

CYCU
Online Course Selection System
Procedures

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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.

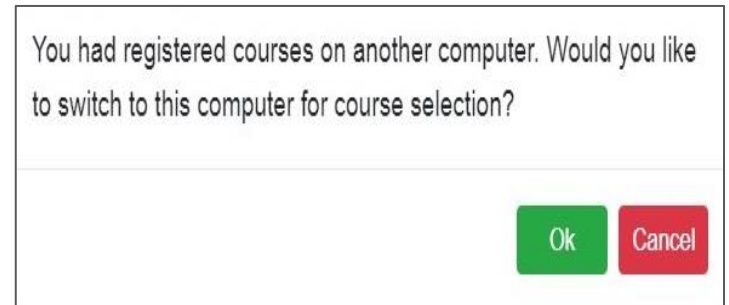
B. After logging in to the course selection system, if you do not perform any course selection assignments [within 30 minutes](#), the system will automatically log out.

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

1 中原大學

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

3 Course Inquiry Filter criteria
Quick query of courses in your department Class Grade Department
Number of items displayed per page 50

4 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

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

Registration list (0)
 Waiting List (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.

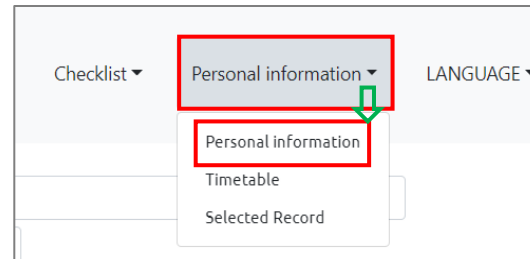
III. Introduction to the function of the Course Selection System (3/11)

- 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].



Personal information

①

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
The identification of additional credits	

②

Credit Limit <i>i</i>	25 Credit
Selected credits	more Remaining credits
0	25

③

[Minor / Double major / Program] Additional credit limit <i>i</i>							0 Credit
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	0	0

④

[Apply for over-study credits] Additional credit limit <i>i</i>		0 Credit
Selected credits		Remaining credits
0		0

⑤

[Apply for Special Research Topic / Independent Study] Additional credit limit <i>i</i>		0 Credit
Selected credits		Remaining credits
0		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 CYCU Regulations of Undergraduate Students Studying Master's Degree Program Courses, 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.

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	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.

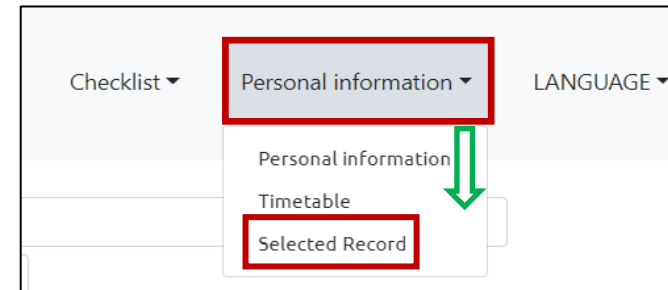
※Related Explanation:

- (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

Course Category Department Course code Course Title Course Type Course duration
 Credit Instructor Class Time Course Condition Operator 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 aining and Development	Elective	3	Drop	Student	2022-07-22 16:55:49
Information	General	Department of Psychology	PSS31R	Seminar on Emotion and Behavior Development	Elective	3	Drop	Student	2022-07-22 16:55:47
Information	General	Department of Psychology	PSS41R	Advance Clinical Neuropsychology	Elective	3	Drop	Student	2022-07-22 16:55:44
Information	General	Department of Psychology	PSS31R	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 a detailed announcement from the Bulletin Board. It is divided into three numbered steps:

- Step 1:** A red box highlights the "Bulletin board" link in the top navigation bar, with a yellow arrow pointing to it.
- Step 2:** A yellow box highlights a table row in the Bulletin board. The table has three columns: Title, Category of Announcement, and Content. The row contains the following information:

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)
- Step 3:** A yellow box highlights the "一、111-1學期選課報報(請點我下載) (...more)" link in the content column. A yellow arrow points from this link to a detailed announcement window that has opened. The window title is "111-1學期選課報報" and it 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 right of the window, there is a green arrow icon and a blue "OK" button.

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.

Bulletin board	CYCU Online Form for Course Selection	Announcement of Course Selection Time					
----------------	---------------------------------------	---------------------------------------	--	--	--	--	--

Time Category	Start Date and Time	End Date and Time	Process Category	Identity category	Freshmen/ Current Students	Course Category	Remark
1st stage Registration Junior, Senior, Fifth-year students of the bachelor program, deferral graduates	2023-12-13 09:00:00	2023-12-13 23:59:59	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Drop <input checked="" type="checkbox"/> Registration and Cancellation	<input type="checkbox"/> Freshman <input 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 or above <input type="checkbox"/> Exchange Students	<input checked="" type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	<input checked="" type="checkbox"/> Department of Professional Courses (General courses/Teacher Education Program) <input checked="" type="checkbox"/> GE/Physical education/Military training courses <input checked="" type="checkbox"/> Basic Knowledge Courses	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.通識延伸選修選上一門者(不含學院指定通識倫理類課程)，不得再登記。5.宗人哲課程：三年級以上(建築、財法為四年級以上)學生優先篩選。6.公民及歷史類課程：三年級以上(建築、財法為四年級以上)學生優先篩選。7.每日16:30後得查詢各課程之登記人數。8.具有輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研生身分者，修習前述課程限於所申請之輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研之研究所。
1st stage Registration Freshmen, Sophomore, Graduate students	2023-12-14 09:00:00	2023-12-14 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 type="checkbox"/> Junior <input type="checkbox"/> Senior <input checked="" type="checkbox"/> First-year graduate student <input checked="" type="checkbox"/> Second-year graduate student or	<input checked="" type="checkbox"/> Freshmen <input checked="" type="checkbox"/> Current Students	<input checked="" type="checkbox"/> Department of Professional Courses (General courses/Teacher Education Program) <input checked="" type="checkbox"/> GE/Physical education/Military training courses <input checked="" type="checkbox"/> Basic Knowledge Courses	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.通識延伸選修選上一門者(不含學院指定通識倫理類課程)，不得再登記。5.宗人哲課程：三年級以上(建築、財法為四年級以上)學生優先篩選。6.公民及歷史類課程：三年級以上(建築、財法為四年級以上)學生優先篩選。7.每日16:30後得查詢各課程之登記人數。8.具有輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研生身分者，修習前述課程限於所申請之輔系、雙主修、教育學程、跨領域學程、就業學程、微型學程及預研之研究所。

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.



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



(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 50 100 200 500 1000

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

Frequently used pinning settings by self

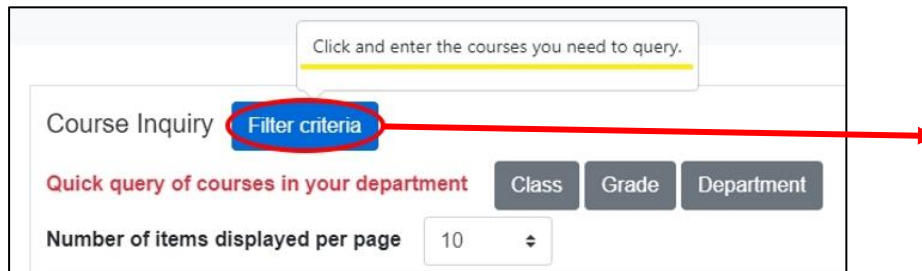
- Syllabus Language of instruction Course suspension Inter-department Inter-Degree
- Minor/Double Major/Interdisciplinary Course Program /Employment Program Program Category
- Course Category Department Course code Course Title Course Type Course duration Credit
- Instructor Class Time Classroom Allowed 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
more... Track		IQ	GEB	GE038C	Emotion Soft Skills for Workplace	Elective	2	SHIOU-LING, TSAI		0
more... Track		IQ	GEB	GE040A	Music is Life	Elective	2	LINSHAO-ING	4-56	0
more... 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.



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 汉语

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

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)

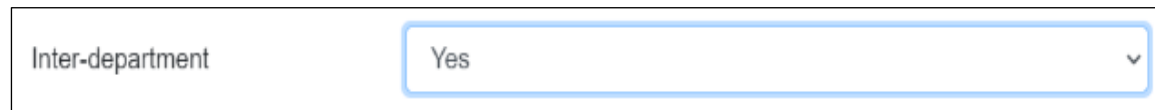
Example 3. Enter "Rest" to query : Choosing 「 \leq 」, 「 \geq 」, 「 $=$ 」 and the rest number.

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



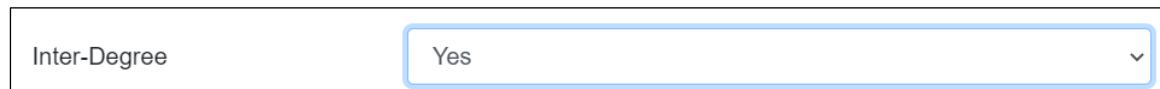
Course Quota	「 \leq 」	
Rest	「 $>$ 」	0
Number of student registered at this stage	「 \leq 」	

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



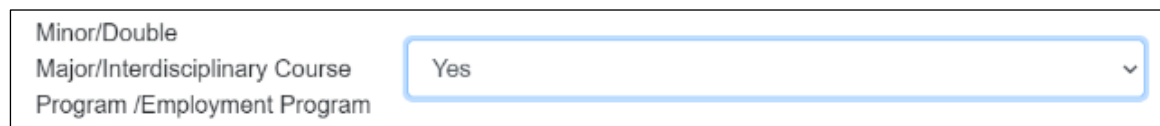
Inter-department	Yes
------------------	-----

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	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	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 [Filter criteria](#)

Quick query of courses in your department [Class](#) [Grade](#) [Department](#)

Number of items displayed per page 10

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

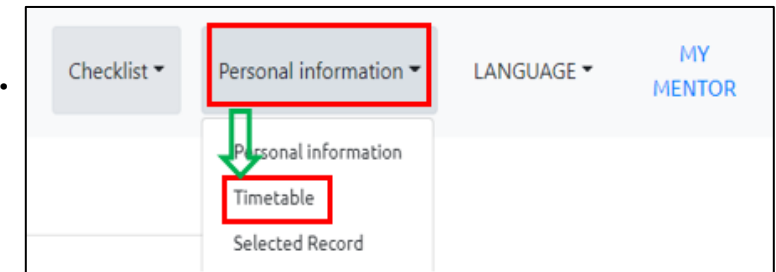
《Clicking the "  " button, the information of the course list can be updated immediately such as Rest, Registration No. and so on.》

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
		General	IE325H	Operations Research(I)	Core	3	Hxxxx	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.

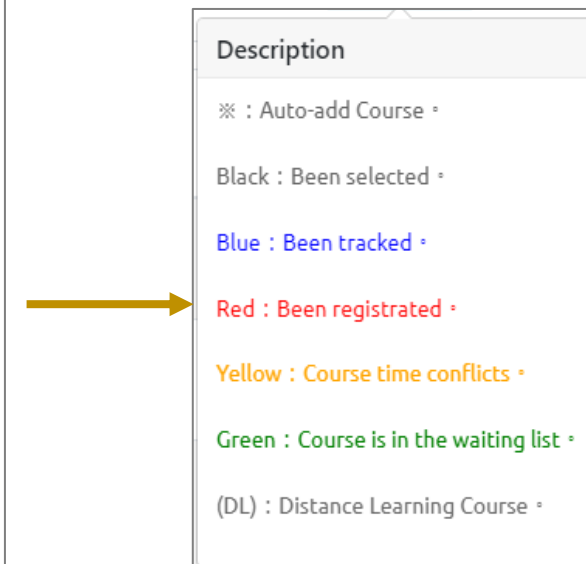
【Blue: Courses already tracked. 「※」 means : Auto-add Course.】

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
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		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 ◦

→ Blue: Courses already tracked



IV. Pre-registration for Course Schedule (7/9)

(3) Hover the mouse pointer over the course name, and you can click on the link to view the "Course Outline".

Timetable [Description](#) [Description for the restriction of Distance learning course](#) The maximum number of total credits which can be taken: 25 Credit
Total credits been taken: 21 Credit

EXCEL	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
A. 07:10 ~ 08:00						
1. 08:10 ~ 09:00		※ AR342G- Architectural Design Studio (5)-				
2. 09:10 ~ 10:00		※ AR342G- Architectural Design Studio (5)-				
3. 10:10 ~ 11:00	AR325G-Sustainable Building-C2-310	※ AR342G- Architectural Design Studio (5)- GE249B-The Concern about Life and Death in West and Chinese Philosophy -C2-615				
4. 11:10 ~ 12:00	AR325G-Sustainable Building-C2-310	※ AR342G- Architectural Design Studio (5)- GE249B-The Concern about Life and Death in West and Chinese Philosophy -C2-615				

1121 School Years GEB The Concern about Life and Death in West and Chinese Philosophy Course plan

ID	GE249B	Instructor	FAN,JIA-RUNG
Course	The Concern about Life and Death in West and Chinese Philosophy	Class	GEB
Credit	2	Required/Elective	Elective Course
One/Two Semester	One Semester	Remarks	
Type of Instruction	Sky	Language of instruction	Chinese
Max Class Size	120	Course Hours	2
Class Location/Time	Chen Chih Hall615/2-34	Prerequisite	none
Teaching Assistant	none	Office Hour	Tuesday 08:10~12:00 In addition, please contact by email
Website	none	E-Mail	longgafun@yahoo.com.tw
Academic ratio	60%	Practical ratio	40%
Course category	<PBL課程>		
SDGs目標關聯性	3:"良好健康與福祉", 4:"優質教育",		

Core Courses Ability Direction

- 1.Methods of thought
- 2.Caring for life
- 3.Building character
- 4.Value judgement (the Creator)

Objective

With the theme of "Life Concern", the course will explore the thought of life and death in Chinese and Western philosophy and related issues. From the understanding of the limits of personal life and the possibility of transcendence and promotion, come to realize the dignity and value that death should have. Secondly, from Chinese and Western philosophical thinkers, select those who have a high degree of concern for life and death issues, and respond to contemporary life and death problems based on their attention to life and death issues, and try to provide us with the meaning of life by learning from the past and knowing the present. The search and establishment of , provide the possibility of further thinking.

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

(4) Click "Excel" to download Timetable.




	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 (1) -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:					

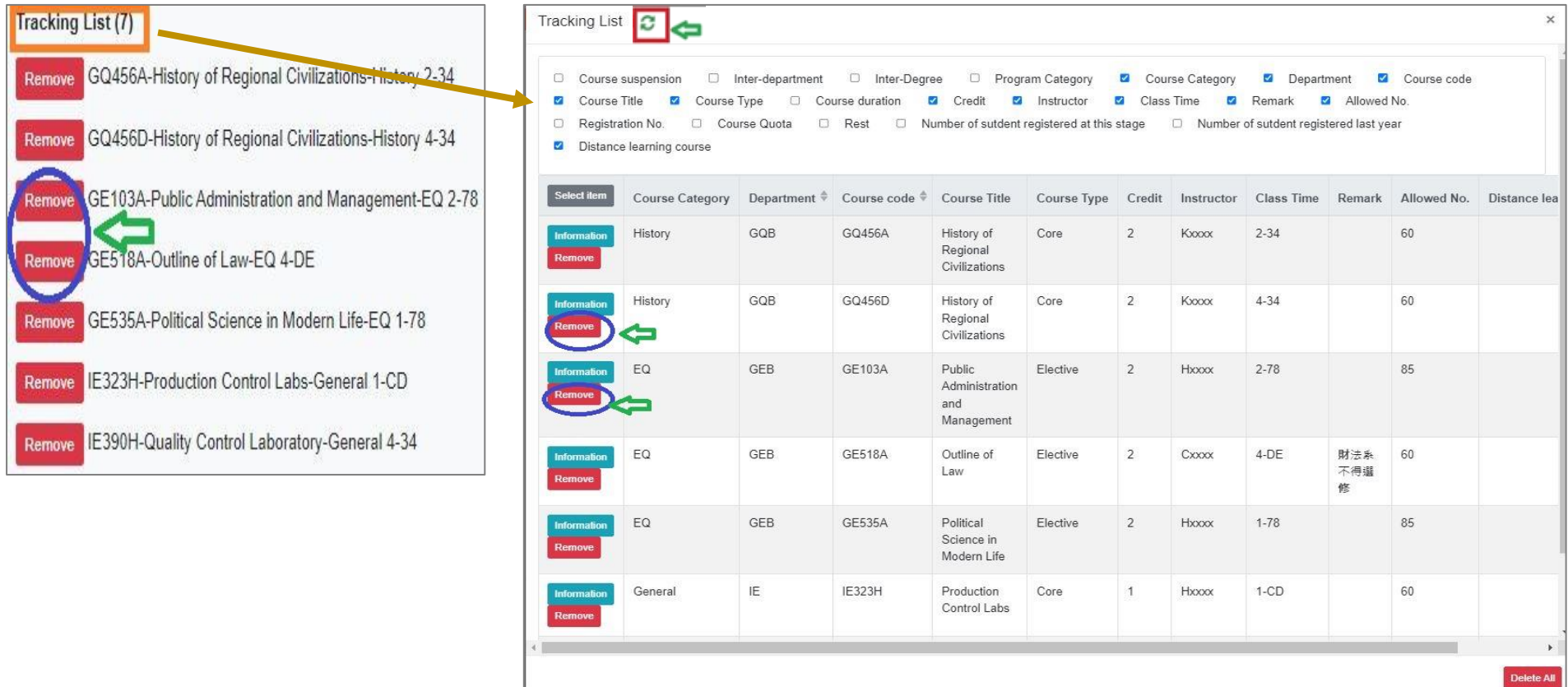
IV. Pre-registration for Course Schedule (9/9)

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.



The screenshot displays the "Tracking List" interface. On the left, a list of courses is shown with "Remove" buttons. A yellow arrow points from the "Remove" button for "GQ456A-History of Regional Civilizations-History 2-34" to the "Remove" button in the table. A green arrow points from the "Remove" button for "GE103A-Public Administration and Management-EQ 2-78" to the "Remove" button in the table. Another green arrow points from the "Remove" button for "GE518A-Outline of Law-EQ 4-DE" to the "Remove" button in the table. The main table has columns: Select item, Course Category, Department, Course code, Course Title, Course Type, Credit, Instructor, Class Time, Remark, Allowed No., and Distance lea. The table contains 8 rows of course data. A "Delete All" button is at the bottom right.

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

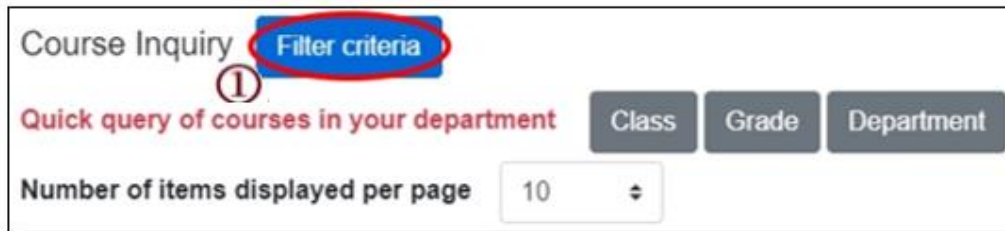
- (1) According to 「 Course Selection Guideline & Schedule 」 , students are allowed to register courses during the designated period**
- (2) The order of registration has nothing to do with the filtering of courses.**
- (3) Courses registered for this stage do not mean that you have been selected, which 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. Course Register

(1) The registration for "Course Inquiry"

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



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".

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	Res	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

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
more... Track		General	IE325H	Operations Research(I)	Core	3	Hxxxx	1-234
more... Track		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

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
Information Remove Register		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60
Information Remove Register		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34		60

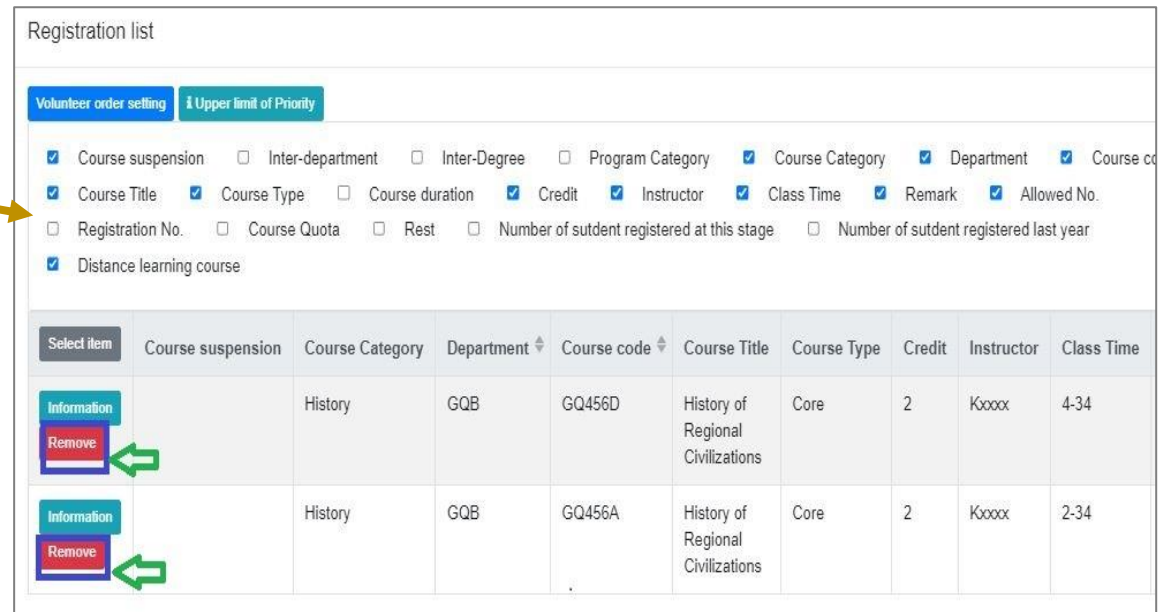
Delete All

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".



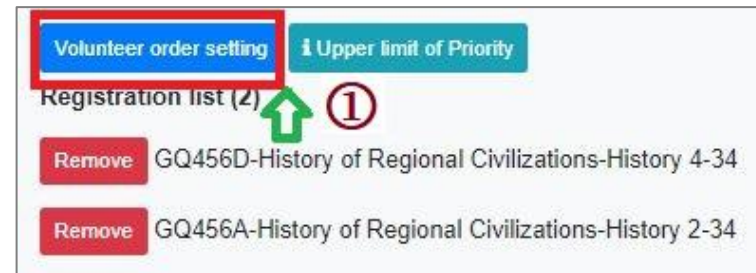
A screenshot of the "Registration list" page. At the top, there are two buttons: "Volunteer order setting" (blue) and "Upper limit of Priority" (teal). Below them, there are several checkboxes for filtering: "Course suspension", "Inter-department", "Inter-Degree", "Program Category", "Course Category", "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", and "Distance learning course". Below the checkboxes is a table with the following columns: "Select item", "Course suspension", "Course Category", "Department", "Course code", "Course Title", "Course Type", "Credit", "Instructor", and "Class Time". The table contains two rows of data, each with an "Information" button and a "Remove" button (circled in blue) with a green arrow pointing left.

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】

The screenshot shows a timetable interface with a grid of courses. A red box highlights the course 'GQ456D-History of Regional Civilizations -C2-618' in the 11:10-12:00 slot on Thursday. A yellow box highlights a legend for registration statuses: Black (Selected), Blue (Tracked), Red (Registered), Yellow (Conflicts), and Green (Waiting List). A red box with the text 'Red Mark: Courses already registered →' points to the red mark on the course name. An arrow points from the legend to a detailed description box on the right.

Timetable	Description for the restriction of Distance learning course		Description	①
EXCEL	週一	※ : Auto-add Course	週四	週五
A. 07:10 ~ 08:00		Black : Been selected		
1. 08:10 ~ 09:00		Blue : Been tracked		
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206	Red : Been registered		※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	Yellow : Course time conflicts	(DL) : Distance Learning Course	※ IE390H-Quality Control Laboratory - E3-307
		Green : Course is in the waiting list		※ IE322H-Production Planning and Control -E3-105
				GQ456D-History of Regional Civilizations -C2-618
4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations		※ IE390H-Quality Control Laboratory - E3-307
				※ IE322H-Production Planning and Control -E3-105
				GQ456D-History of Regional Civilizations -C2-618

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.



Excel spreadsheet titled "GQ456D-History of Regional Civilizations -C2-618".

	A	B	C	D	E	F
	EXCEL	週一	週二	週三	週四	週五
1	A. 07:10 ~ 08:00					
2	1. 08:10 ~ 09:00					
3	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
4	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
5	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
6	B. 12:10 ~ 13:00					
7	5. 13:10 ~ 14:00			IE306E-Probability & Statistics (1) -E3-206		
8	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (1) -E3-206	IE306E-Probability & Statistics (1) -E3-206	※ IE347H-Quality Control -E3-206	
9	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	
10	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	
11	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
12	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307			GE518A-Outline of Law -	
13	E. 18:55 ~ 19:45				GE518A-Outline of Law -	
14	F. 19:50 ~ 20:40					
15	G. 20:45 ~ 21:35					
16	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 Training 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 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	Cxxxx	3-56
Information Drop	Overlap	General	IE	IE306E	Probability & Statistics (1)	Core	3	Cxxxx	2-6 3-56
Information Drop		General	IE	IE322H	Production Planning and Control	Core	3	Wxxxx	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.】

The screenshot shows a timetable interface with a grid of time slots and course listings. A yellow box highlights a legend for symbols and colors. A red box highlights a 'Description' button with a circled '1'. A yellow callout points to a specific course entry in the timetable, stating '→ Yellow: Courses time conflicts.' A larger yellow box on the right provides a detailed description of the symbols and colors.

Time Slot	Course Listing	Status
5. 13:10 ~ 14:00	※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117	None
6. 14:10 ~ 15:00	※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117	None
7. 15:10 ~ 16:00	GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	Yellow (Time Conflicts)
8. 16:10 ~ 17:00	GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	None

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 ◦

GE516A-Introduction to Global Culture -C2-818

※ BE301G-Anatomy and Physiology (I) -E8-314

→ Yellow: Courses time conflicts.

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 ◦

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				GQ456I-History of Regional Civilizations -
E. 18:55 ~ 19:45				GQ456I-History of Regional Civilizations -
F. 19:50 ~ 20:40				
G. 20:45 ~ 21:35				

↓ Yellow: Courses time conflicts.

The following subjects have no class hours:

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 screenshot shows two windows. The left window, titled 'Course List (4)', contains a list of four courses, each with a red 'Drop' button. A yellow arrow points from the 'Drop' button of the first course to the right window. The right window, titled 'Course List', shows a table of course details. A green arrow points to the 'Drop' button in the first row of the table.

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 course name 'PS541R Advance Clinical Neuropsychology'. It features 'Ok' and 'Cancel' buttons. A green arrow points to the 'Ok' button.

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(1)	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

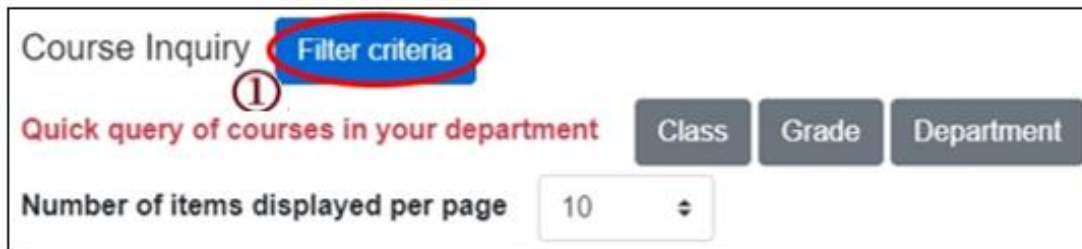
- (1) According to 「 Course Selection Guideline & Schedule 」 the 2nd stage registration, the system will filter every day on 16:00-16:30.**
- (2) No registration for conflict courses.**
- (3) Those who have already chosen one of the following courses, and can't be allowed to register another of the same 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 with 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.



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".

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

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
more... Track		General	IE325H	Operations Research(I)	Core	3	Hxxxx	1-234
more... Track		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

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
Information Remove Register		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60
Information Remove Register		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

[Volunteer order setting](#) [↑ Upper limit of Priority](#)

Course suspension Inter-department Inter-Degree Program Category Course Category Department Course co

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

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

	週一	週二	週三	週四	週五
<p>EXCEL</p> <p>A. 07:10 ~ 08:00</p> <p>1. 08:10 ~ 09:00</p> <p>2. 09:10 ~ 10:00</p> <p>3. 10:10 ~ 11:00</p> <p>4. 11:10 ~ 12:00</p>	<p>※ IE325H-Operations Research(I) -E3-206</p> <p>※ IE325H-Operations Research(I) -E3-206</p> <p>※ IE325H-Operations Research(I) -E3-206</p>	<p>(DL) : Distance Learning Course</p> <p>GQ456A-History of Regional Civilizations</p>	<p>※ IE390H-Quality Control Laboratory - E3-307</p> <p>GQ456D-History of Regional Civilizations -C2-618</p> <p>※ IE390H-Quality Control Laboratory - E3-307</p> <p>GQ456D-History of Regional Civilizations -C2-618</p>	<p>※ IE322H-Production Planning and Control -E3-105</p> <p>※ IE322H-Production Planning and Control -E3-105</p> <p>※ IE322H-Production Planning and Control -E3-105</p>	<p>※ IE322H-Production Planning and Control -E3-105</p>

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

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 告訴我您想要執行的動作...

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	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						
11	B. 12:10 ~ 13:00					
12						
13	5. 13:10 ~ 14:00			IE306E-Probability & Statistics (1) -E3-206		
14						
15	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (1) -E3-206	IE306E-Probability & Statistics (1) -E3-206	※ IE347H-Quality Control -E3-206	
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".

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

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop	<input checked="" type="checkbox"/>	General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop	<input type="checkbox"/>	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.

The screenshot shows a 'Timetable' window with a grid of days (週一 to 週日) and time slots (A, 1, 2, 3, 4, B, 5). A red circle highlights the 'Description' button in the top right. A yellow arrow points from this button to a larger 'Description' legend box on the right. The legend lists the following symbols and colors:

- ※ : 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

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				R-Advance t psychology -S1- 723	
3. 10:10 ~ 11:00		※ AC945B-Physical Education () -		PS541R-Advance Clinical Neuropsychology -S1- 723	
4. 11:10 ~ 12:00		※ AC945B-Physical Education () -		PS541R-Advance Clinical Neuropsychology -S1- 723	
B. 12:10 ~ 13:00					PS406R-Sexual Minority Issues in Psychology(講) -
5. 13:10 ~ 14:00				PS493R-Employee Training and Development aining and Development(講) -	

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
	EXCEL	週一	週二	週三	週四	週五
1	A. 07:10 ~ 08:00					
2	1. 08:10 ~ 09:00					
3	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
4	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
5	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
6	7. 15:10 ~ 16:00					
7	8. 16:10 ~ 17:00			GE226A-Introduction to Life Education -		
8	5. 13:10 ~ 14:00					
9	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	GE226A-Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
10	7. 15:10 ~ 16:00				※ IE347H-Quality Control -E3-206	
11	8. 16:10 ~ 17:00				※ IE347H-Quality Control -E3-206	
12	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
13	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307				
14	E. 18:55 ~ 19:45					
15	F. 19:50 ~ 20:40					
16	G. 20:45 ~ 21:35					
17	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 four courses, each with a red 'Drop' button. A yellow arrow points from the 'Drop' button of the first course to the right window. The right window, titled 'Course List', shows a table of course details. A green arrow points from the 'Drop' button in the table to the left window.

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 contains the text 'Confirm to withdraw' and '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

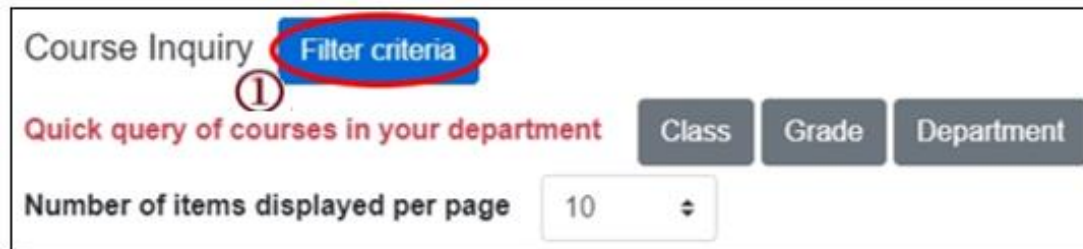
- (1) Students who register first will be enrolled first, and complement orderly.**
- (2) In the event of the same waiting order, students with a high answer rate in teaching evaluations will be given priority in filling vacancies, without considering the class's answer rate. However, for those with 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 Cancellation" 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.



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

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
Add		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

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
  			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
  		PE	BA	BA945A	Physical Education (I)	Compulsory	0	CHIANG, HUI-HSIAO
  		PE	ACB	AC945A	Physical Education (I)	Compulsory	0	TSAI, CHUNG-HSIEH
  		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
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

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.

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				R-Advance l psychology -S1- 723	
3. 10:10 ~ 11:00		※ AC945B-Physical Education (I) -		PS541R-Advance Clinical Neuropsychology -S1- 723	
4. 11:10 ~ 12:00		※ AC945B-Physical Education (I) -		PS541R-Advance Clinical Neuropsychology -S1- 723	
B. 12:10 ~ 13:00				PS406R-Sexual Minority Issues in Psychology(講) -	
5. 13:10 ~ 14:00			※ AC945A-Physical Education (I) -	PS493R-Employee Training and Development aining and Development(講) -	

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 °

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

	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)(德)-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)(德)-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)(德)-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(德)-B2-201	MI003D-Practical English (I) -
9						
10	6. 14:10 ~ 15:00				※MI234D-Multimedia Programming(德)-B2-201	MI003D-Practical English (I) -
11						
12	7. 15:10 ~ 16:00				※MI234D-Multimedia Programming(德)-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 under the header 'Course List (4)'. The first course, 'PS541R-Advance Clinical Neuropsychology-General 5-234', has a red 'Drop' button next to it. A green arrow points from this button to the 'Drop' button in the detailed view on the right. The detailed view shows a table of course information with columns: Select item, Course suspension, Course Category, Department, Course code, Course Title, Course Type, Credit, and Instructor. The first row of the table is highlighted, and a green arrow points to the 'Drop' button in the 'Select item' 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 screenshot shows a confirmation dialog box with the text "Confirm to withdraw PS541R Advance Clinical Neuropsychology". At the bottom right, there are two buttons: "Ok" and "Cancel". A green arrow points to the "Ok" button.

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

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 (11/11)

F. Waiting Courses

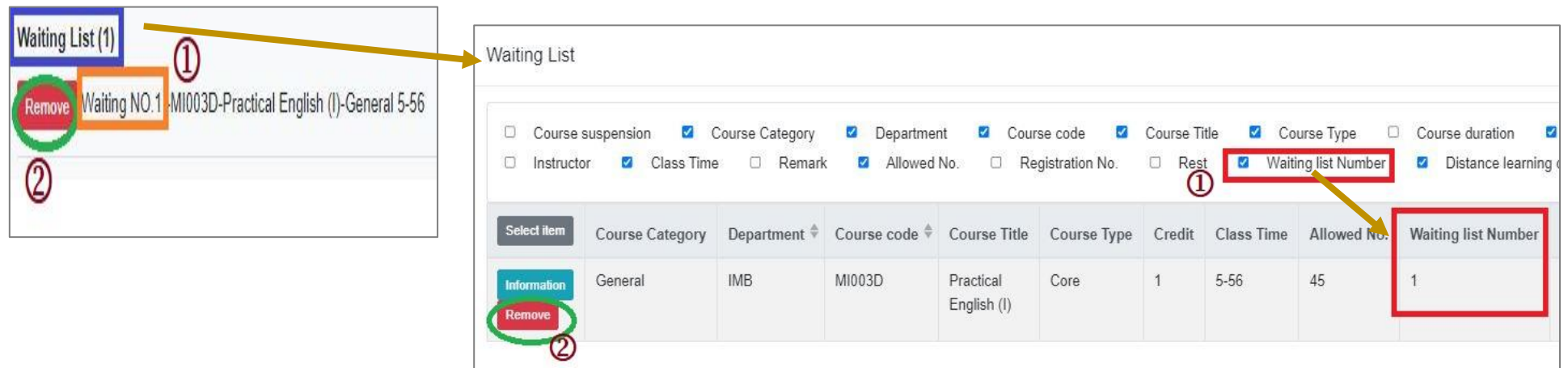
(1) Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the "Waiting list".

(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
Information	General	IMB	MI003D	Practical English (I)	Core	1	5-56	45	1
Remove									

(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

請加選選的同學，務必將加選選原因寫在「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；其他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.

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

Message for Course Selection: ②

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															
	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.	符合延辯加選資格
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

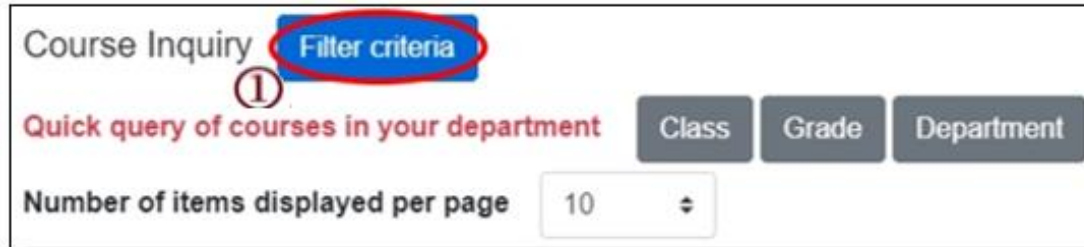
- (1) Students who register first will be enrolled first, without complement orderly**
- (2) Add the Second Extended General education elective course (GQ, EQ, KQ, and IQ)**
- (3) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**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



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

3. Click "Add".

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
		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85

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
more... Track Add			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".

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

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

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

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop	<input checked="" type="checkbox"/>	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

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.

The screenshot shows a "Timetable" window with a legend for course status symbols and colors. The legend is titled "Description" and lists the following:

- ※ : 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

The timetable table below shows the following data:

	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		※ AC945B-Physical Education (I) -			
4. 11:10 ~ 12:00		※ AC945B-Physical Education (I) -			
B. 12:10 ~ 13:00					PS406R-Sexual Minority Issues in Psychology(講) -
5. 13:10 ~ 14:00			※ AC945A-Physical Education (I) -		

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 (1) -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:					

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 the 'Course List' interface. On the left, a list of courses is displayed under the header 'Course List (4)'. The first course, 'PS541R-Advance Clinical Neuropsychology-General 5-234', has a red 'Drop' button circled in blue. A green arrow points from this button to the 'Drop' button in the detailed view on the right. The detailed view shows a table of course information with columns: Select item, Course suspension, Course Category, Department, Course code, Course Title, Course Type, Credit, and Instructor. The first row of the table is highlighted, and a green arrow points to the 'Drop' button in the 'Select item' 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 screenshot shows a confirmation dialog box with the text "Confirm to withdraw PS541R Advance Clinical Neuropsychology". At the bottom right, there are two buttons: "Ok" and "Cancel". A green arrow points 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
 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