ Instructor☒ Class Time☐ Classroom☒ Remark

☒ Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
<div>Information</div> <div>Drop</div>		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
<div>Information</div> <div>Drop</div>		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

## VII. The First Stage Adding/Dropping Course (7/11)

### (2) Enquiry "Timetable"

1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

The screenshot shows a 'Timetable' window with a grid of days (週一 to 週日) and time slots (A. 07:10 ~ 08:00 to 5. 13:10 ~ 14:00). A red circle highlights the 'Description' button in the top right corner. A yellow box highlights the 'Description' popup that appears when the button is clicked. An arrow points from this popup to a larger, detailed legend on the right.

**Timetable** Description for the restriction of Distance learning course Description

EXCEL 週一 週二 週三 週六 週日

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

2. 09:10 ~ 10:00

3. 10:10 ~ 11:00

4. 11:10 ~ 12:00

B. 12:10 ~ 13:00

5. 13:10 ~ 14:00

※ AC945B-Physical Education (I) -

※ AC945B-Physical Education (I) -

※ AC945A-Physical Education (I) -

PS541R-Advance Clinical Neuropsychology -S1- 723

PS541R-Advance Clinical Neuropsychology -S1- 723

PS541R-Advance Clinical Neuropsychology -S1- 723

PS406R-Sexual Minority Issues in Psychology(講) -

PS493R-Employee Training and Development aining and Development(講) -

**Description**

- ※ : Auto-add Course °
- Black : Been selected °
- Blue : Been tracked °
- Red : Been registered °
- Yellow : Course time conflicts °
- Green : Course is in the waiting list °
- (DL) : Distance Learning Course °

## VII. The First Stage Adding/Dropping Course (8/11)

2. Courses without class time are displayed at the bottom of the "Timetable".

G. 20:45 ~ 21:35  
②

The following subjects have no class hours:

- undefined CO100L Career competition ability of Chu-Han battle
- undefined CO638L The Physics of Superheroes

3. Click "Excel" to download Timetable.

Timetable

③

↓EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

下載 (42) - Excel

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00			CEI54L-Special Topic for Civil Engineering Practice (2) -		
4	2. 09:10 ~ 10:00	※ MI239D-Economics(I)(遠) -C2-402	※ MI218D-Data Structures -B2-201	CEI54L-Special Topic for Civil Engineering Practice (2) -		※ MI276D-Statistics(I) -C2-402
5	3. 10:10 ~ 11:00	※ MI239D-Economics(I)(遠) -C2-402	※ MI218D-Data Structures -B2-201		GQ456D-History of Regional Civilizations -C2-618	※ MI276D-Statistics(I) -C2-402
6	4. 11:10 ~ 12:00	※ MI239D-Economics(I)(遠) -C2-402	※ MI218D-Data Structures -B2-201		GQ456D-History of Regional Civilizations -C2-618	※ MI276D-Statistics(I) -C2-402
7	B. 12:10 ~ 13:00					
8	5. 13:10 ~ 14:00				※ MI234D-Multimedia Programming(遠) -B2-201	MI003D-Practical English (I) -
9						
10	6. 14:10 ~ 15:00				※ MI234D-Multimedia Programming(遠) -B2-201	MI003D-Practical English (I) -
11						
12	7. 15:10 ~ 16:00				※ MI234D-Multimedia Programming(遠) -B2-201	
13	8. 16:10 ~ 17:00					

## VII. The First Stage Adding/Dropping Course (9/11)

### E. Drop Course

(1) Enter "Course List" to select "Drop".

【Left List】 Click "**Course List**" to display the detailed information of the course in "Course List".

The screenshot shows the 'Course List' interface. On the left, a list of courses is displayed with 'Drop' buttons. A yellow arrow points from the 'Course List (4)' header to the 'Course List' window. A green arrow points from the 'Drop' button in the list to the 'Drop' button in the detailed view.

**Course List (4)**

- Drop PS541R-Advance Clinical Neuropsychology-General 5-234
- Drop PS531R-Seminar on Emotion and Behavior Development-General 3-8CD
- Drop PS493R-Employee Training and Development aining and Development-General 5-567
- Drop PS406R-Sexual Minority Issues in Psychology-General 6-B

**Course List**

Course suspension ☒ Auto-add ☐ Withdraw automatic adding courses ☐ Course Overlap or not ☐

Program Category ☐ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type ☒

Course duration ☐ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☒ Remark ☒

Distance learning course ☒

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

(2) Please click on [Ok] to confirm and drop the following course.

Confirm to withdraw  
PS541R Advance Clinical Neuropsychology

Ok Cancel

## VII. The First Stage Adding/Dropping Course (10/11)

### (3) Instructions for Withdrawing about "Auto-add" Courses

1. Enter the "Course List", and select the button of "Auto-add" and "Withdraw automatic adding courses" in the displayed fields.
2. To view the remark of "Auto-add" Courses

Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-Withdraw	Students cannot drop the course by themselves. ※Remind : The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

Course List

①

☐ Course suspension
 ☒ Auto-add
 ☒ Withdraw automatic adding courses
 ☐ Course Overlap or not
 ☐ Program Category
 ☒

☒ Department
 ☒ Course code
 ☒ Course Title
 ☒ Course Type
 ☐ Course duration
 ☒ Credit
 ☒ Instructor
 ☒

☐ Classroom
 ☒ Remark
 ☒ Distance learning course

②

Select item	Auto-add	Withdraw automatic adding courses	Course Category	Department	Course code	Course Title	Course Ty
Information Drop	V	Non-withdraw	General	IE	IE322H	Production Planning and Control	Core
Information Drop	V	Non-withdraw	General	IE	IE323H	Production Control Labs	Core
Information Drop	V	Non-withdraw	General	IE	IE325H	Operations Research(I)	Core
Information Drop	V	Non-withdraw	General	IE	IE347H	Quality Control	Core
Information Drop	V	Non-withdraw	General	IE	IE390H	Quality Control Laboratory	Core




## VII. The First Stage Adding/Dropping Course (11/11)

### F. Waiting Courses

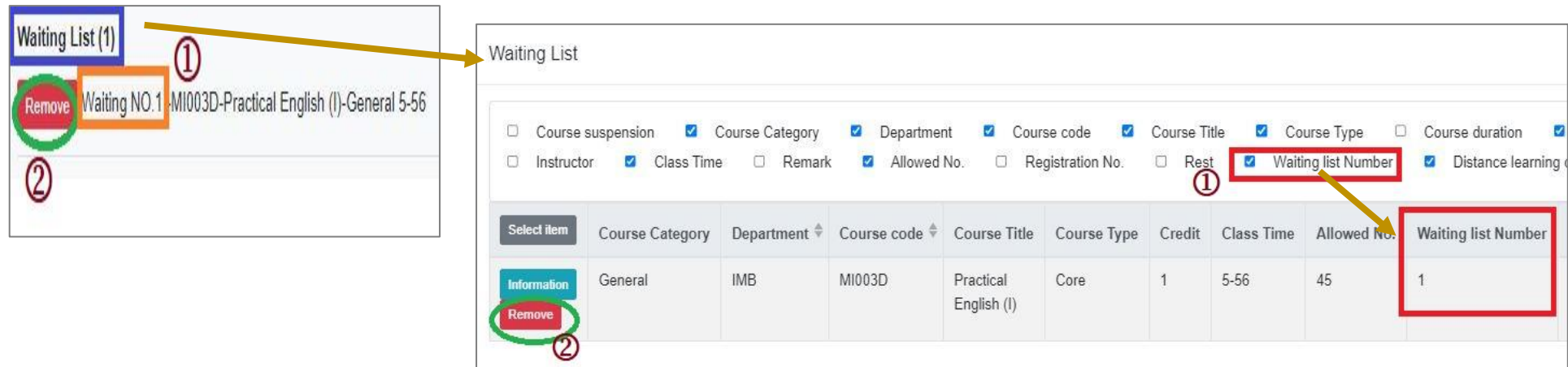
(1) Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the "Waiting list".



(2) Check "Waiting list"

1. Check the Waiting list Number.

2. Click "  " or "Remove" to cancel the Waiting the course.

【Left List】 Click "**Waiting list**" to display the detailed information of the course in "Waiting list".



Select item	Course Category	Department	Course code	Course Title	Course Type	Credit	Class Time	Allowed No.	Waiting list Number
 	General	IMB	MI003D	Practical English (I)	Core	1	5-56	45	1

(3) Courses that are successfully complemented will be automatically included in the "Course List". No longer displayed in the "Waiting List".

## VIII. Online Form for Course Selection (1/5)

### A. Inquiry "Online Form for Course Selection Guidelines"

- (1) Inquiry period: is available when the "pre-scheduled course timetable" is opened each semester." You can click on the "Online Course Selection Form" to access the search function.



- (2) How to check the procedure:

1. Key in the Contact Information: Phone number and E-mail (Required Fields)
2. Choose the course providing unit: Select "College", "Department", and "Degree" from the drop-down menu to display the course selection criteria for the inquired course offering units. Please read the regulations carefully to facilitate the course selection review by the course providing unit. 《Note: If you see "The course providing unit does not offer an online form," it means that the course providing unit is not accepting applications during this phase. 》

Fill in the CYCU Online Form: 2023-08-30 00:00:00 ~ 2023-09-06 16:00:00  
Each course providing unit should complete the distribution and post on the course selection system before 2023-09-11 23:59:00

Enter contact information\*:

① 0912-xxxxxx xxx@gmail.com

Select the course providing unit:

② College of Business Department of Finance Bachelor >---Grade---<

Department of Finance(Bachelor)Please read the notes on Course Selection carefully.

▼ Contact person: 張瑜庭 Phone Number: 03-265-5701 E-MAIL: elle84316@cycu.edu.tw

財金系選課須知

\*\*\*\*請加退選的同學，務必將加退選原因寫在「選課留言」\*\*\*\*

本系學生初修必修課程以修習本系本班為原則，不可換班上課。若有重修低年級必修課程而造成衝突者，需寫「學生報告書」經主任核可後，始可跨班修習；另低年級學生不可跨修高年級之必修課程。（特殊狀況：如國外交換生。）

1. 重複修習「課程名稱相同」之課程，其重複修習之學分課程不予承認。  
2. 各學期可修學分數上、下限：

年級	畢業學分數	下限	上限
大一~大三	128學分	12學分	25學分
大四	128學分	9學分	25學分

## VIII. Online Course Selection Form (2/5)

### B. Produce for the Online Course Selection Form

- (1) Opening time of the application: After the completion of the "First Stage Adding/Dropping Course" in each semester, and the accurate time will be determined according to the "Course Selection Guideline and Schedule".
- (2) Announcement of course selection results: Distribution will be completed before the classes begin in each semester.
- (3) How to check the procedure:
  1. Key in the Contact Information: Phone number and E-mail (Required Fields)
  2. Choose the course providing unit: Select "College", "Department", and "Degree" from the drop-down menu to display the course selection criteria for the inquired course offering units. Please read the regulations carefully to facilitate the course selection review by the course providing unit. 《Note: If you see "The course providing unit does not offer an online form," it means that the course providing unit is not accepting applications during this phase. 》

Fill in the CYCU Online Form: 2023-08-30 00:00:00 ~ 2023-09-06 16:00:00  
Each course providing unit should complete the distribution and post on the course selection system before 2023-09-11 23:59:00

Enter contact information\*:  
① 0912-xxxxxx xxx@gmail.com

Select the course providing unit:  
② College of Business Department of Finance Bachelor >---Grade---<

Department of Finance(Bachelor)Please read the notes on Course Selection carefully.

Contact person: 張瑜庭 Phone Number: 03-265-5701 E-MAIL: elle84316@cycu.edu.tw

財金系選課須知

\*\*\*\*請加退選的同學，務必將加退選原因寫在「選課留言」\*\*\*\*

本系學生初修必修課程以修習本系本班為原則，不可換班上課。若有重修低年級必修課程而造成衝突者，需寫「學生報告書」經主任核可後，始可跨班修習；另低年級學生不可跨修高年級之必修課程。（特殊狀況：如國外交換生。）

1. 重複修習「課程名稱相同」之課程，其重複修習之學分課程不予承認。  
2. 各學期可修學分數上、下限：

年級	畢業學分數	下限	上限
大一~大三	128學分	12學分	25學分
大四	128學分	9學分	25學分

## VIII. Online Course Selection Form (3/5)

### 3. Open the Course Registration (Add/ Drop)

- Choosing the required course to click "Add" or "Drop". 《Please note that the number of courses you can apply for is limited by the course providing unit.》
- Enter the 「Course Message」 : **Optional**. You may fill in relevant explanations according to the regulations of the department offering, providing them as a reference for the reviewing.
- Upload the file: **Optional**. You may upload supporting documents for course selection according to the regulations of the department offering the course, such as screenshots of the teacher's approval for adding the course or required course grades, which will serve as a reference for the course review process. If this function is not displayed, it means that you can't upload any files.

### 4. Click "Save" to confirm the application.

The screenshot shows the 'Register/Drop course' interface. On the left, a table lists available courses. On the right, a form allows for course selection details, including a message and file upload. Numbered annotations (1-4) highlight key features: 1. 'Add' buttons in the course table; 2. 'Message for Course Selection' text area; 3. 'Browse' button for file upload; 4. 'Save' button to confirm the application.

Register/Drop course: The quantity of course application limited: Core:5 items limited to fill. Elective: Unlimited.

Click and enter the courses you need to query.

	Department	Course Category	Course code	Course Title	Credit	Course Type	Class Time
① Add	MEB	General	ME051A	Calculus (I)	3	Core	1-56 4-2 4-2
Add	MEB	General	ME051B	Calculus (I)	3	Core	4-34 1-8 1-8
Add	MEC	General	ME051C	Calculus (I)	3	Core	4-34 1-8 1-8

Register GE245A Life in Bible

② Message for Course Selection:

0/300

File: Choose a file or drop it here... ③ Browse

④ Save Cancel

## VIII. Online Course Selection Form (4/5)

### (4) Registered Course List

1. Situations on Online Form for Course Selection are as follows:

No.	Conditions	Audit Result / Time
1	The course providing unit has not yet been completed.	Reviewing
2	The application was canceled by the student. (The course providing unit has not yet reviewed.)	Cancel the Add/Cancel the Drop
3	The course application has been approved, and the add/drop process has been completed.	Pass(add)/Pass(drop)
4	The course review is not approved lead to add or drop courses successfully.	Not Passed
5	Course Overlap	Add Fail (Two courses shown in the same time slot in course list.)
6	Chosen courses have the same name	Add Fail (Courses of the same name have been added and can't be added again!)
7	Credits Overload	Add Fail (The total credits are already full, excluding Minor/Double major/Interdisciplinary Course Program /Employment Program/Teacher Education Program/Micro Program.)

## VIII. Online Form for Course Selection (5/5)

**2. Review Opinion:** Explanations or reasons provided by the course providing unit regarding the audit results.

**3. Cancel the Add/Drop:** By clicking on the button, the course selection or withdrawal application will be canceled, which will be displayed in the "Approval Result/Time" column. 《Note: If the course unit has already completed the course review, the application cannot be canceled. Please contact the course unit for further assistance.》

**4. Edit :** can renew the data of the "Course Message" and "Upload the file."

★ List of registered courses														①	②
	Index	Add/Drop	Each course providing unit	Department	Course Category	Course code	Course Title	Credit	Course Type	Class Time	Classroom	Message for Course Selection	File	Audit results/Time	Review opinion
③ Cancel to Add Edit	1	Add	Department of Biomedical Engineering	BEB	General	BE334G	Clinical Engineering	3	Elective	3-EFG	E8-315	教授好，我是電資學院的學生，有預計參加生醫產業就業學程，希望可以加簽上這堂課！	test.JPG	Admission is under review.	符合延肄加選資格
④	2	Add	Department of Electronic Engineering	ELB	General	EL452L	Introduction to Microelectronic Packaging	3	Elective	2-567	C2-318			Fail to add (Courses of the same name have been added and can't be added again) /2023-05-10 10:55:34	
	3	Add	Department of Electronic Engineering	ELB	General	EL423G	Embedded Micro-Processor System	3	Elective	5-DEF	E6-410			Fail to add (Courses of the same name have been added and can't be added again) /2023-05-10 10:55:34	

## **IX. The Second Stage Adding/Dropping Course (1/10)**

---

### **A. System Rules**

- (1) Students who register first will be enrolled first, without complement orderly**
- (2) Add the Second Extended General education elective course (GQ, EQ, KQ, and IQ)**
- (3) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**
  - 1. Compulsory PE course**
  - 2. Elective PE course**
  - 3. Military Training course**

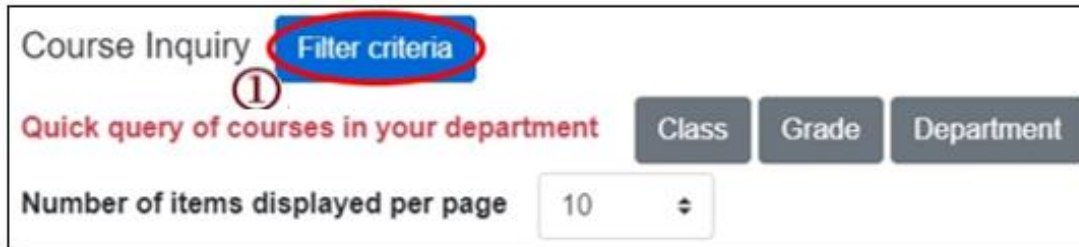


## IX. The Second Stage Adding/Dropping Course (2/10)

### B. Add Course

#### (1) "Course Inquiry" Adding

1. To Click the "Filter criteria" search for courses to add according to your requirements.



Course Inquiry **Filter criteria**

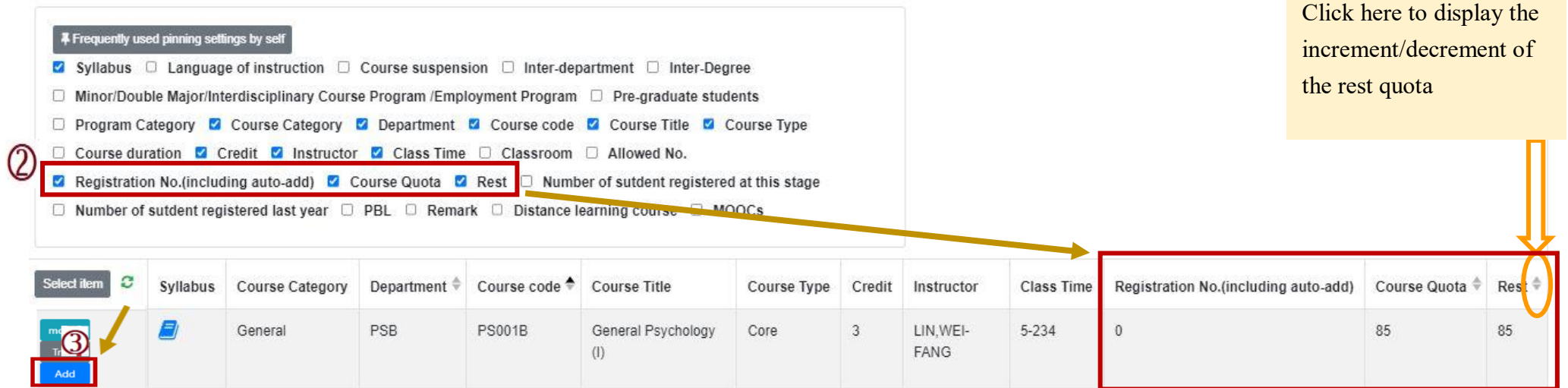
Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

2. Check "Registration No. (including auto-add)", "Course selection No.", "Filtering No.", and can view information such as course selection balance.

3. Click "Add".



Frequently used pinning settings by self

- ☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree
- ☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Pre-graduate students
- ☐ Program Category ☒ Course Category ☒ Department ☒ Course code ☒ Course Title ☒ Course Type
- ☐ Course duration ☒ Credit ☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No.
- ☒ Registration No.(including auto-add) ☒ Course Quota ☒ Rest ☐ Number of student registered at this stage
- ☐ Number of student registered last year ☐ PBL ☐ Remark ☐ Distance learning course ☐ MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Registration No.(including auto-add)	Course Quota	Rest
<b>Add</b>		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85

Click here to display the increment/decrement of the rest quota

## IX. The Second Stage Adding/Dropping Course (3/10)

### (2) The adding for "Course Inquiry"

1. Courses that will be added can be added to the tracking list in advance.

Select item	Syllabus	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
<div>more...</div> <div>Track</div> <div>Add</div>			Science	PSB	PS000B	Introduction to Natural Science and Artificial Intelligence	Compulsory	2	I Elizabeth Cha

2. Click "Add" in the tracking list.

[Left List] Click "**Tracking List**" to display the detailed information of the course in "Tracking List".

<div>Tracking List (3)</div> <div> <div>Add</div> <div>BA945A-Physical Education (I)-PE 1-78</div> </div> <div> <div>Remove</div> <div>Add</div> <div>AC945A-Physical Education (I)-PE 4-56</div> </div> <div> <div>Remove</div> <div>Add</div> <div>AC945B-Physical Education (I)-PE 2-34</div> </div>									
Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	
<div>Information</div> <div>Remove</div> <div>Add</div>		PE	BA	BA945A	Physical Education (I)	Compulsory	0	CHIANG, HUAL-HSIAO	
<div>Information</div> <div>Remove</div> <div>Add</div>		PE	ACB	AC945A	Physical Education (I)	Compulsory	0	TSAI, CHUNG-HSIEH	
<div>Information</div> <div>Remove</div> <div>Add</div>		PE	ACB	AC945B	Physical Education (I)	Compulsory	0	CHEN, CHIEN-TING ,LIN, KUO-CHUAN	

## IX. The Second Stage Adding/Dropping Course (4/10)

---

### C. View the Result of Adding Courses

The operational order of the system will be depended on the following two points: ① Whether the student meets the following status "Inter-Degree, Inter-department, Minor/Double major/Interdisciplinary Course Program/Employment Program, Pre-graduate students" → ② Whether the course still has "Rest", the results are as follows:

#### (1) Can't be added:

- a. The course providing unit unchecked 「 Inter-Degree 」 : After students click "Add", the system will indicate "**Not Inter-Degree.**"
- b. The course providing unit unchecked 「 Inter-Department 」 : After students click "Add", the system will indicate "**Not Inter-Department.**"
- c. The course providing unit unchecked 「 Minor/Double major/Interdisciplinary Course Program/Employment Program 」 : After students click "Add", the system will indicate "**Not Inter-Department.**"
- d. The course providing unit unchecked 「 Pre-graduate students 」 : After students click "Add", the system will indicate "**Not Inter-Degree.**"

#### (2) Successfully added: The system reminds "**XX (course) added successfully!**"

## IX. The Second Stage Adding/Dropping Course (5/10)

---

**(3) Add Failed: Common reasons are listed below.**

No	Reason	Remind
1	Insufficient balance of the course	Insufficient balance of the course, fail to add.
2	Course Overlap	Two courses shown in the same time slot in course list.
3	After one of the following courses has been selected (Ex: Compulsory PE /electives PE and military training course), you can't select the same category of the course.	Courses of the same category have been added and can't be registered again!
4	Have already chosen two Extended General education elective courses	Courses of the same category have been added and can't be registered again!
5	Chosen courses have the same name	Courses of the same name have been added and can't be added again!
6	Credits are full	The number of credits is full, fail to add!

## IX. The Second Stage Adding/Dropping Course (6/10)

### D. View the Selected Courses

#### (1) Check "Course List".

【Left List】 Click "**Course List**" to display the detailed information of the course in "Course List".

**Course List (4)**

Drop

PS541R-Advance Clinical Neuropsychology-General 5-234

Drop

PS531R-Seminar on Emotion and Behavior Development-General 3-8CD

Drop

PS493R-Employee Training and Development aining and Development-General 5-567

Drop

PS406R-Sexual Minority Issues in Psychology-General 6-B

Course List								
<div><input checked="" type="checkbox"/> Course suspension <input type="checkbox"/> Auto-add <input type="checkbox"/> Withdraw automatic adding courses <input type="checkbox"/> Course Overlap or not <input type="checkbox"/> Program Category <input checked="" type="checkbox"/> Course Category <input checked="" type="checkbox"/> Department <input checked="" type="checkbox"/> Course code <input checked="" type="checkbox"/> Course Title <input checked="" type="checkbox"/> Course Type <input type="checkbox"/> Course duration <input checked="" type="checkbox"/> Credit <input checked="" type="checkbox"/> Instructor <input checked="" type="checkbox"/> Class Time <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Remark <input checked="" type="checkbox"/> Distance learning course</div>								
Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
<div>Information</div> <div>Drop</div>		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
<div>Information</div> <div>Drop</div>		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

## IX. The Second Stage Adding/Dropping Course (7/10)

### (2) Check "Timetable"

1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

Timetable

Description for the restriction of Distance learning course

Description

※ : Auto-add Course \*

Black : Been selected \*

Blue : Been tracked \*

Red : Been registrated \*

Yellow : Course time conflicts \*

Green : Course is in the waiting list \*

(DL) : Distance Learning Course \*

EXCEL

週一 週二 週三 週六 週日

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

2. 09:10 ~ 10:00

3. 10:10 ~ 11:00

4. 11:10 ~ 12:00

B. 12:10 ~ 13:00

5. 13:10 ~ 14:00

※ AC945B-Physical Education (I) -

※ AC945A-Physical Education (I) -

PS541R-Advance Clinical Neuropsychology -S1-723

PS541R-Advance Clinical Neuropsychology -S1-723

PS406R-Sexual Minority Issues in Psychology(通) -

PS493R-Employee Training and Development aining and Development(通) -

Description

※ : Auto-add Course \*

Black : Been selected \*

Blue : Been tracked \*

Red : Been registrated \*

Yellow : Course time conflicts \*

Green : Course is in the waiting list \*

(DL) : Distance Learning Course \*

## IX. The Second Stage Adding/Dropping Course (8/10)

2. Courses without class time are displayed at the bottom of the "Timetable".

G. 20:45 ~ 21:35

②

The following subjects have no class hours:

- undefined CO100L Career competition ability of Chu-Han battle
- undefined CO638L The Physics of Superheroes

3. Click "Excel" to download Timetable.

Timetable

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
6	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
7	B. 12:10 ~ 13:00					
8				GE226A- Introduction to Life Education -		
9	5. 13:10 ~ 14:00					
10						
11	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	GE226A- Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
12	7. 15:10 ~ 16:00				※ IE347H-Quality Control -E3-206	
13	8. 16:10 ~ 17:00				※ IE347H-Quality Control -E3-206	
14	C. 17:05 ~ 17:55	※ IE323H-Production Control Lab -E3-307				
15	D. 18:00 ~ 18:50	※ IE323H-Production Control Lab -E3-307				
16	E. 18:55 ~ 19:45					
17	F. 19:50 ~ 20:40					
18	G. 20:45 ~ 21:35					
19						
20	The following subjects have no class hours:					



## IX. The Second Stage Adding/Dropping Course (9/10)

### E. Drop Course

(1) Enter "Course List" and click "Drop".

【Left List】 Click "**Course List**" to display the detailed information of the course in "Course List".

The screenshot shows two windows. The left window, titled 'Course List (4)', contains a list of four courses, each with a red 'Drop' button. The first course is 'PS541R-Advance Clinical Neuropsychology-General 5-234'. A green arrow points from this 'Drop' button to the right window. The right window, titled 'Course List', displays a table of course details for the selected course. The table has columns: 'Select item', 'Course suspension', 'Course Category', 'Department', 'Course code', 'Course Title', 'Course Type', 'Credit', and 'Instructor'. The first row shows details for 'PS541R-Advance Clinical Neuropsychology'. A green arrow points from the 'Drop' button in the 'Select item' column to the 'Drop' button in the 'Course suspension' column of the same row.

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

(2) Please click on [Ok] to confirm and drop the following course.

A confirmation dialog box titled 'Confirm to withdraw' with the text 'PS541R Advance Clinical Neuropsychology'. At the bottom right, there are two buttons: 'Ok' and 'Cancel'. A green arrow points down to the 'Ok' button.

## IX. The Second Stage Adding/Dropping Course (10/10)

### (3) Instructions for Withdrawing about "Auto-add" Courses

1. Enter "Course List" to select the button of "Auto-add" and "Withdraw automatic adding courses" in the displayed fields.
2. To view the remark of "Auto-add" Courses

Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-Withdraw	Students cannot drop the course by themselves. ※Remind : The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

Course List

☐ Course suspension
 ☒ Auto-add
 ☒ Withdraw automatic adding courses
 ☐ Course Overlap or not
 ☐ Program Category

☒ Department
 ☒ Course code
 ☒ Course Title
 ☒ Course Type
 ☐ Course duration
 ☒ Credit
 ☒ Instructor
 ☒ C

☐ Classroom
 ☒ Remark
 ☒ Distance learning course

①

②

Select item	Auto-add	Withdraw automatic adding courses	Course Category	Department	Course code	Course Title	Course Ty
Information Drop	V	Non-withdraw	General	IE	IE322H	Production Planning and Control	Core
Information Drop	V	Non-withdraw	General	IE	IE323H	Production Control Labs	Core
Information Drop	V	Non-withdraw	General	IE	IE325H	Operations Research(I)	Core
Information Drop	V	Non-withdraw	General	IE	IE347H	Quality Control	Core
Information Drop	V	Non-withdraw	General	IE	IE390H	Quality Control Laboratory	Core