CYCU
Online Course Selection System
Procedures

Table of Contents

I. How to Set Up the Online Course System Environment 1

II. Course Selection System Path 3

III. Introduction to the function of the Course Selection System 4

A. The Brief Overview of System Screen 4

B. Description of each function 5

C. To view Personal Information and Course Selection Credits 7

D. To check the Record of Course Selection 11

E. Important Announcement of Course Selection 12

F. To Check the Course Selection time of each stage 13

G. Account, Set up Password and Log out the System 14

IV. Pre-registration for Course Schedule 15

A. Open time 15

B. Frequently used pinning settings by self 15

C. Course Inquiry 16

D. The function of track 19

E. Check the result of Pre-registration course. 20

F. Cancel tracking the course 23

V. The First Stage Registration 24

A. The rules for registration and filtering 24

B. Couse Register 25

C. Check "Registration List" 27

D. Check the "Timetable" which courses have been registered 29

E. View Course Filtering Results 31

F. Drop Course 34

VI. The Second Stage Registration 36

A. The rules for registration and filtering 36

B. Course Registration 37

C. Check "Registration List" 39

D. Check the "Timetable" which courses have been registered. 41

E. View Course Filtering Results 43

F. Drop Course 46

VII. The First Stage Adding/Dropping Course 48

A. System Rules 48

B. Add Course 49

C. View the Result of Adding courses 51

D. View the Selected Courses 53

E. Drop Course 56

F. Waiting Courses 58

VIII. Online Form for Course Selection 59

A. Inquiry "Online Form for Course Selection Guidelines" 59

B. Produce for the Online Course Selection Form 60

IX. The Second Stage Adding/Dropping Course 64

A. System Rules 64

B. Add Course 65

C. View the Result of Adding Courses 67

D. View the Selected Courses 69

E. Drop Course 72

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

A. You can use those browsers such as Chrome, Firefox, Edge, Safari, etc.

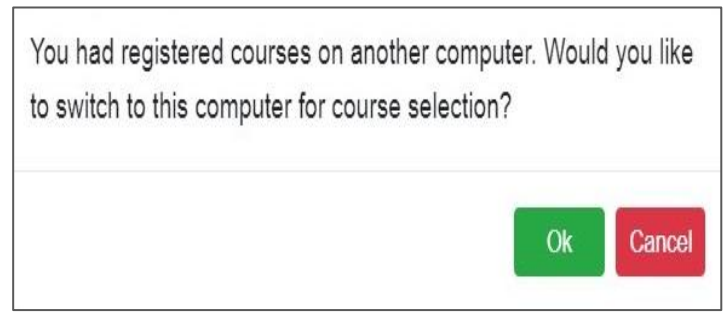
B. After logging in to the course selection system, if you do not perform any course selection assignments within 30 minutes, the system will automatically log out.

C. The same Student ID only can be logged into the course selection system on the same computer or mobile phone.

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

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

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



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

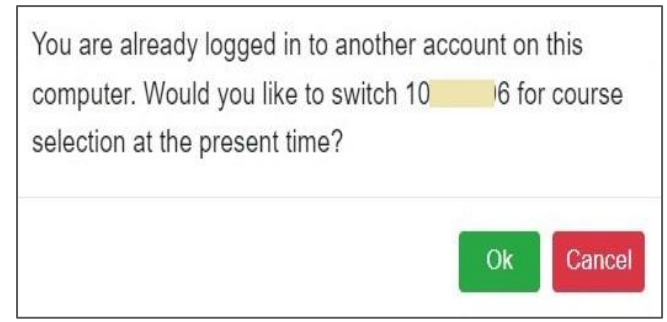
D. The same computer or mobile phone only can use one Student ID to log into the course selection system.

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

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

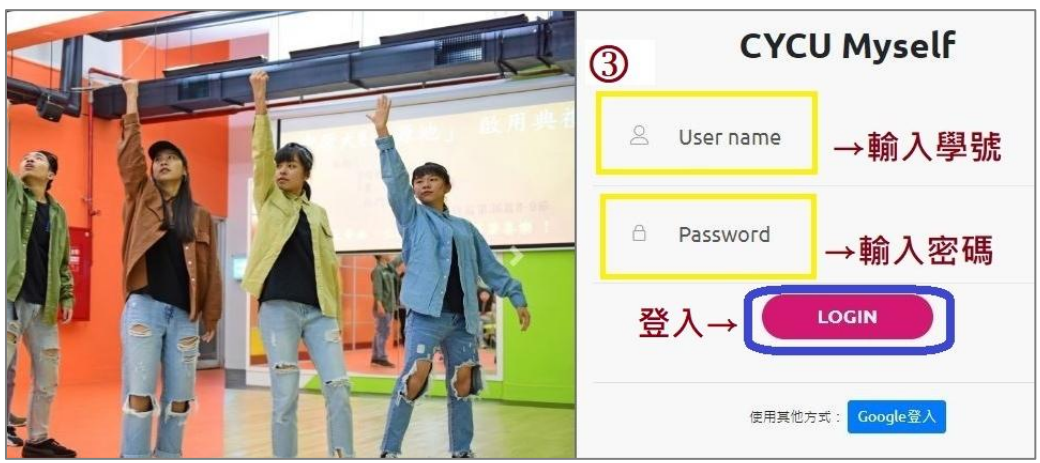
(1)「Student ID 108XXXX1」has been logging in to the course selection system on Computer A with the 1st webpage.

(2) If「Student ID 109XXXX2」has been logging in to the course selection system on Computer A with the 2nd webpage, the notification indicates that "**You are already logged in to another account on this computer. Would you like to switch 109XXXX2 for course selection at the present time?**"



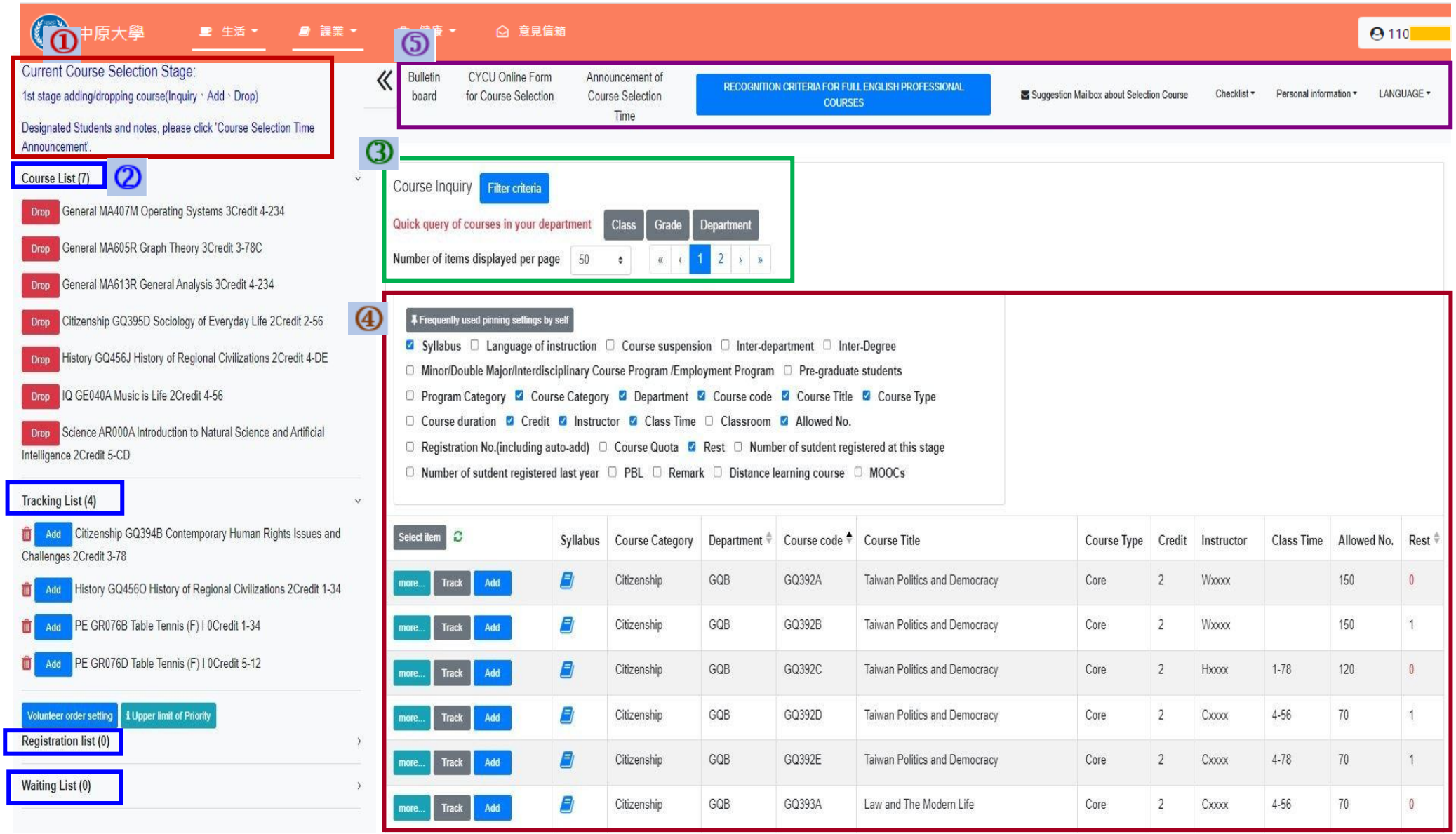
(3) After clicking "Ok ", <u>the account of the course selection system permission will be invalid in the first web-page immediately.</u>

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



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".

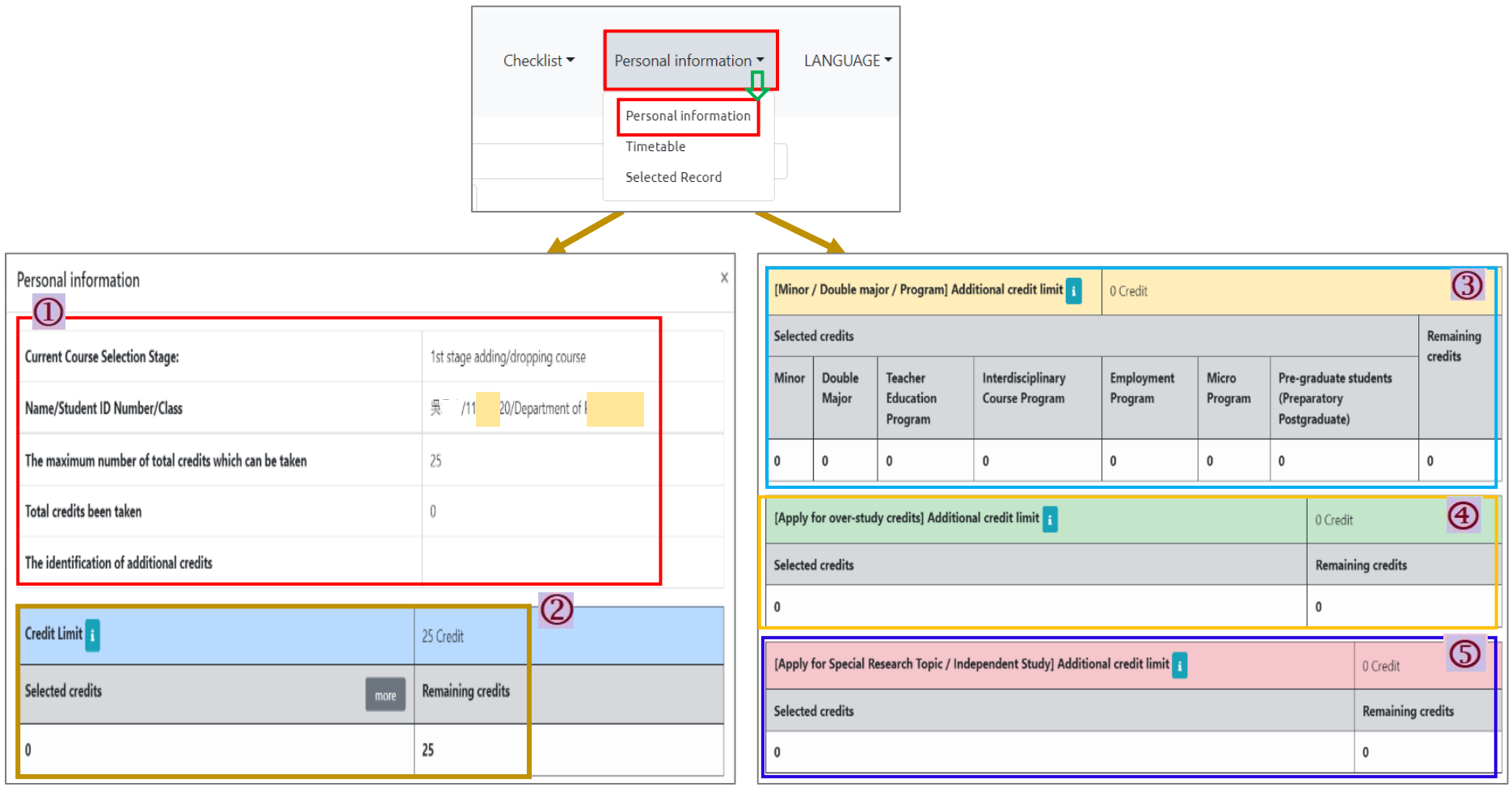
G. LANGUAGE：To switch between the language of "Chinese" and "English" from the drop-down list.

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].



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

(2) Introduction for the detail of various items

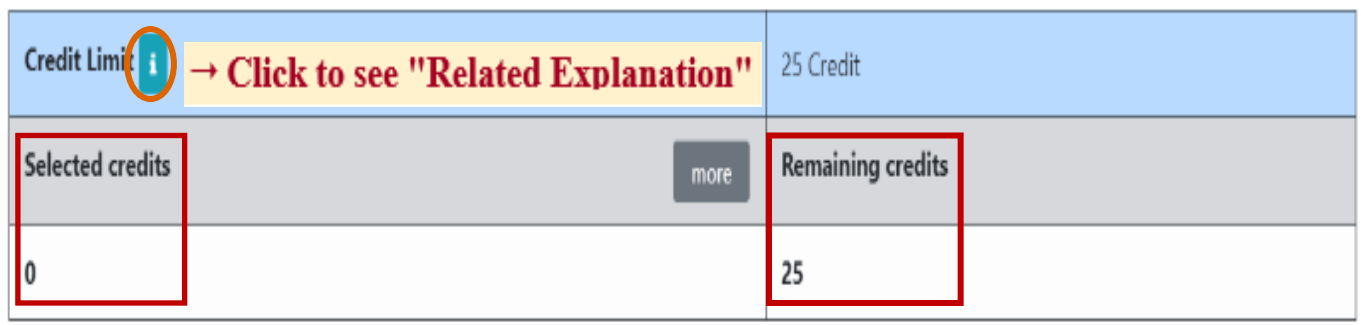
1. Personal Information：To check the Current Course Selection Stage, Personal Information, Completion rate of the teaching assessment questionnaire, the maximum number of total credits which can be taken/ the maximum credits have already been taken, the identification of additional credits.

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.



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

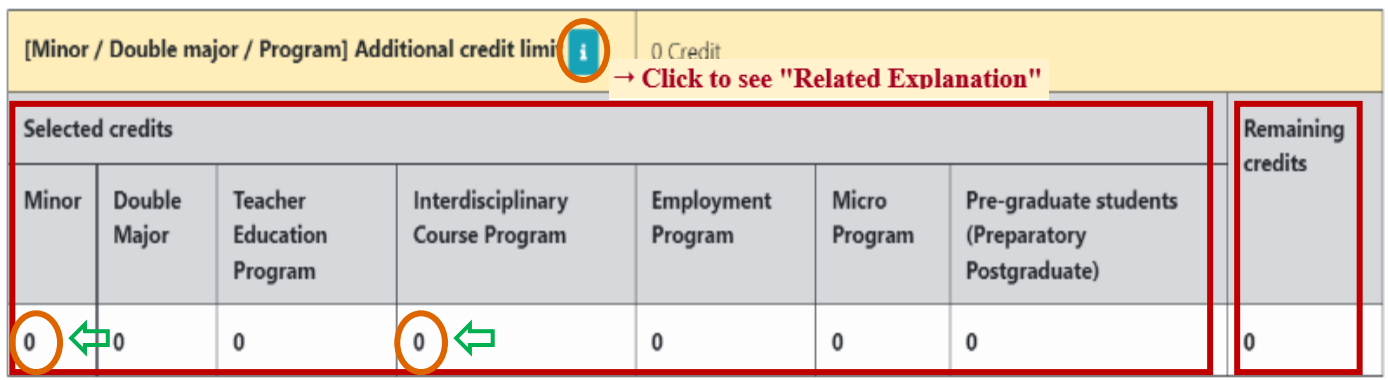
3.「Minor / Double major / Program」Additional credit limit：6 Credits；For students who have selected related courses such as Minor / Double major / Program, the "selected credits" will be calculated according to the course type.

※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.



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:

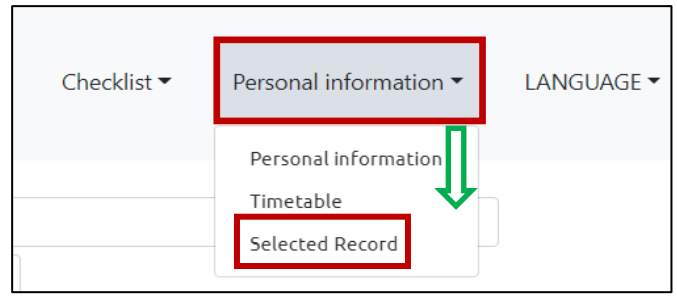
(1) According to the Chung Yuan Christian University Student applying for over-study credits Regulations, students would like to take courses such as "Special Research Topic / Independent Study" must be approved by the dean of the department. The credits for the above courses can be added to the credit 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.

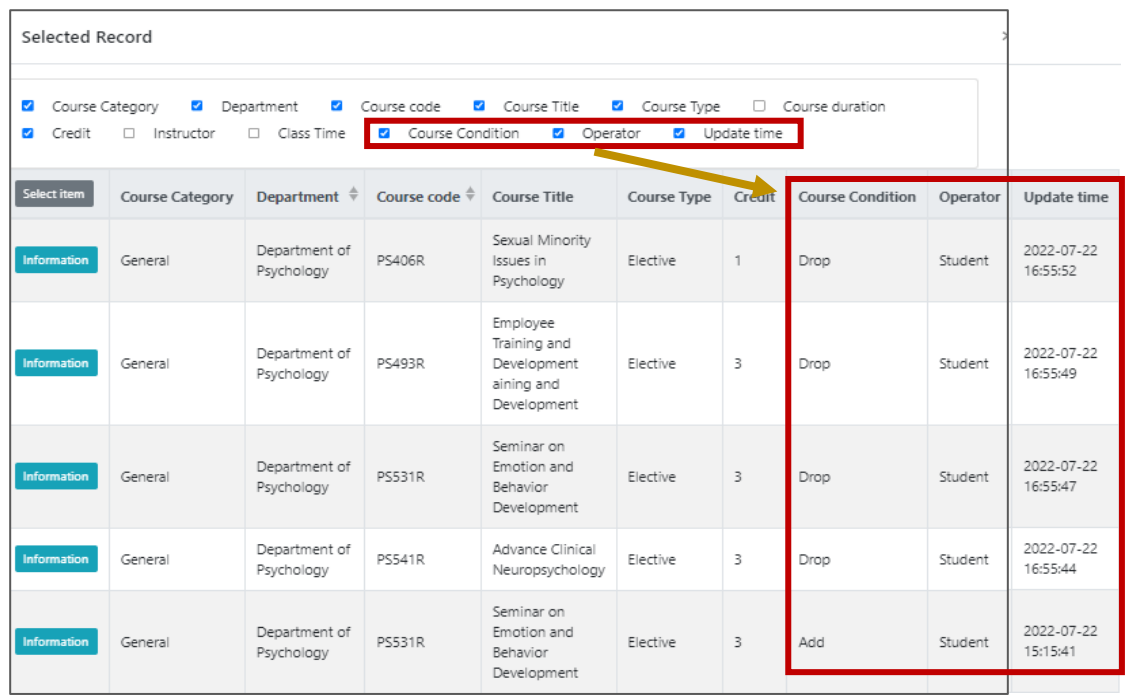
III. Introduction to the function of the Course Selection System (8/11)

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.



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	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Drop	Student	2022-07-22 16:55:47
Information	General	Department of Psychology	PS541R	Advance Clinical Neuropsychology	Elective	3	Drop	Student	2022-07-22 16:55:44
Information	General	Department of Psychology	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Add	Student	2022-07-22 15:15:41

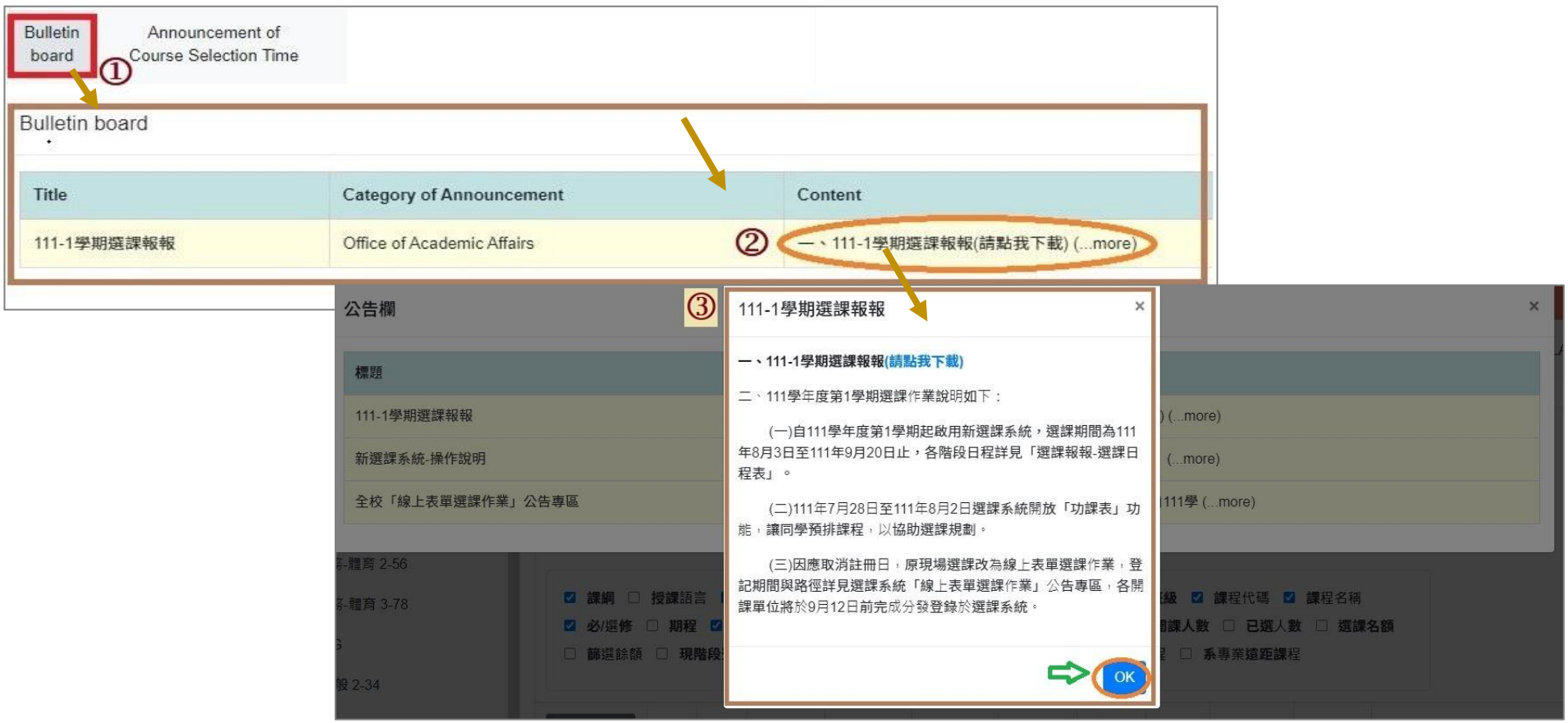
III. Introduction to the function of the Course Selection System (9/11)

E. Important Announcement of Course Selection

(1) To Click "Bulletin Board" will jump out of the information from the window.

(2) Click "more" in the content to view detailed the announcement information which you want to know.

(3) Click "OK" to close the window.



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 and use the drop-down menu to select each course registration phase.

CYCU Online Form for Course Selection | Announcement of Course Selection Time

Announcement of Course Selection Time

ALL

ALL
1st stage Registration
2nd stage Registration
1st stage adding/dropping course
2nd stage adding/dropping course

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	☐ Add ☑ Drop ☑ Registration	☐ Freshman ☐ Sophomore ☑ Junior ☑ Senior ☐ First-year graduate student ☐ Second-year graduate student or above ☐ Exchange Students	☑ Freshmen ☑ Current Students	☑ Department of Professional Courses (General courses/Teacher Education Program) ☑ GE/Physical education/Military training courses ☑ 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	☐ Add ☑ Drop ☑ Registration and Cancellation	☑ Freshman ☑ Sophomore ☐ Junior ☐ Senior ☑ First-year graduate student ☑ Second-year graduate student or	☑ Freshmen ☑ Current Students	☑ Department of Professional Courses (General courses/Teacher Education Program) ☑ GE/Physical education/Military training courses ☑ 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。

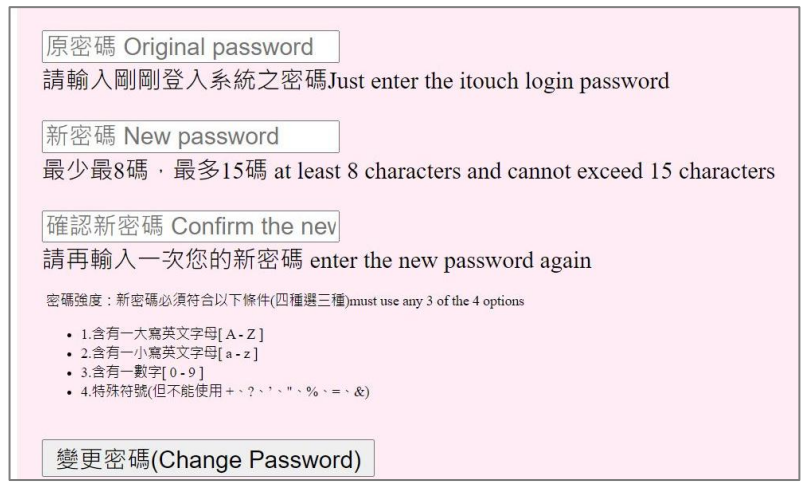
III. Introduction to the function of the Course Selection System (11/11)

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.



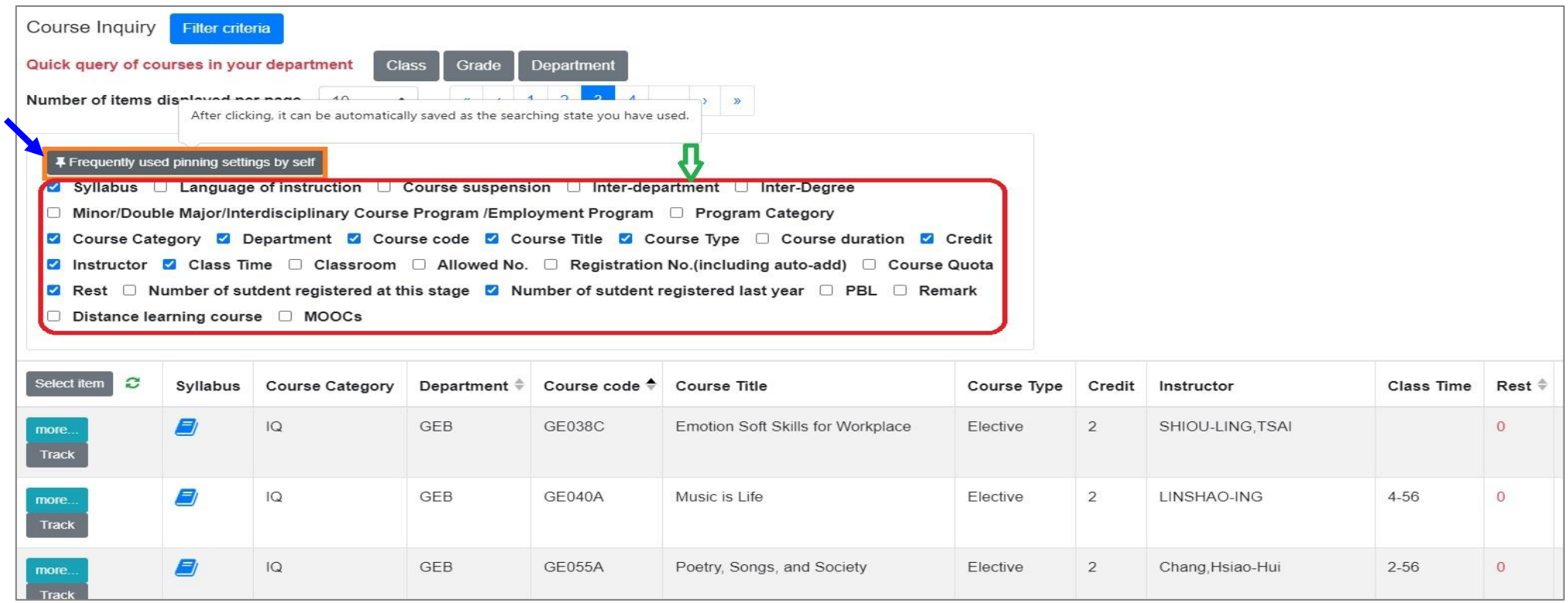
(4) Click "Log out" to log out of the system.

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.

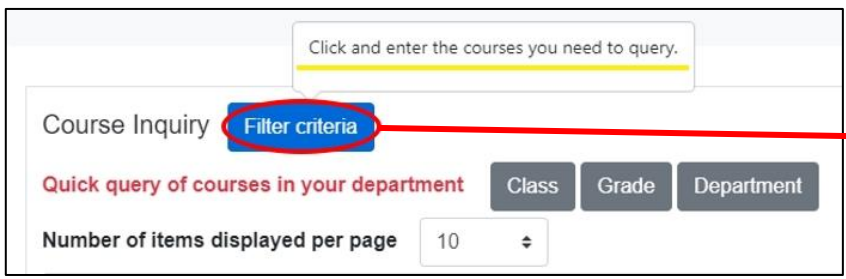
《After re-logging in, the system will maintain the latest settings. If you would like to change the displayed column, please reselect the column and then click "Pinning settings by self ".》

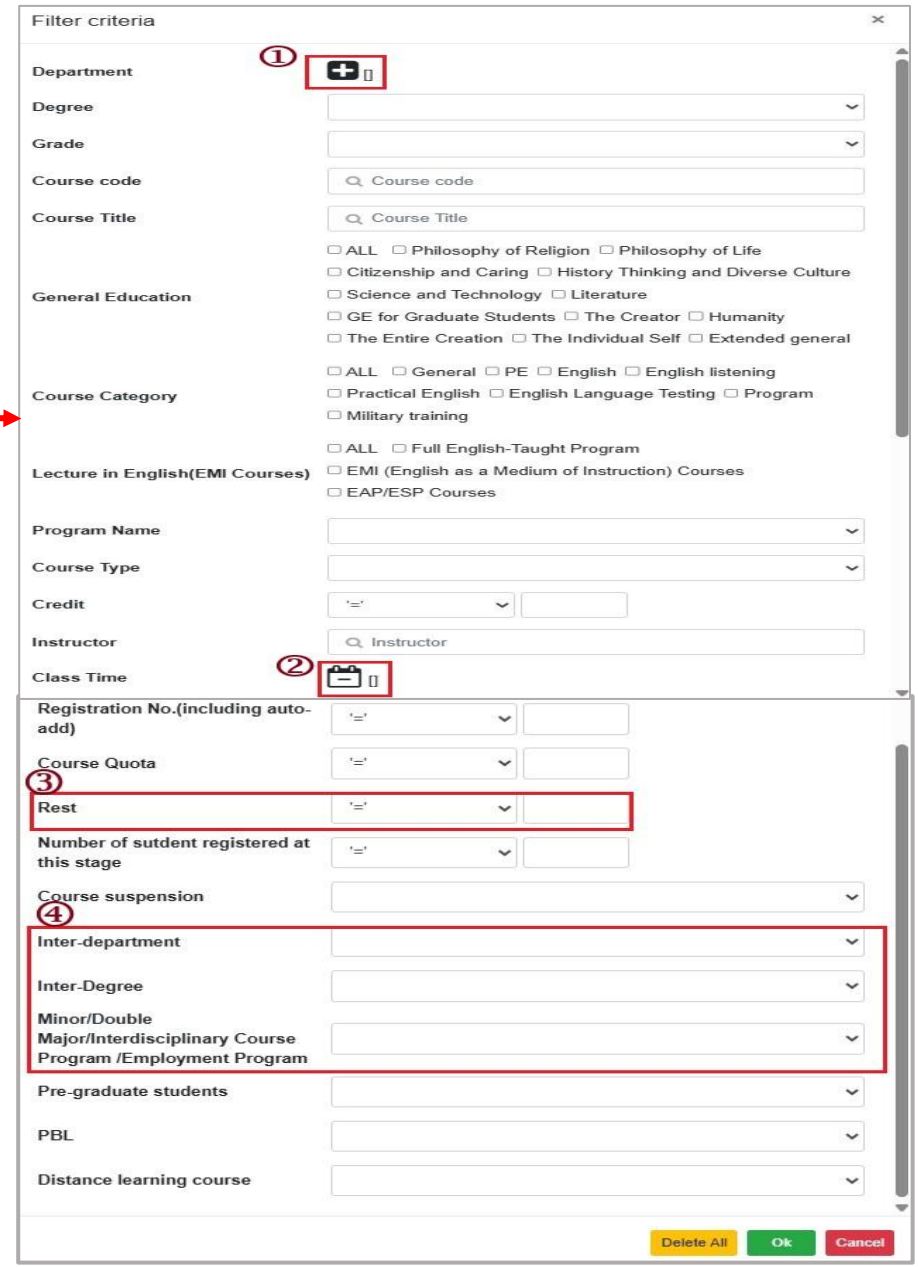


IV. Pre-registration for Course Schedule (2/9)

C. Course Inquiry

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





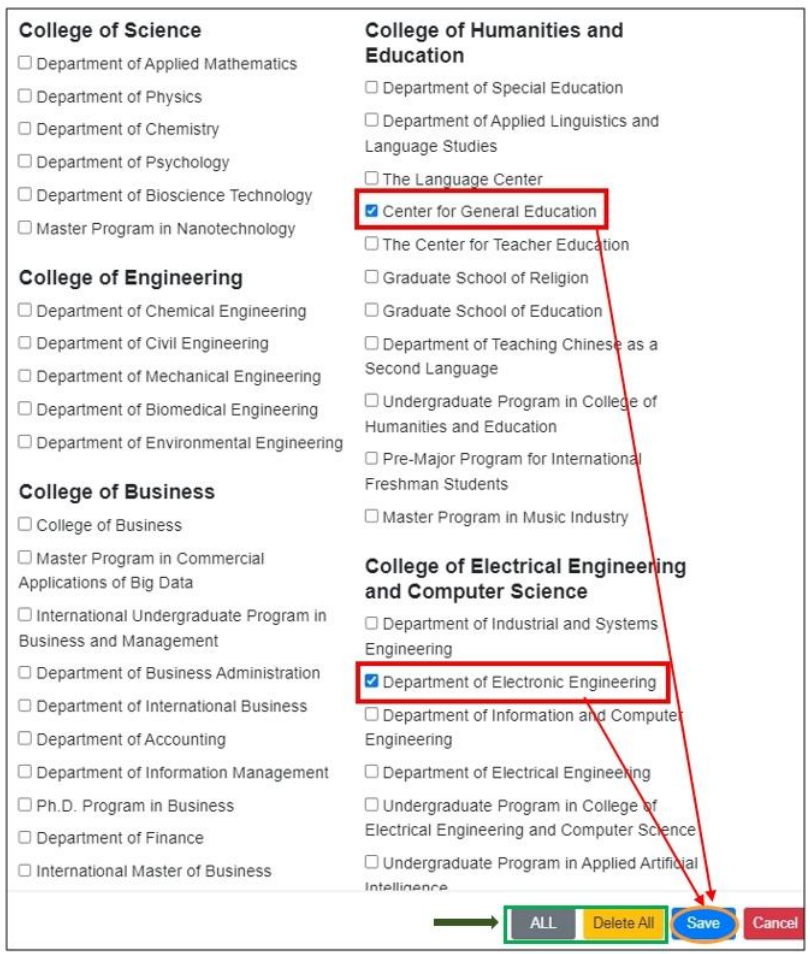
IV. Pre-registration for Course Schedule (3/9)

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

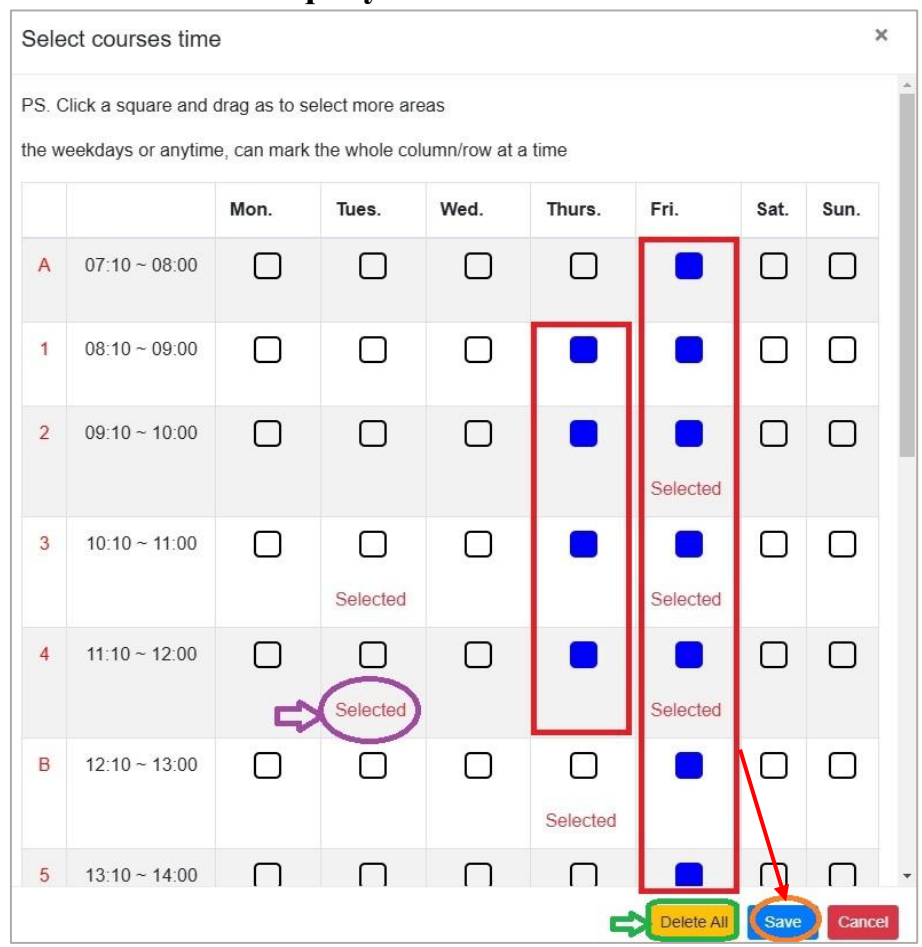


Example 2. Enter "Class Time" to query

(1) Click "Class Time" and to save.

(2) Click "Delete All", all selected class times can be canceled.

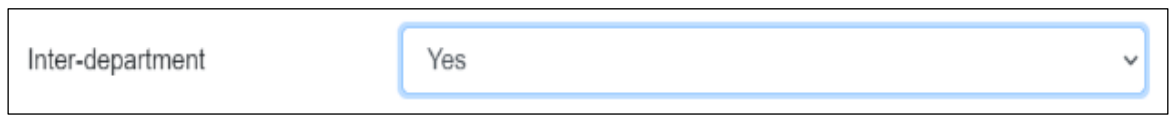
(3) Mark as 'Selected' to remind that a course has already been scheduled for that time slot, but can still be selected for inquiry.



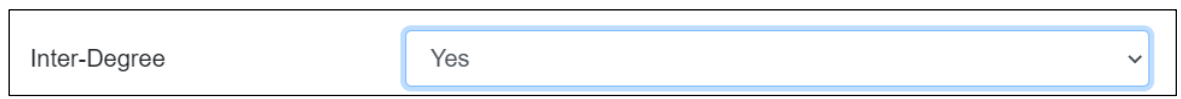
IV. Pre-registration for Course Schedule (4/9)

Example 3. Enter "Rest" to query：Choosing「≦」、「≧」、「=」and the rest number.
As shown below,「>0」means：You can check courses that are remaining number.

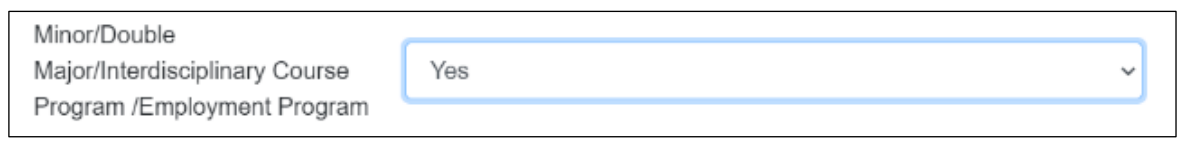
Example 4. To query "Inter-department"：Click "Yes" to check in see if open for students from other departments to choose.



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.



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.



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

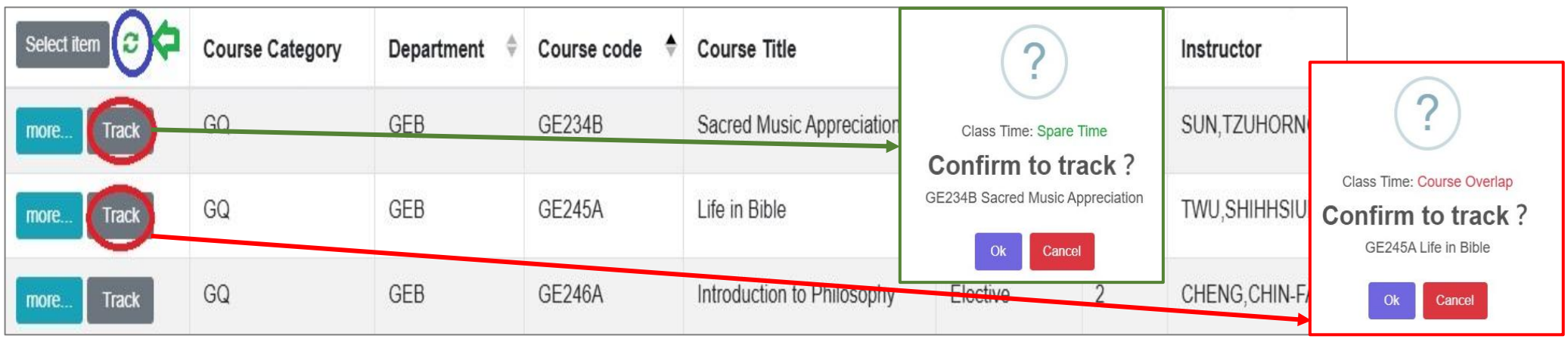
(2) After clicking the course inquiry criteria, choose the "Ok" button at the bottom of the page. It will back to the main screen of the course selection system and then list the courses you inquired.

《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.

D. The function of track：Click "Track" will remind if the course is a 'free slot' or a 'time conflict'; after clicking 'Confirm' will be added to the Tracking List.

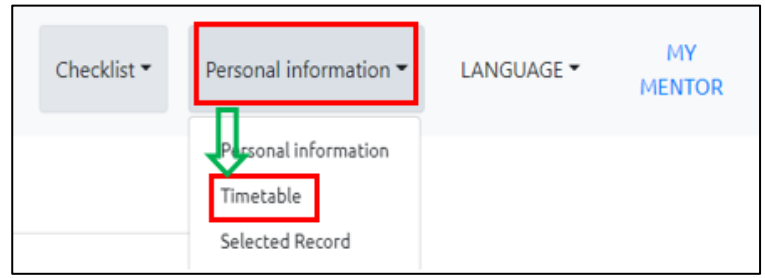
《Clicking the " " button, the information on the course list can be updated immediately such as Rest, Registration No. and so on.》



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

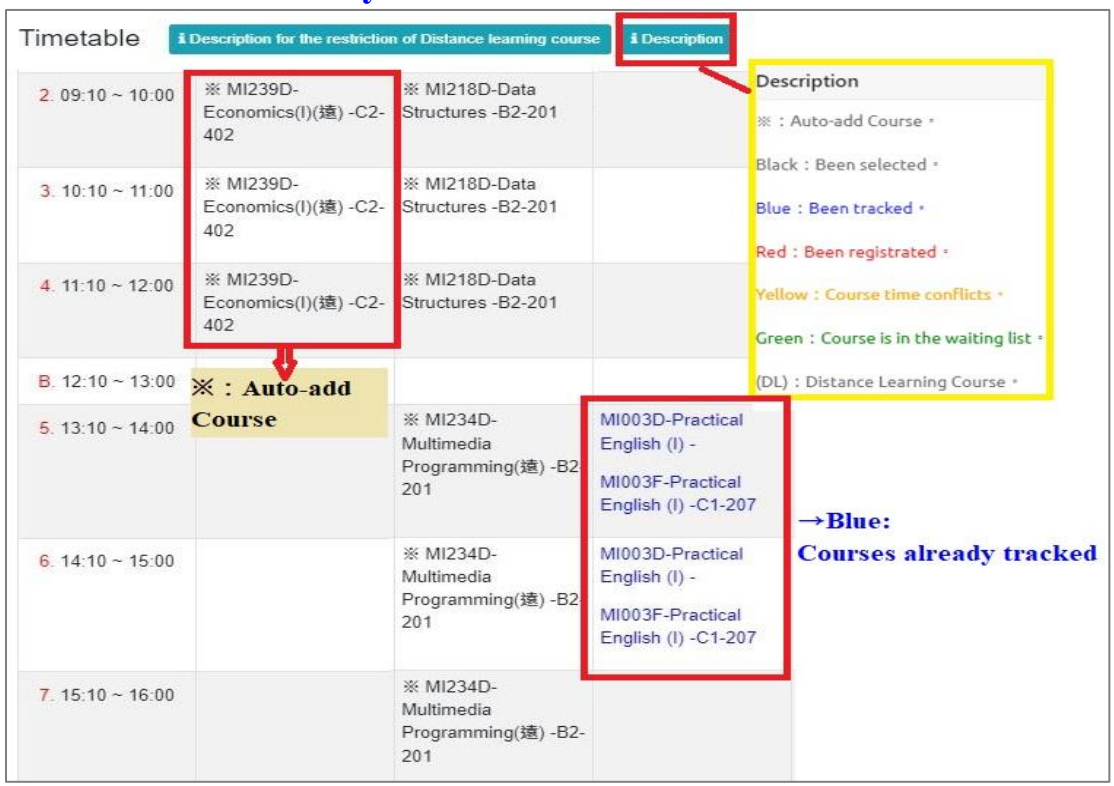
E. Check the result of Pre-registration course.

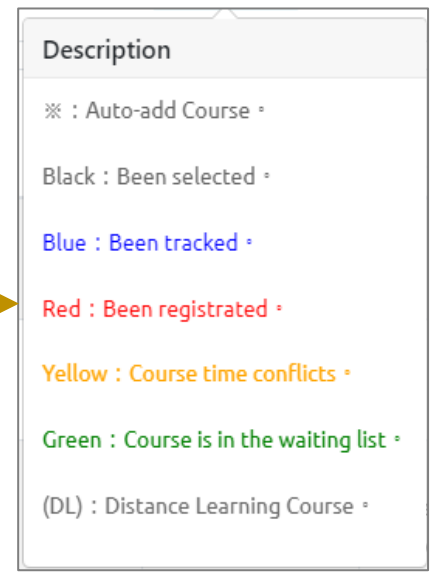
(1) The [Timetable] visible after you click on [Personal Information].



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

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





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.

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

E16

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
6	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
7	B. 12:10 ~ 13:00					
8 9 10	5. 13:10 ~ 14:00			GE226A- Introduction to Life Education -		
11 12	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (1) -E3-206	GE226A- Introduction to Life Education -	※ IE347H-Quality Control -E3-206	
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:					

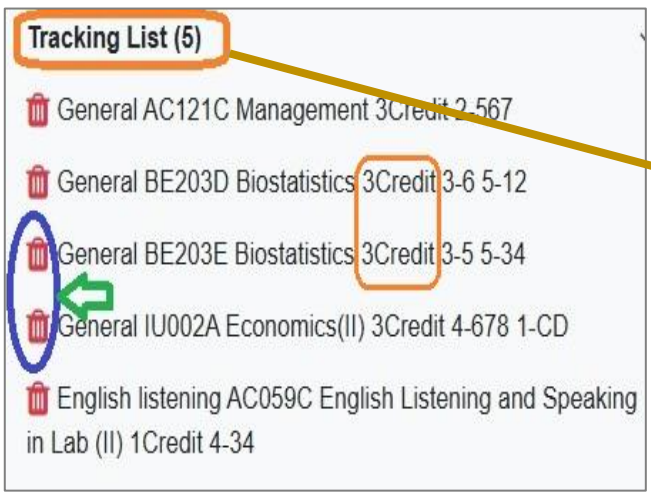
IV. Pre-registration for Course Schedule (9/9)

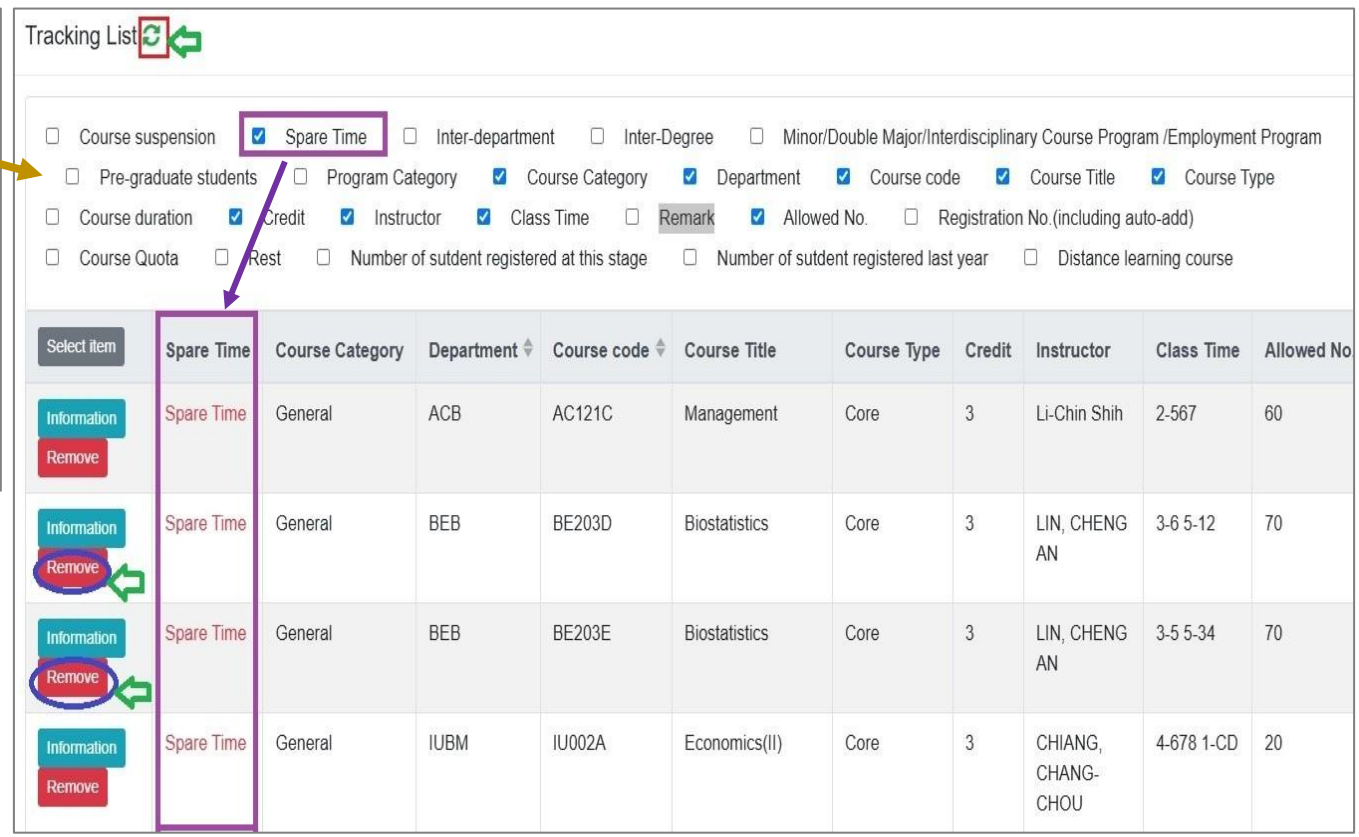
F. Cancel tracking the course：Enter "Tracking List" and select " 🗑 " or "Remove" to cancel tracking the course.

[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 on the course list can be updated immediately such as Rest, Registration No. and so on. The column of "Spare Time" Information can check whether the class schedule of the courses you are tracking falls within the free time.

(2) Add the information about Course Credits.





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) Using the same filtering order, filtering according to the random number rule.

(5) After the first stage of registration, the system will automatically clear all courses in the "Registration List".

(6) Important Notes during the result of filtering course:

1. According to「Course Selection Guideline & Schedule」, students shall drop the courses that clash with other courses or exceed the maximum credit by self.
2. The system will delete any courses with unqualified credits and have conflicts in course schedule (except Auto-add Courses)

V. The First Stage Registration (2/12)

B. Couse Register

(1) The registration for "Course Inquiry"

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

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".

V. The First Stage Registration (3/12)

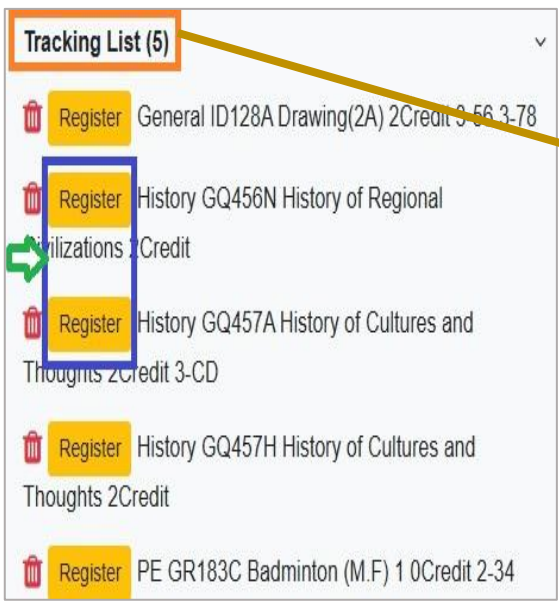
(2) The registration of Tracking List

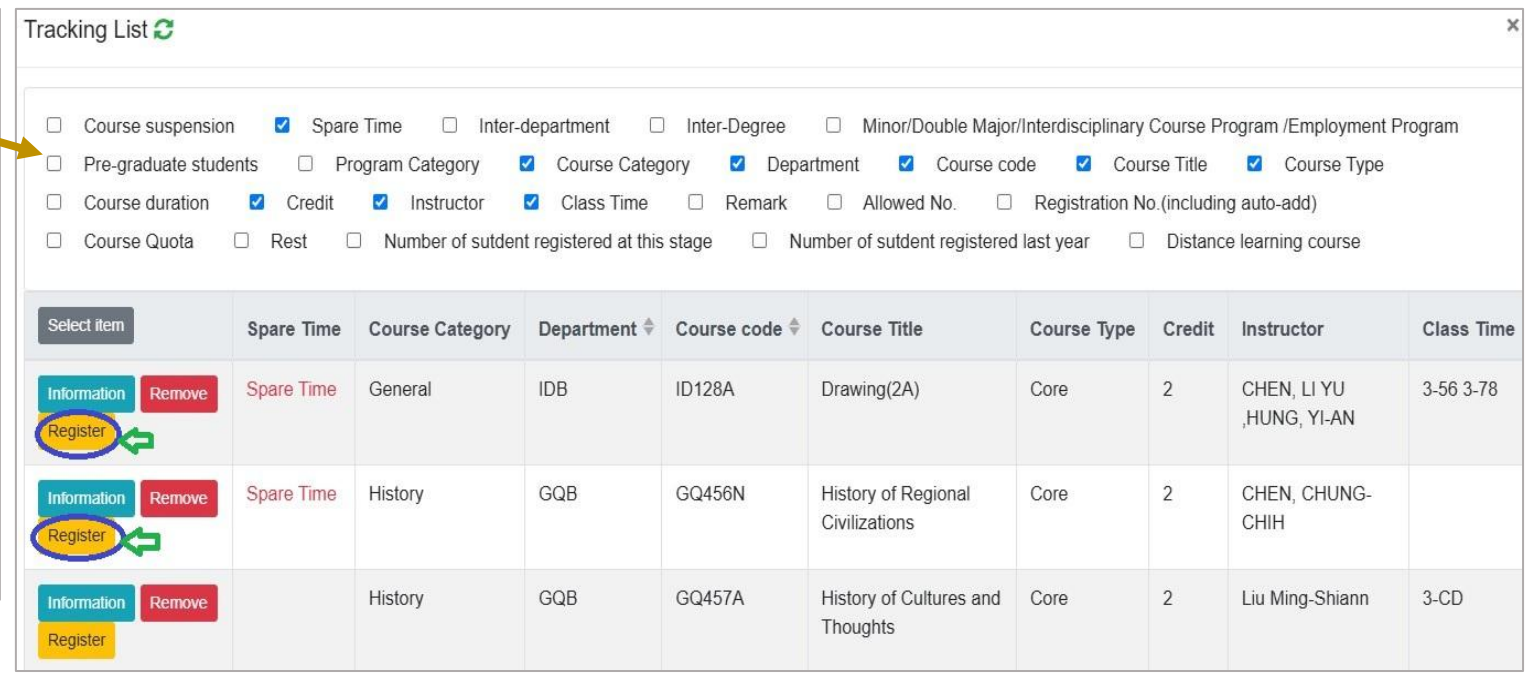
1. Courses which will be registered can be placed in the "Tracking List" in advance.

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 the "Registration List".

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



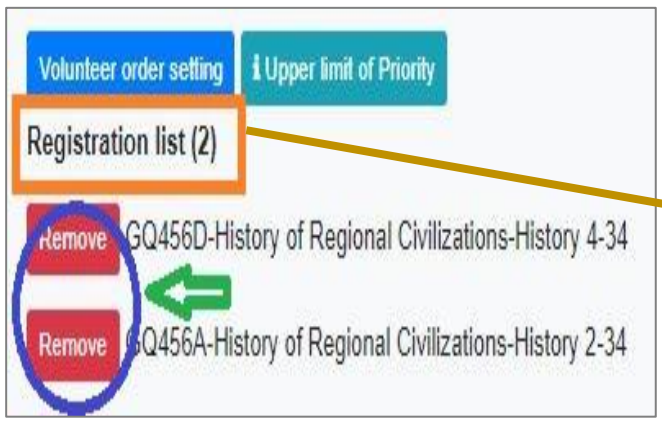


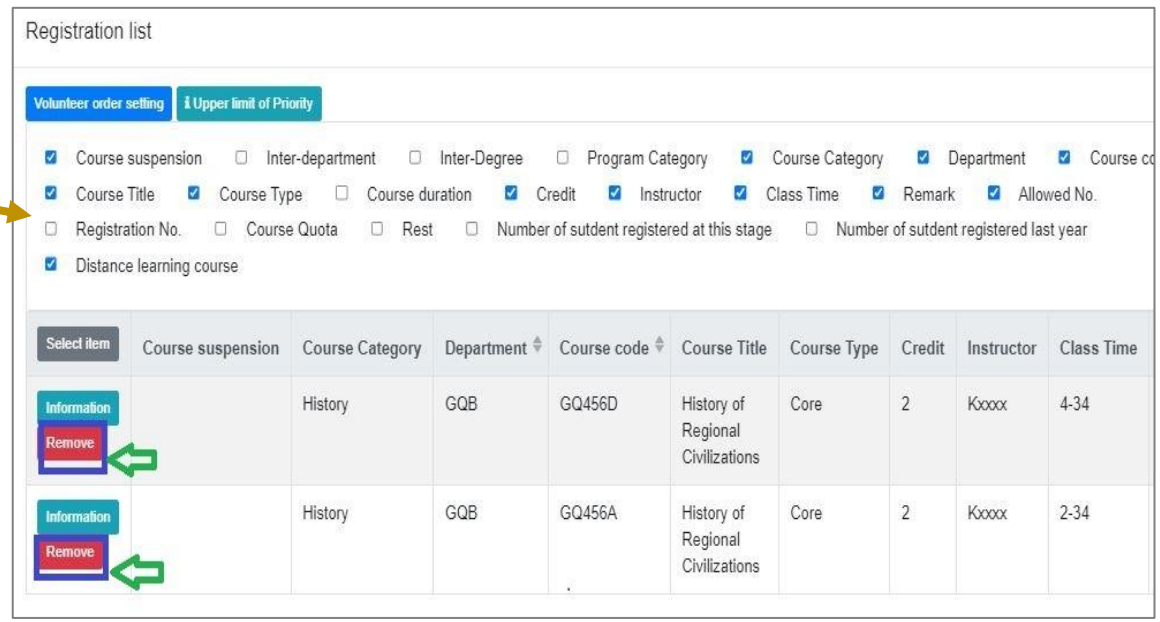
V. The First Stage Registration (4/12)

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".



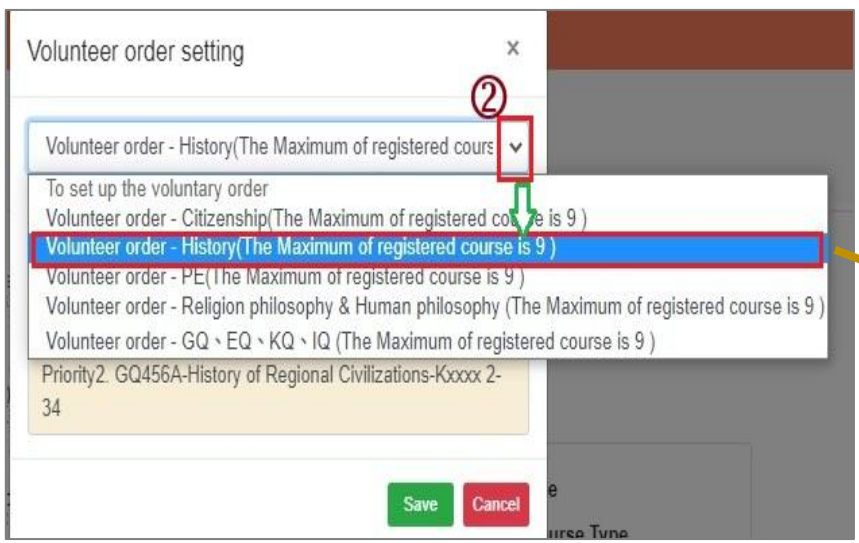


V. The First Stage Registration (5/12)

(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.)**

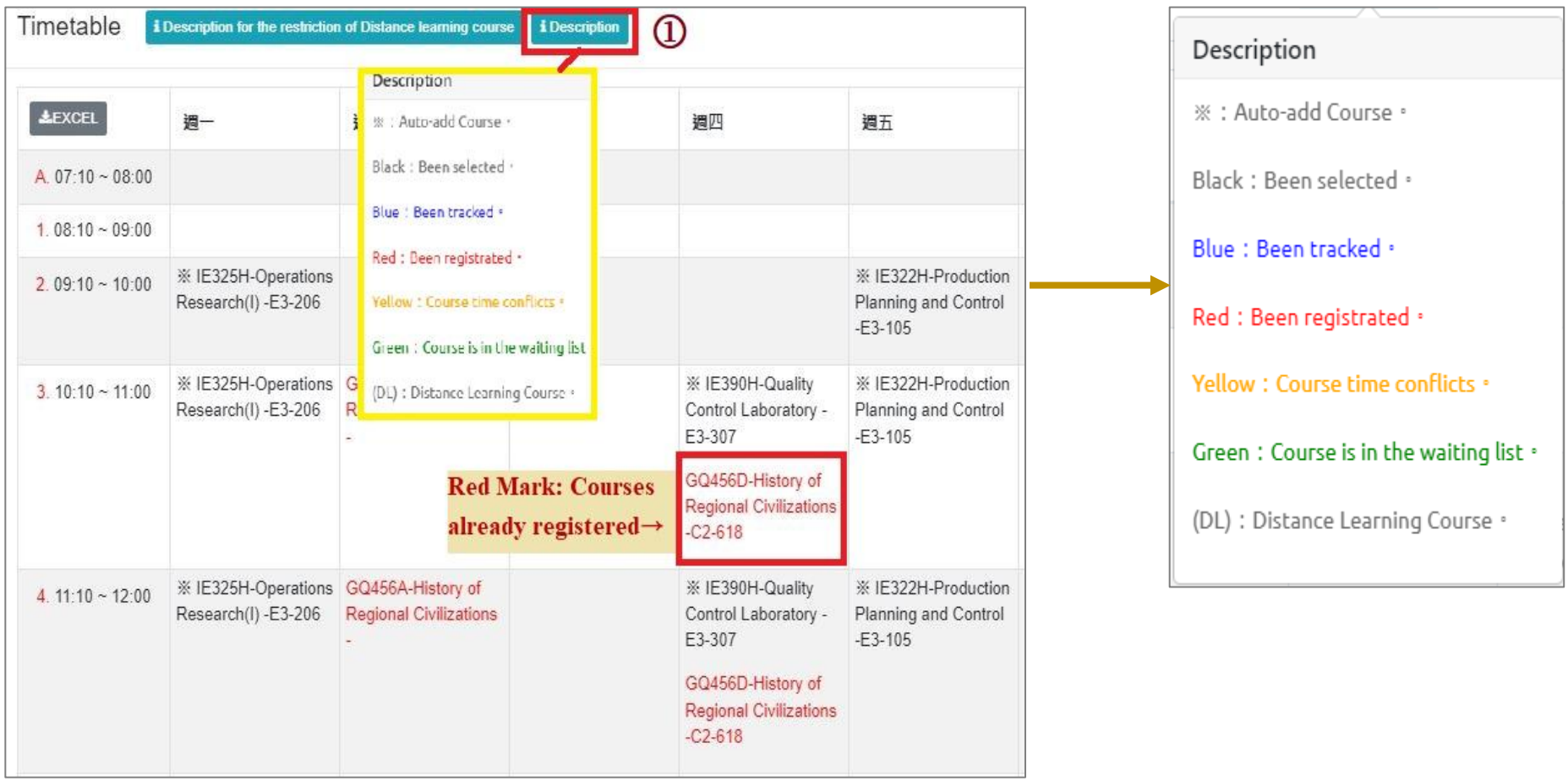
2. **Select "Volunteer order setting" from the drop-down list and choose the category of courses you want to prioritize.**
3. **Use the drag and drop method to adjust "Volunteer order": After dragging, click "Save" to complete the setting of the volunteer order.**



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 <u>symbol or color</u>.
【Red Mark: Courses already registered】



V. The First Stage Registration (7/12)

(2) Click "Excel" to download Timetable.

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

V. The First Stage Registration (8/12)

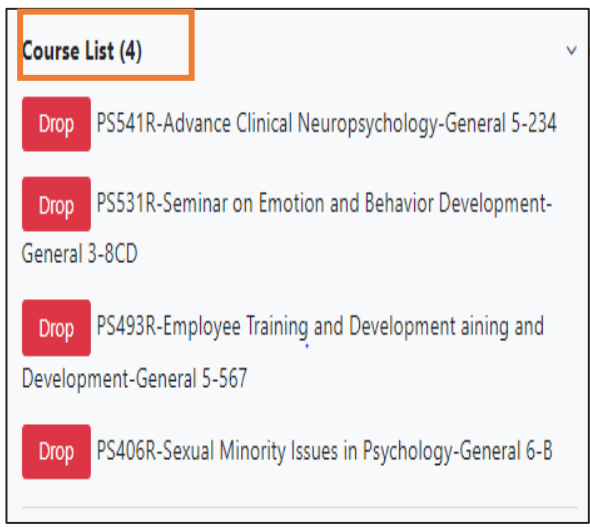
E. View Course Filtering Results

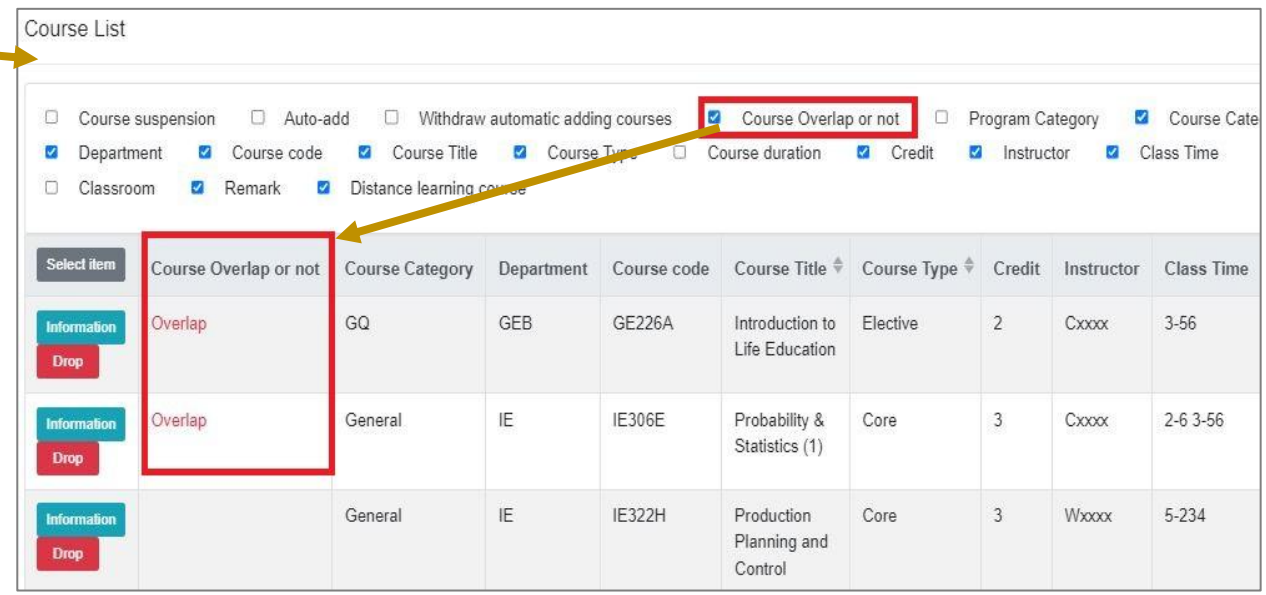
(1) After the first stage registration, the system will perform a unified filtering process.

(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".

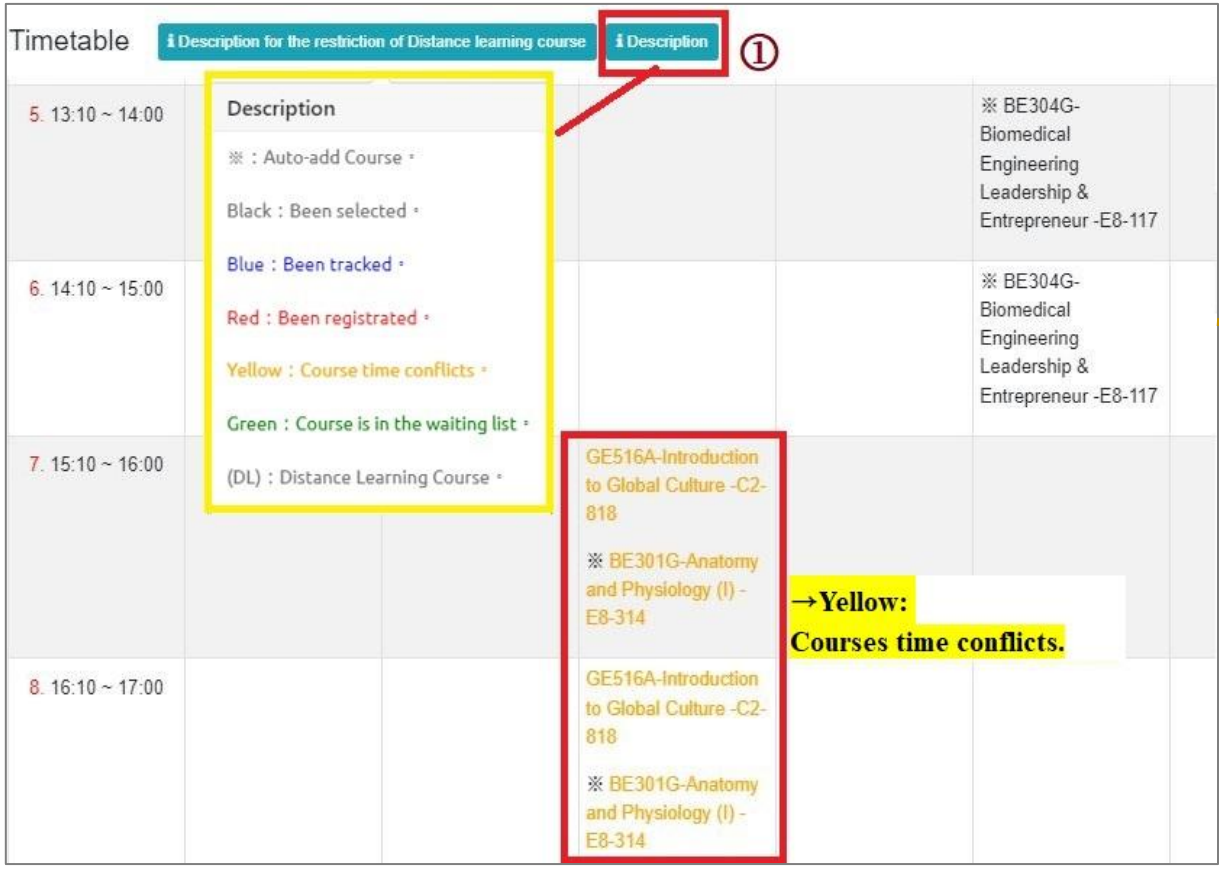


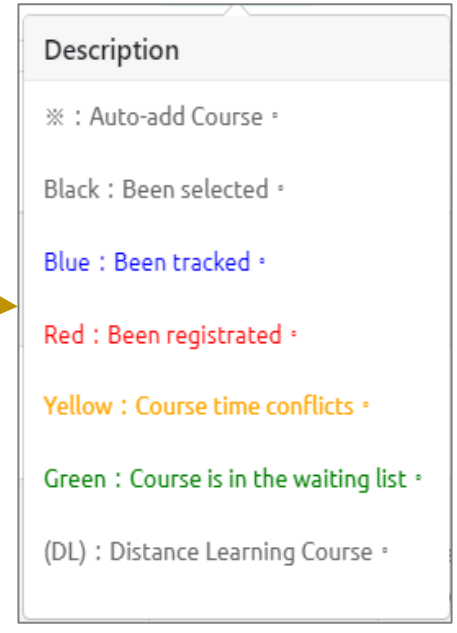


V. The First Stage Registration (9/12)

(3) Check "Timetable"

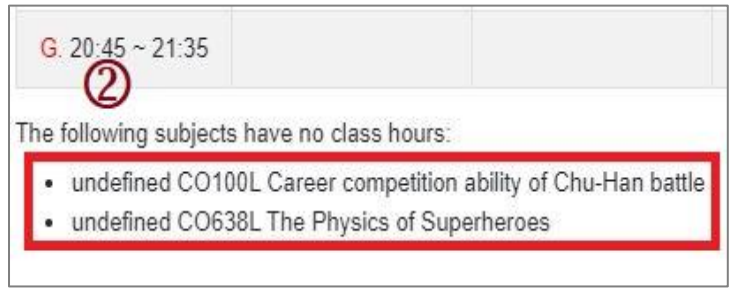
1. Click on "Related Instructions" to explain the status of the course represented by the <u>symbol or color</u>.
   【Yellow: Courses time conflicts.】





V. The First Stage Registration (10/12)

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



(3) Click "Excel" to download Timetable.

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	
8. 16:10 ~ 17:00			GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	
C. 17:05 ~ 17:55				
D. 18:00 ~ 18:50				GQ456J-History of Regional Civilizations -
E. 18:55 ~ 19:45				GQ456J-History of Regional Civilizations -
F. 19:50 ~ 20:40				
G. 20:45 ~ 21:35				
The following subjects have no class hours:				

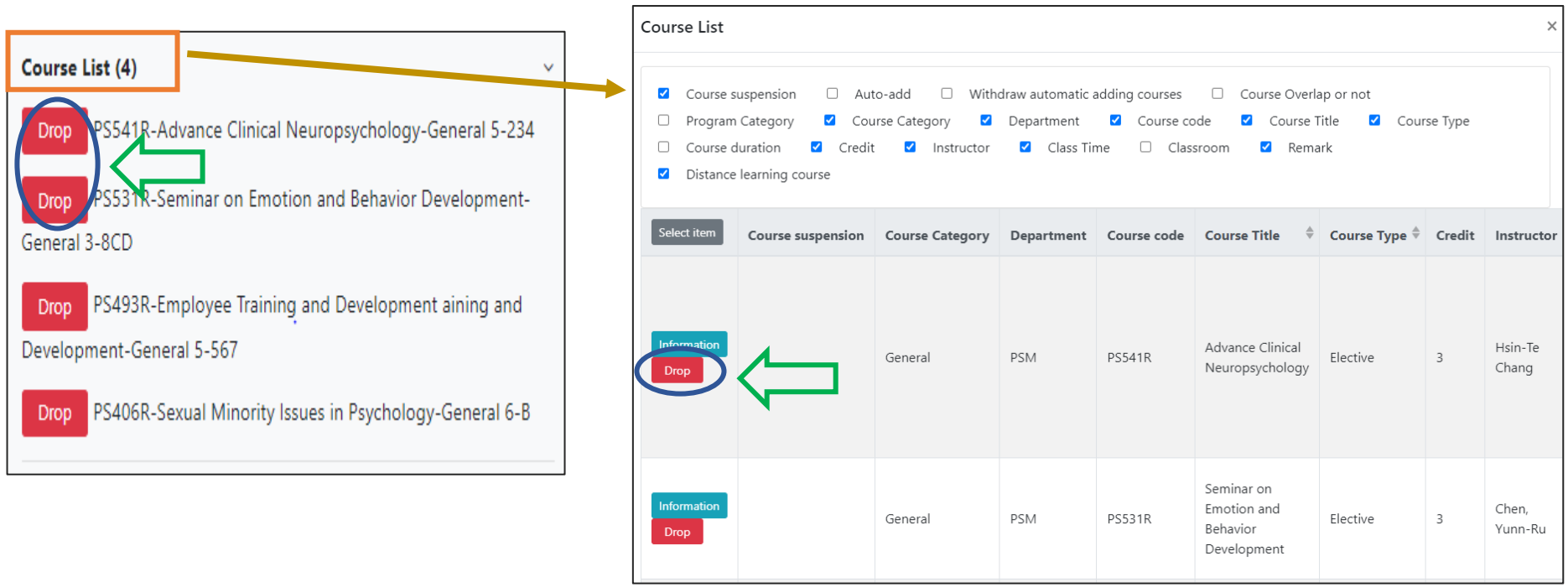
↓ Yellow: Courses time conflicts.

V. The First Stage Registration (11/12)

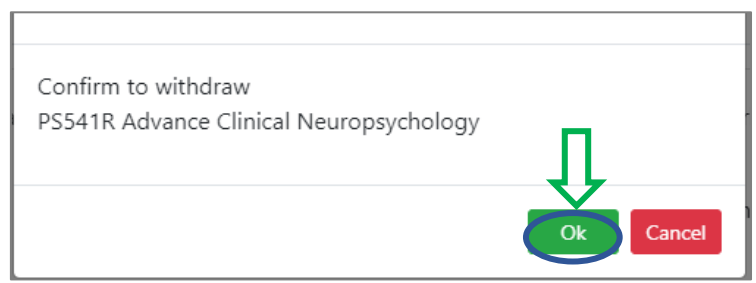
F. Drop Course

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

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



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

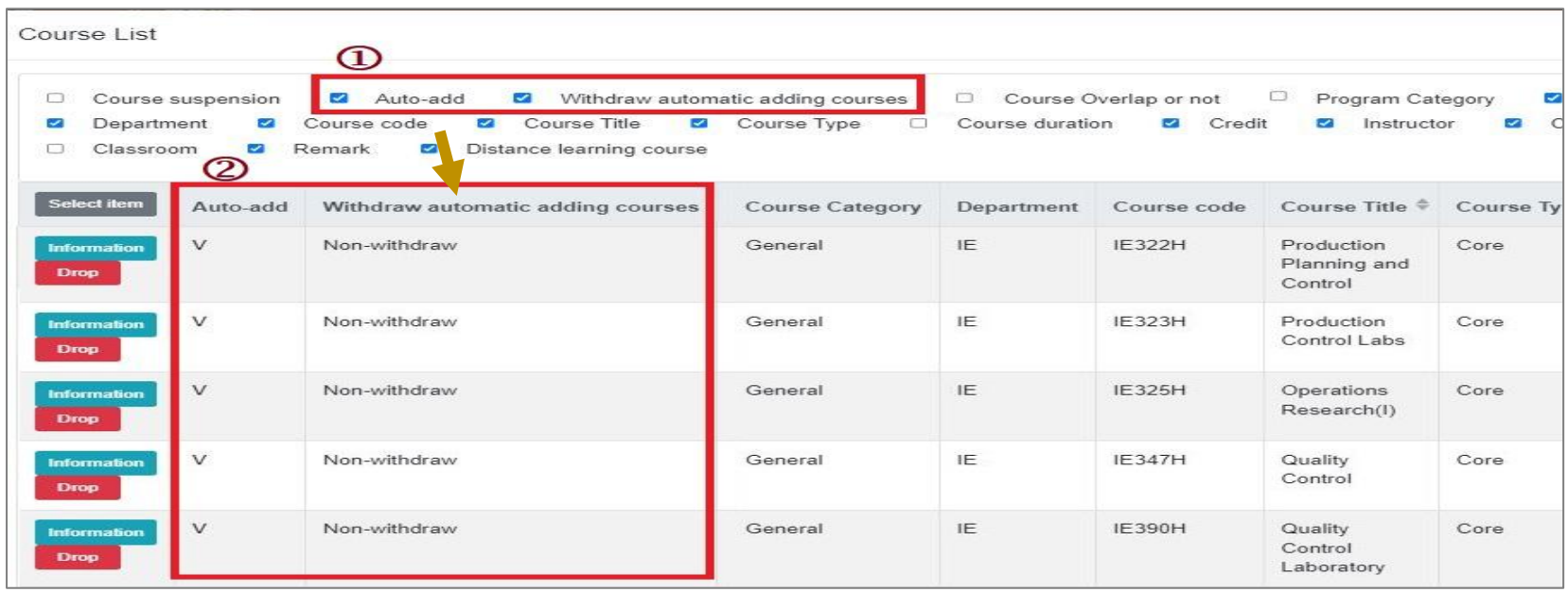


V. The First Stage Registration (12/12)

(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.



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) Using the same filtering order, filtering 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".

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 (5)

- Register General ID128A Drawing(2A) 2Credit 3-56 3-78
- Register History GQ456N History of Regional Civilizations 2Credit
- Register History GQ457A History of Cultures and Thoughts 2Credit 3-CD
- Register History GQ457H History of Cultures and Thoughts 2Credit
- Register PE GR183C Badminton (M.F) 1 0Credit 2-34

Tracking List

☐ Course suspension ☑ Spare Time ☐ 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 ☐ Remark ☐ Allowed No. ☐ Registration No.(including auto-add)
☐ Course Quota ☐ Rest ☐ Number of sutdent registered at this stage ☐ Number of sutdent registered last year ☐ Distance learning course

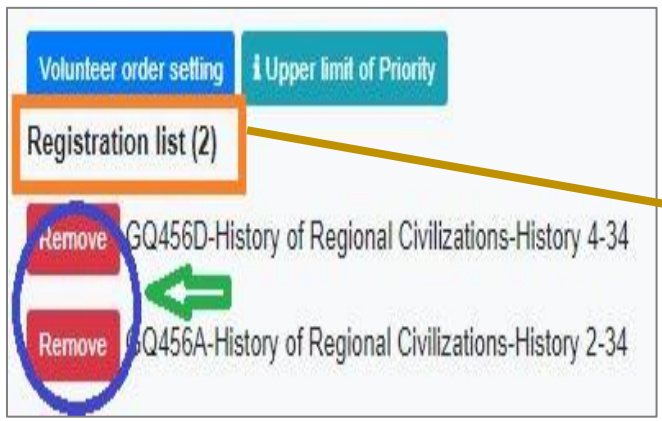
Select item	Spare Time	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
Information Remove Register	Spare Time	General	IDB	ID128A	Drawing(2A)	Core	2	CHEN, LI YU ,HUNG, YI-AN	3-56 3-78
Information Remove Register	Spare Time	History	GQB	GQ456N	History of Regional Civilizations	Core	2	CHEN, CHUNG-CHIH	
Information Remove Register		History	GQB	GQ457A	History of Cultures and Thoughts	Core	2	Liu Ming-Shiann	3-CD

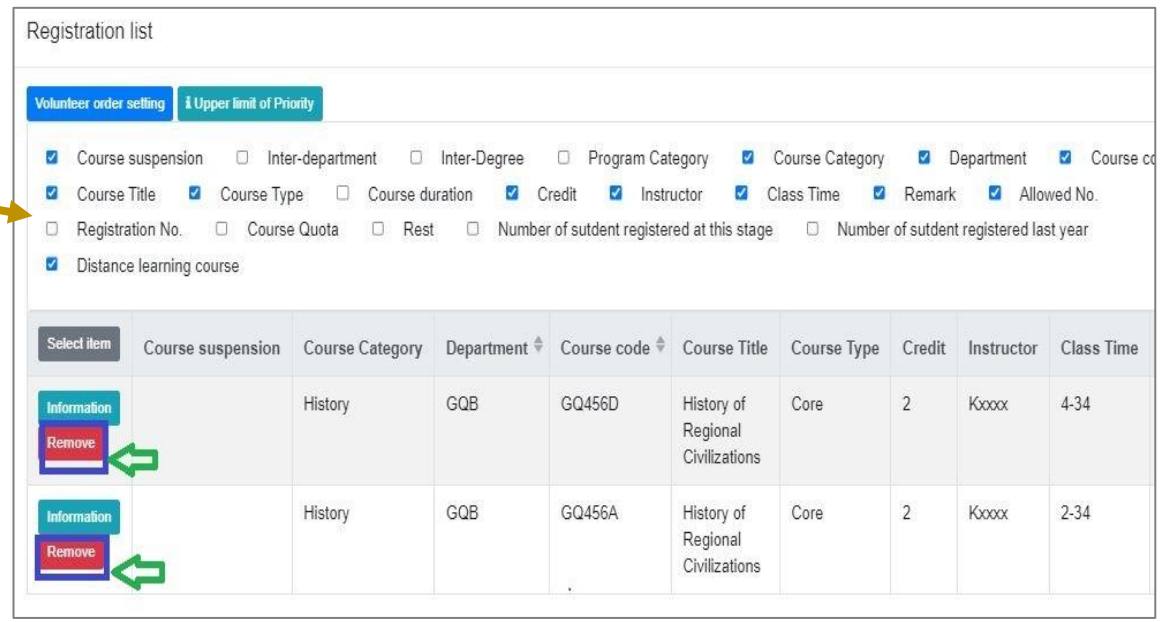
VI. The Second Stage Registration (4/12)

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".



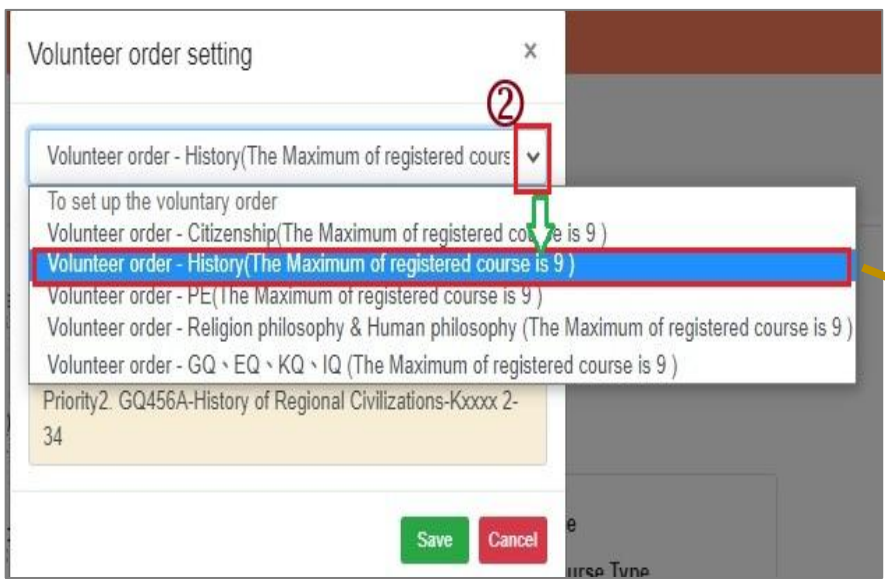


VI. The Second Stage Registration (5/12)

(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.**

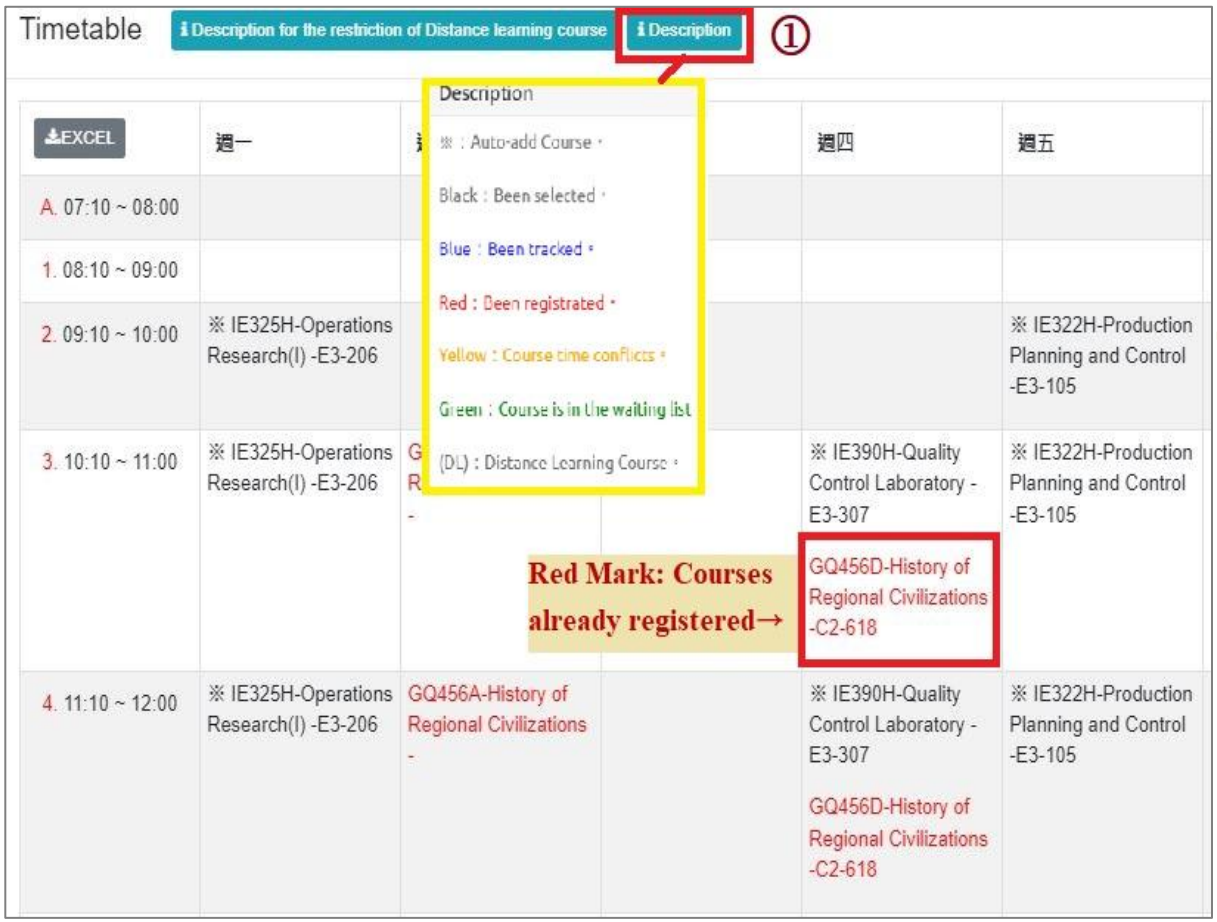


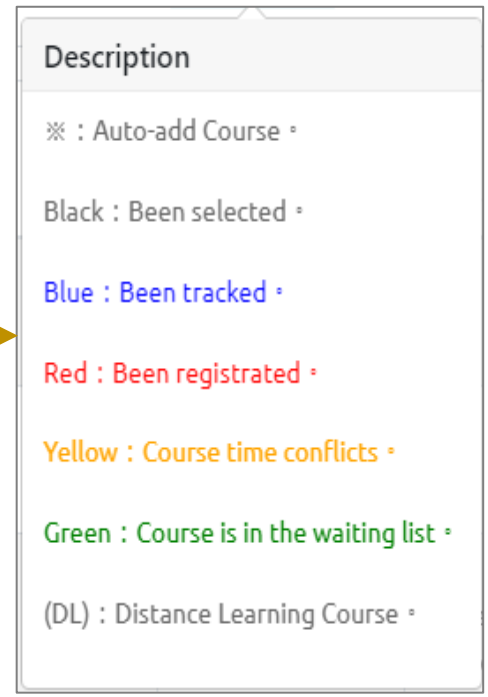
VI. The Second Stage Registration (6/12)

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】





VI. The Second Stage Registration (7/12)

(2) 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 6 7	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
8 9 10	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
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:					

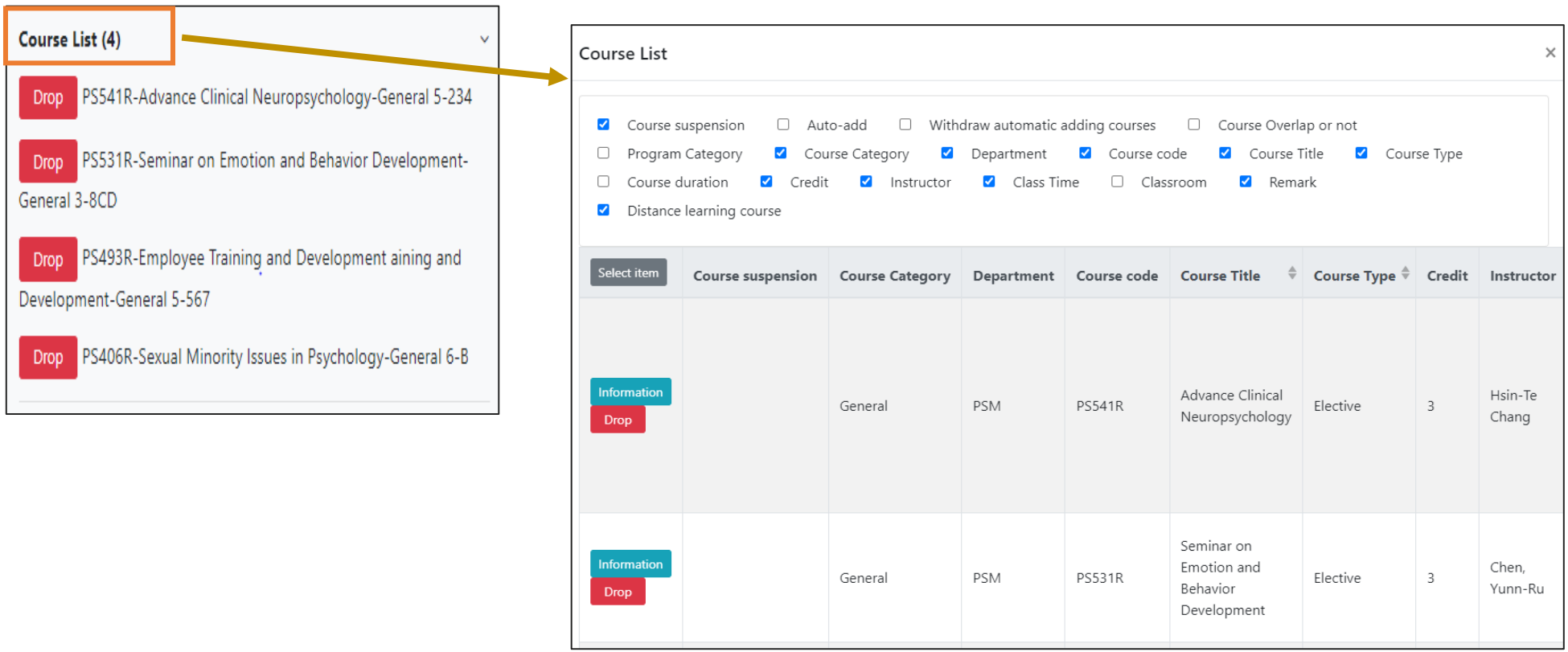
VI. The Second Stage Registration (8/12)

E. View Course Filtering Results

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

(2) Check "Course List".

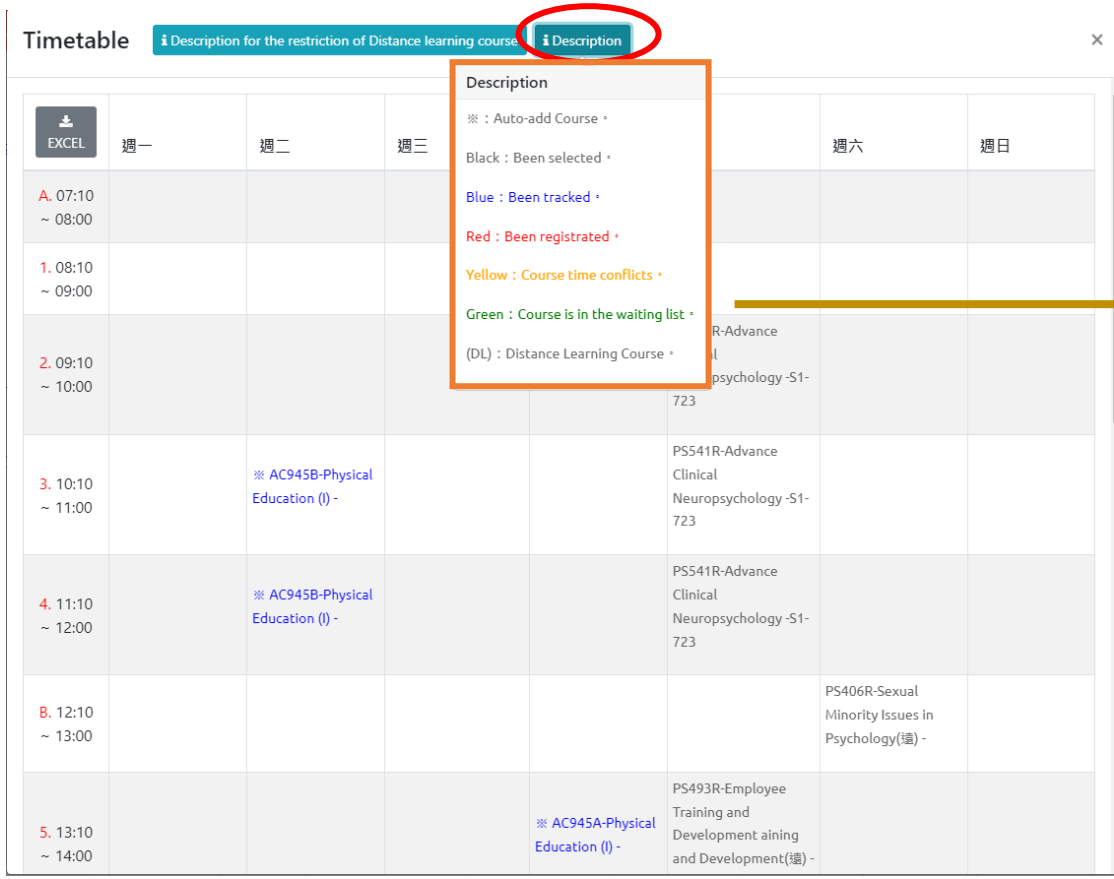
【Left List】click "Course List" to display the detailed information of the course in "Course List".

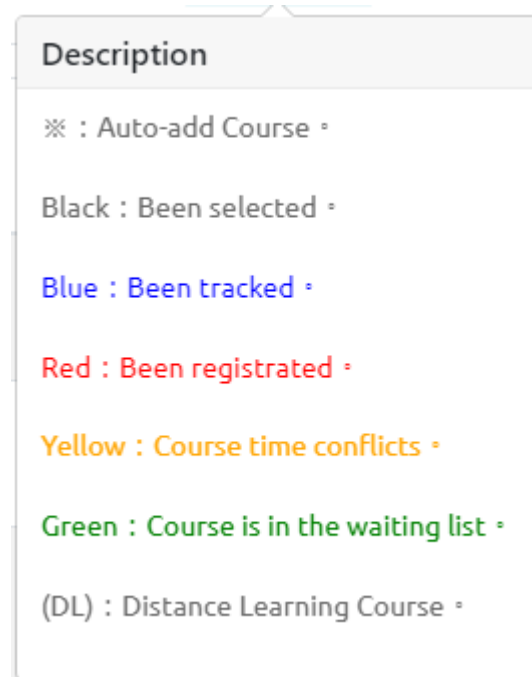


VI. The Second Stage Registration (9/12)

(3) Check "Timetable"

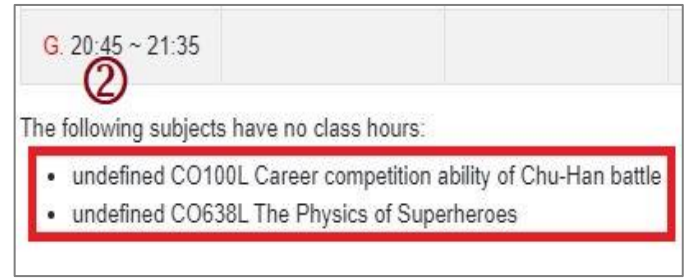
1. Click on "Related Instructions" to explain the status of the course represented by the <u>symbol or color</u>.





VI. The Second Stage Registration (10/12)

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



(3) Click "Excel" to download Timetable.

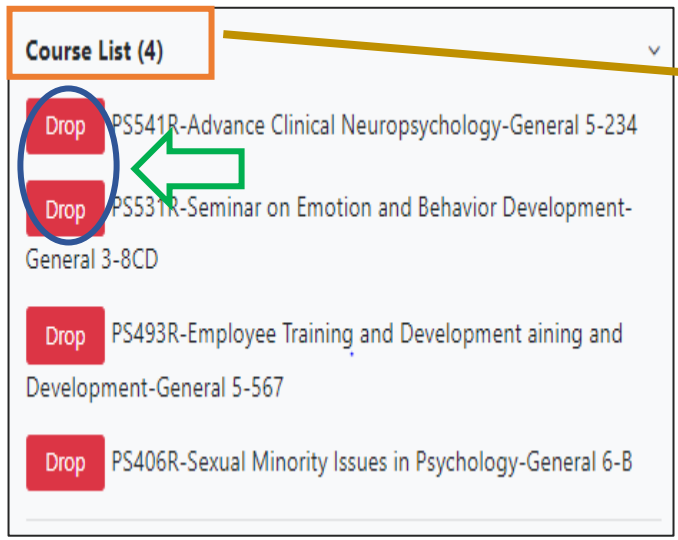
EXCEL	週一	週二	週三	週四	週五
A. 07:10 ~ 08:00					
1. 08:10 ~ 09:00					
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning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

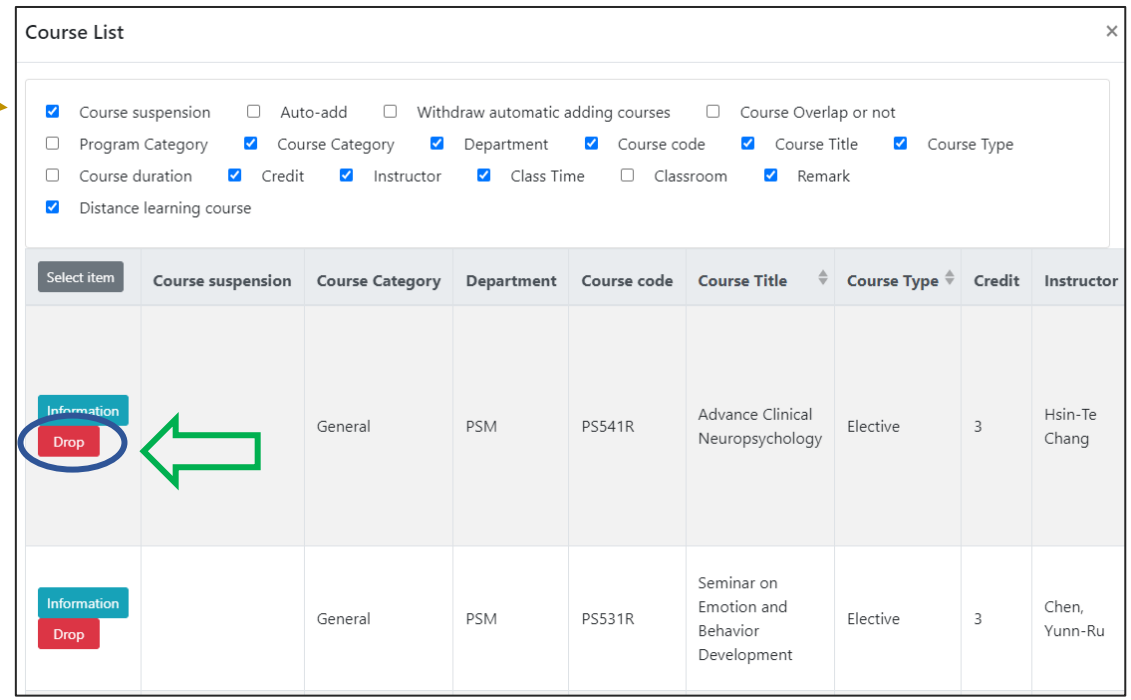
VI. The Second Stage Registration (11/12)

F. Drop Course

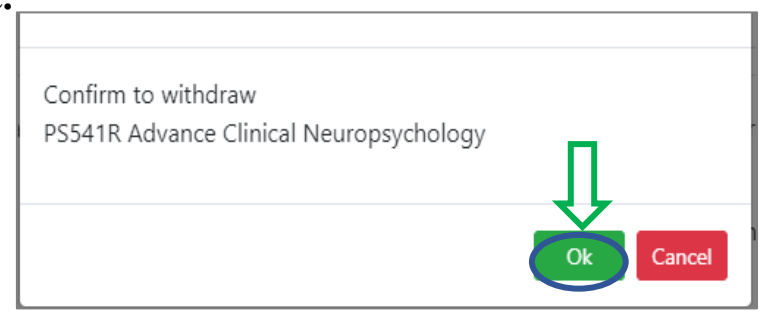
(1) Enter "Course List" to select "Drop"

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





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



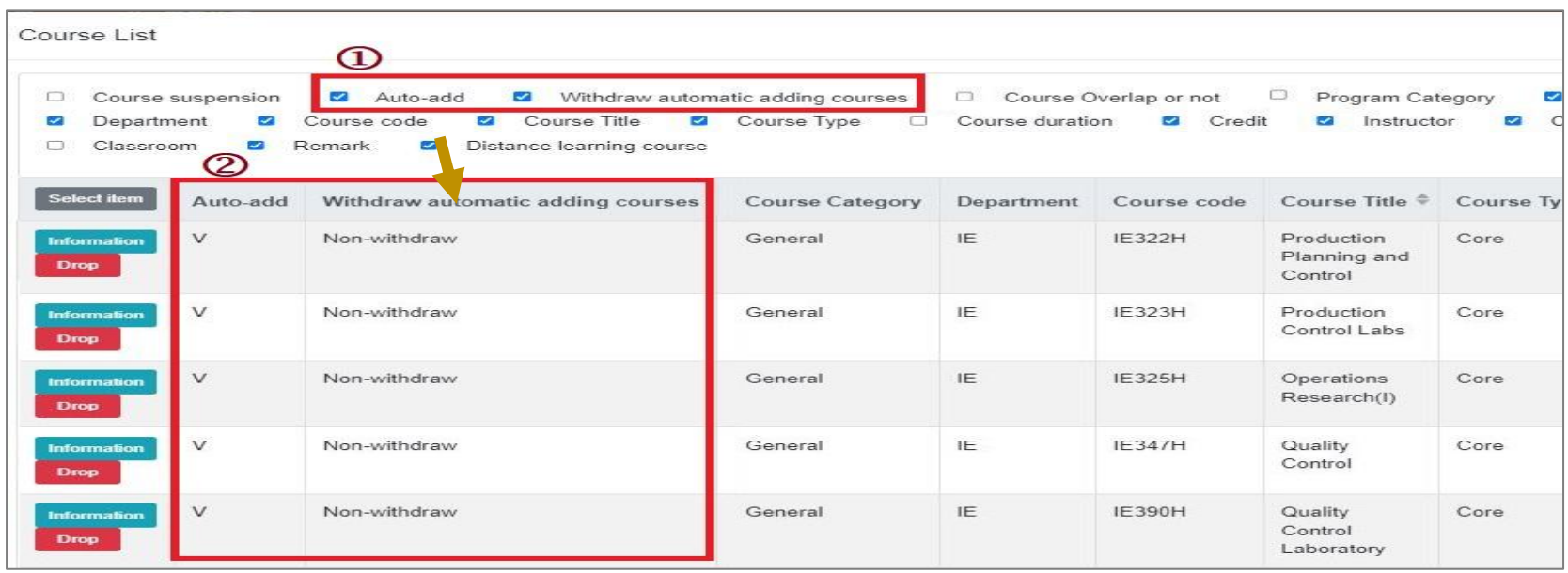
VI. The Second Stage Registration (12/12)

(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.**



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) Supplementary registrations will be made in the order of their registration time. If the registration times are the same, supplementary registrations will be determined by random number generation.

(3) Factors such as "student withdrawal", "Waiting list Success", and "Waiting list Cancelation" will update the "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".

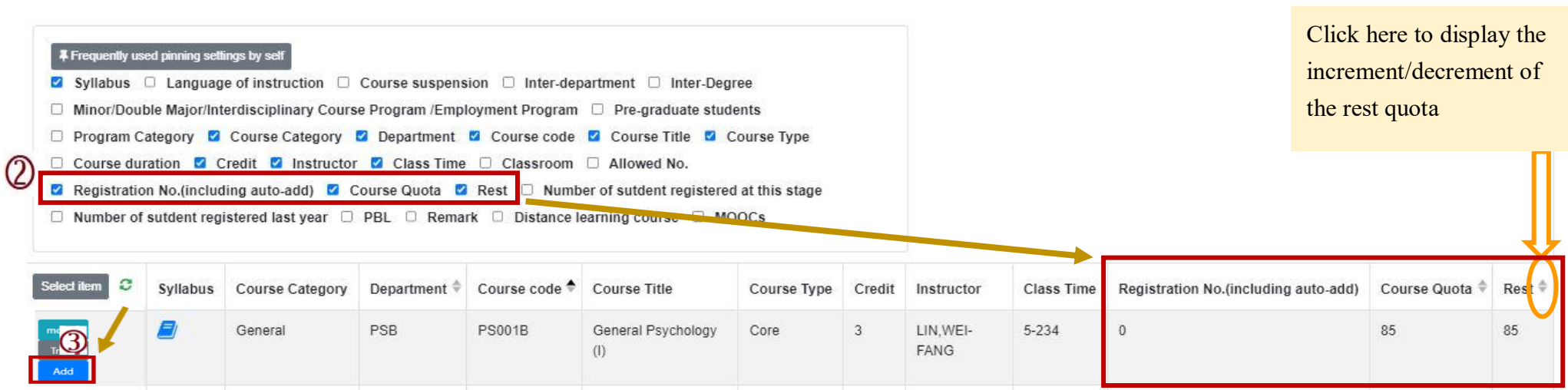
VII. The First Stage Adding/Dropping Course (2/11)

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".



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
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".

Tracking List (5)

- Add General AC121C Management 3Credit 2-567
- Add General BE203D Biostatistics 3Credit 3-6 5-12
- Add General BE203E Biostatistics 3Credit 3-5 5-34
- Has been Selected General IU002A Economics(II) 3Credit 4-678 1-CD
- Add English listening AC059C English Listening and Speaking in Lab (II) 1Credit 4-34

Select item	Spare Time	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No.
Information Remove Add	Spare Time	General	BEB	BE203D	Biostatistics	Core	3	LIN, CHENG AN	3-6 5-12	70
Information Remove Add		General	BEB	BE203E	Biostatistics	Core	3	LIN, CHENG AN	3-5 5-34	70

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.

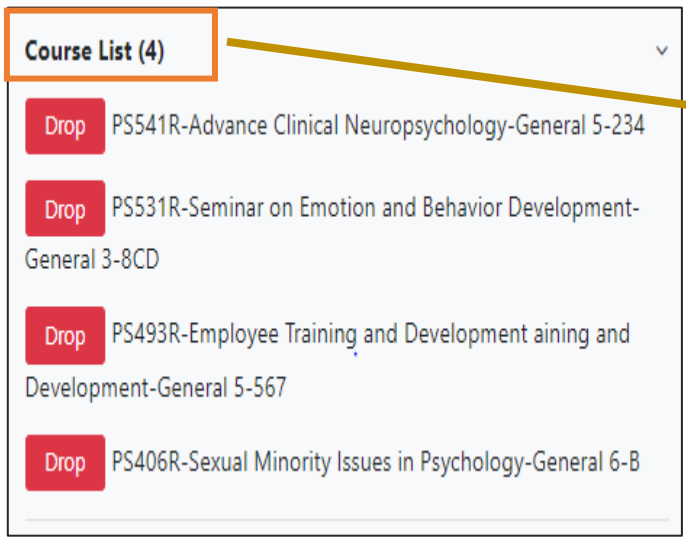
No	Reason	Remind	Remark
1	Insufficient balance of the course	Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the waiting list.	The course is arranged in the "Waiting List."
2	Course Overlap	Two courses shown in the 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!	

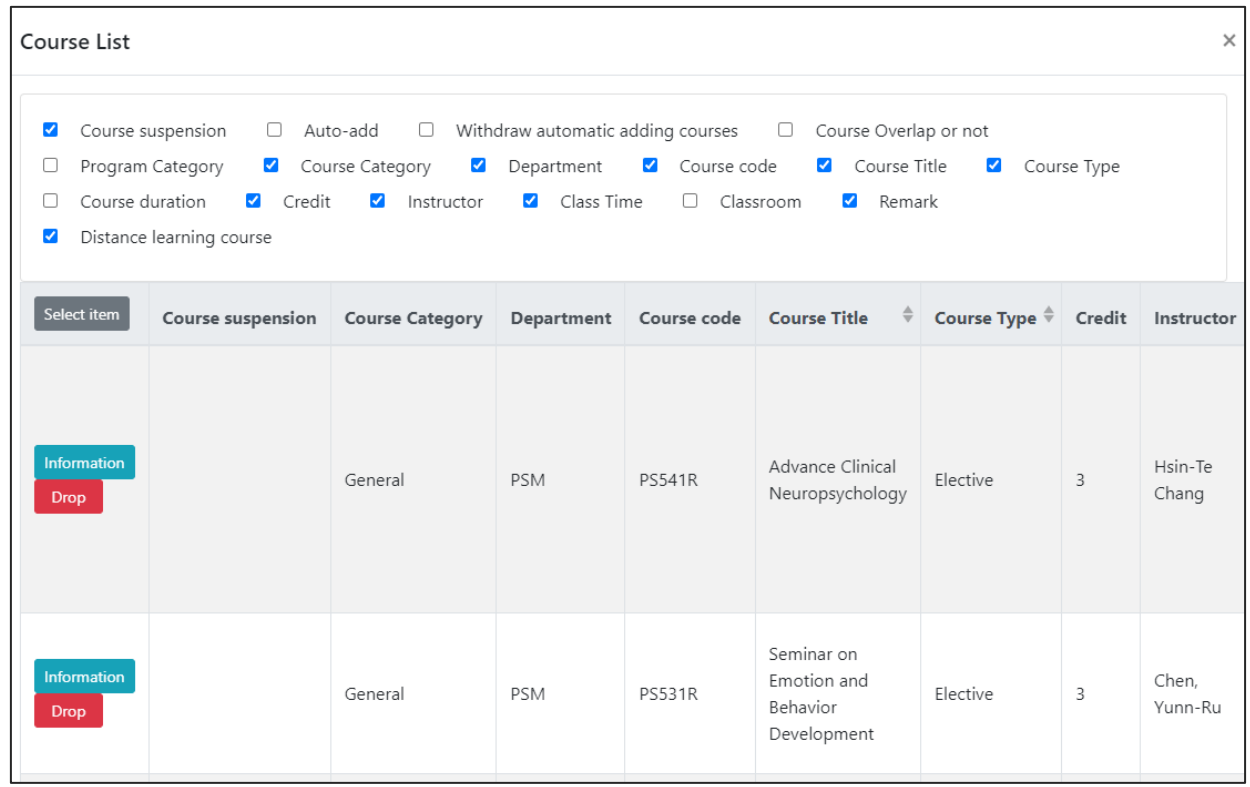
VII. The First Stage Adding/Dropping Course (6/11)

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".

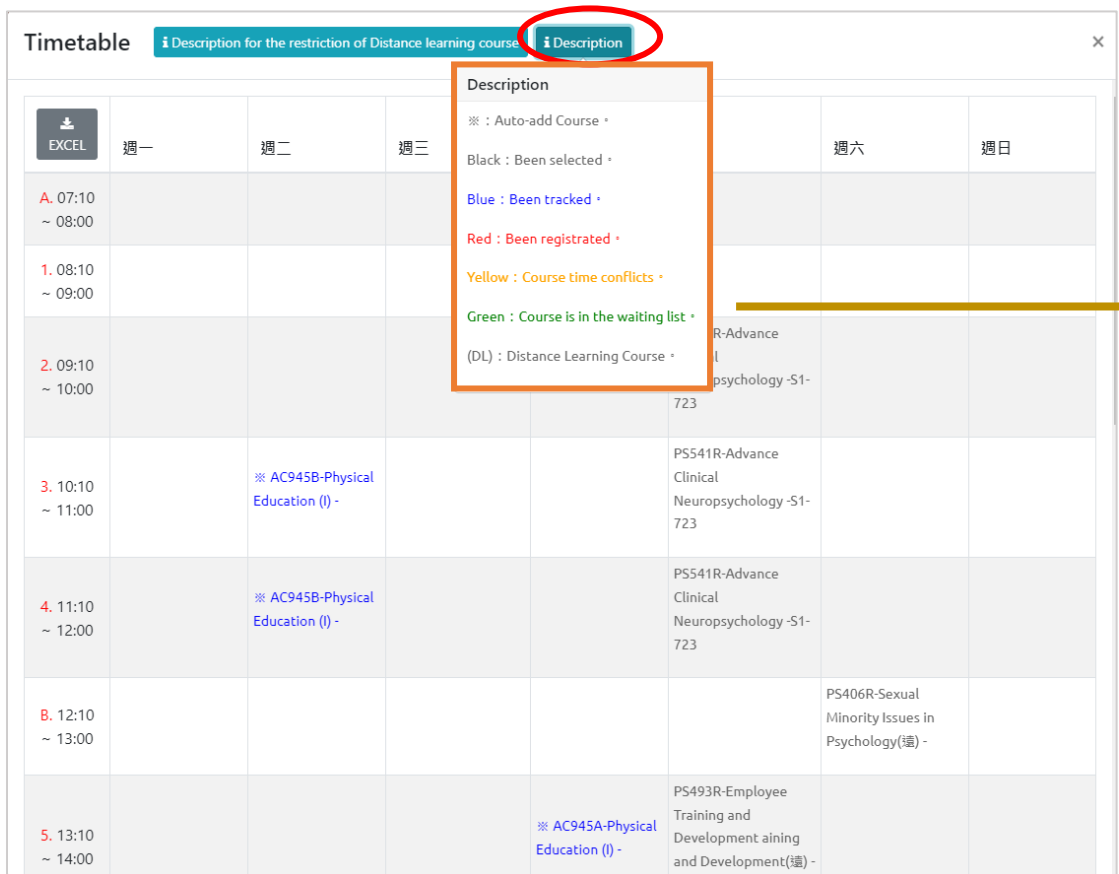


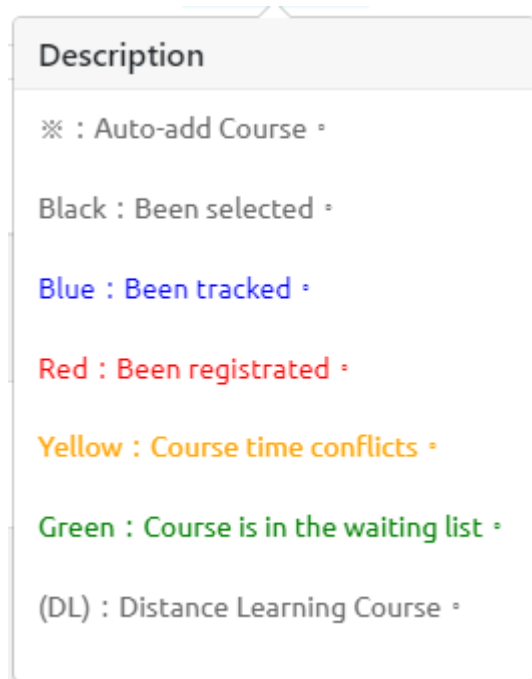


VII. The First Stage Adding/Dropping Course (7/11)

(2) Enquiry "Timetable"

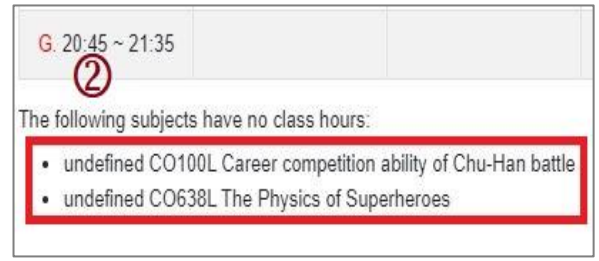
1. Click on "Related Instructions" to explain the status of the course represented by the <u>symbol or color</u>.



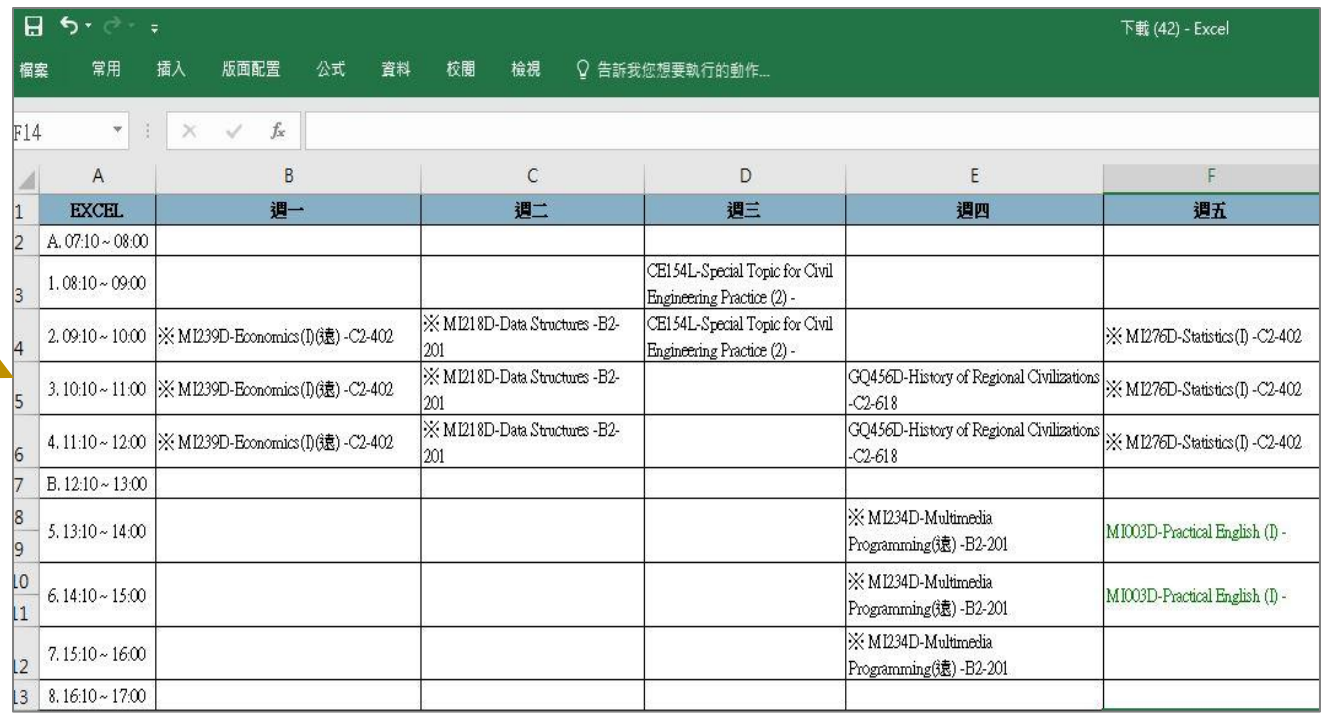


VII. The First Stage Adding/Dropping Course (8/11)

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



3. Click "Excel" to download Timetable.



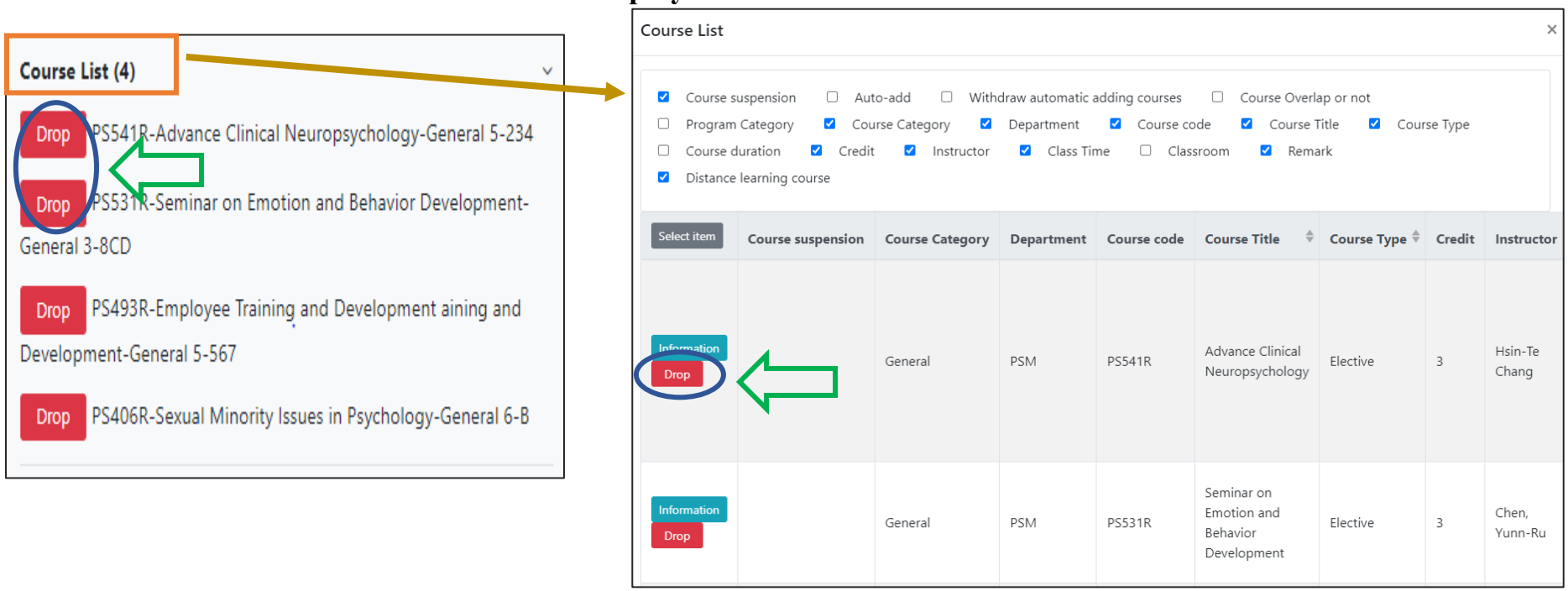
	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00			CE154L-Special Topic for Civil Engineering Practice (2) -		
4	2. 09:10 ~ 10:00	※ MI239D-Economics (I)(遠) -C2-402	※ MI218D-Data Structures -B2-201	CE154L-Special Topic for Civil Engineering Practice (2) -		※ MI276D-Statistics (I) -C2-402
5	3. 10:10 ~ 11:00	※ MI239D-Economics (I)(遠) -C2-402	※ MI218D-Data Structures -B2-201		GQ456D-History of Regional Civilizations -C2-618	※ MI276D-Statistics (I) -C2-402
6	4. 11:10 ~ 12:00	※ MI239D-Economics (I)(遠) -C2-402	※ MI218D-Data Structures -B2-201		GQ456D-History of Regional Civilizations -C2-618	※ MI276D-Statistics (I) -C2-402
7	B. 12:10 ~ 13:00					
8 9	5. 13:10 ~ 14:00				※ MI234D-Multimedia Programming(遠) -B2-201	MI003D-Practical English (I) -
10 11	6. 14:10 ~ 15:00				※ MI234D-Multimedia Programming(遠) -B2-201	MI003D-Practical English (I) -
12	7. 15:10 ~ 16:00				※ MI234D-Multimedia Programming(遠) -B2-201	
13	8. 16:10 ~ 17:00					

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

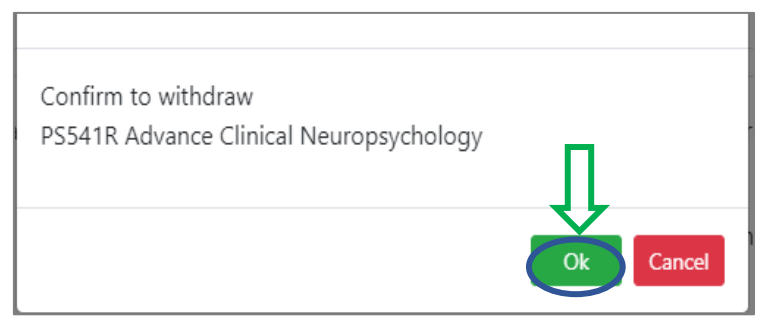
E. Drop Course

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

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



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

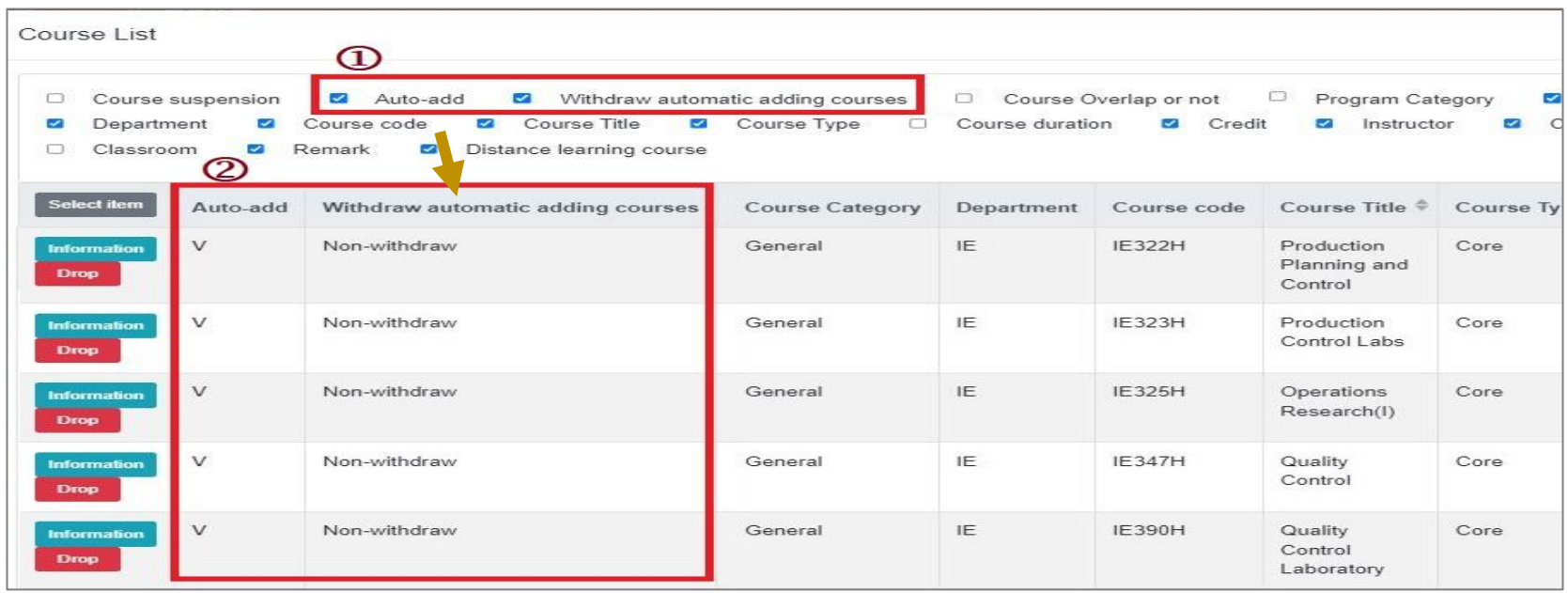


VII. The First Stage Adding/Dropping Course (10/11)

(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.



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

F. Waiting Courses

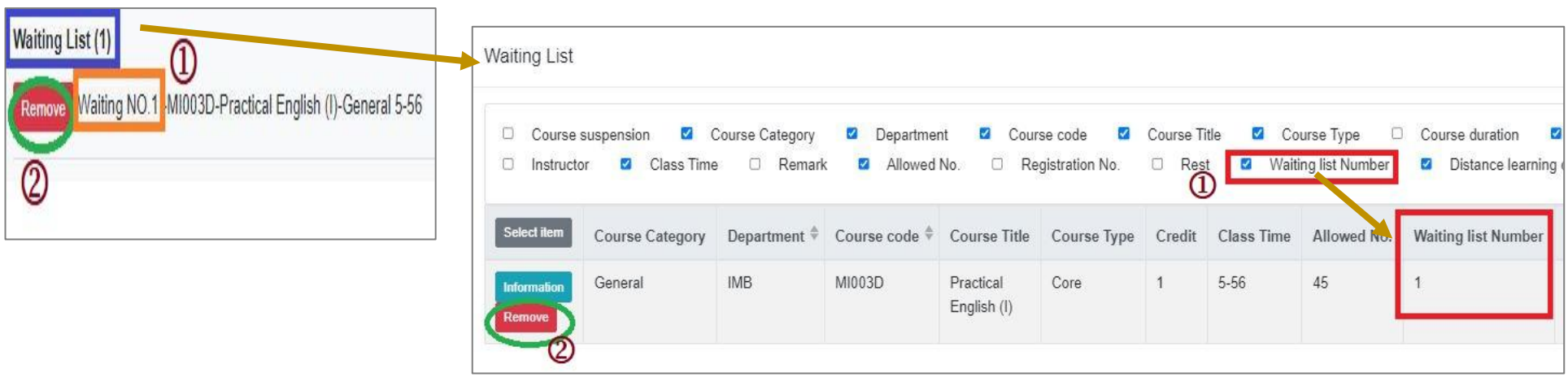
(1) Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the "Waiting list".

(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".



(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. 》

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. 》

VIII. Online Course Selection Form (3/5)

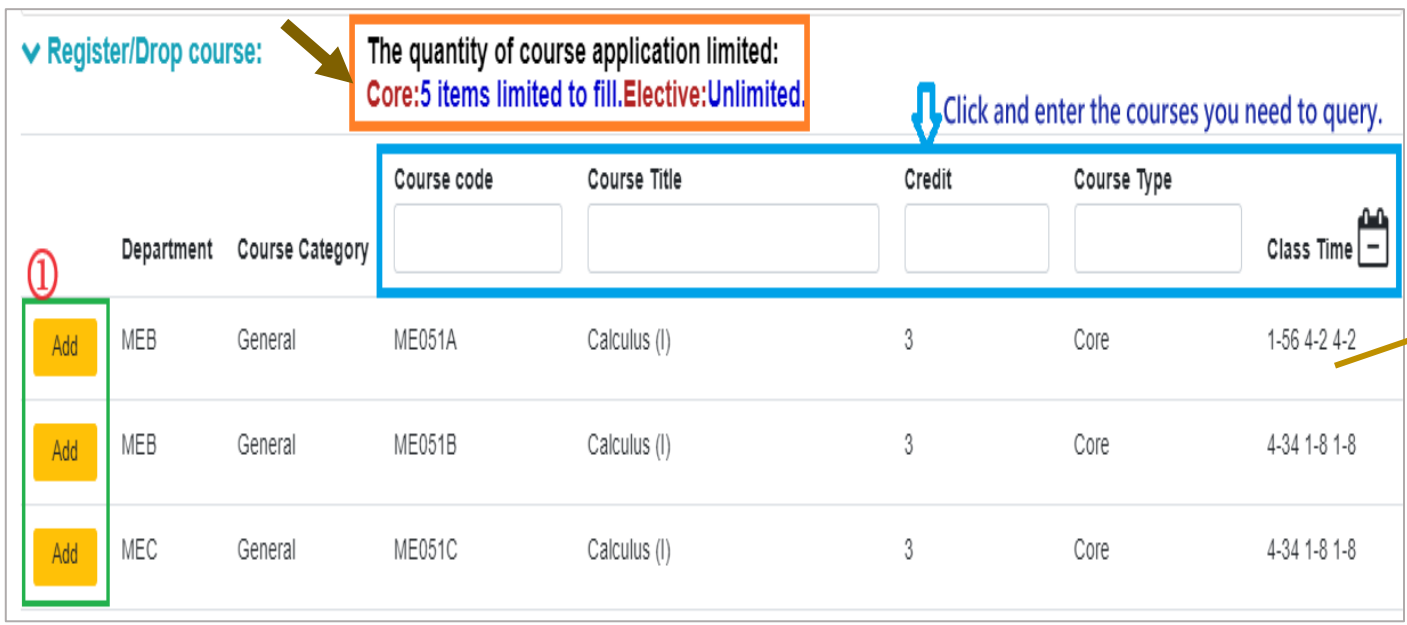
3. Open the Course Registration (Add/ Drop)

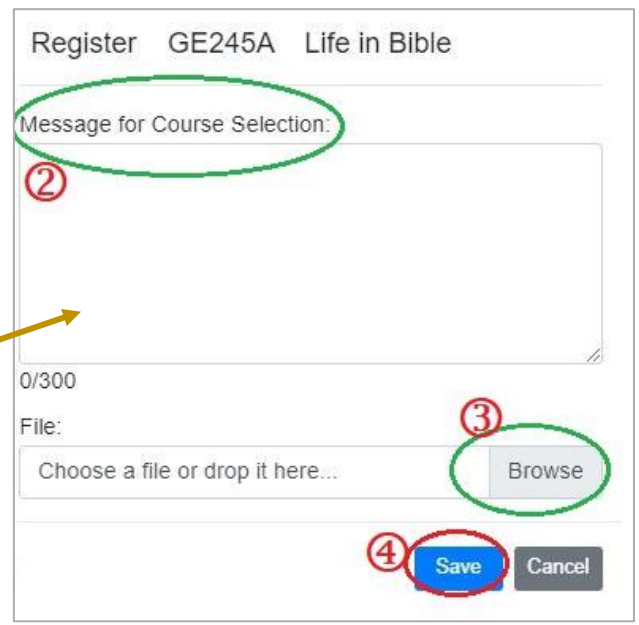
   a. Choosing the required course to click "Add" or "Drop".《Please note that the number of courses you can apply for is limited by the course providing unit.》

   b. 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.

   c. 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.





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	① Audit results/Time	② 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.	符合延肆加選資格
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)

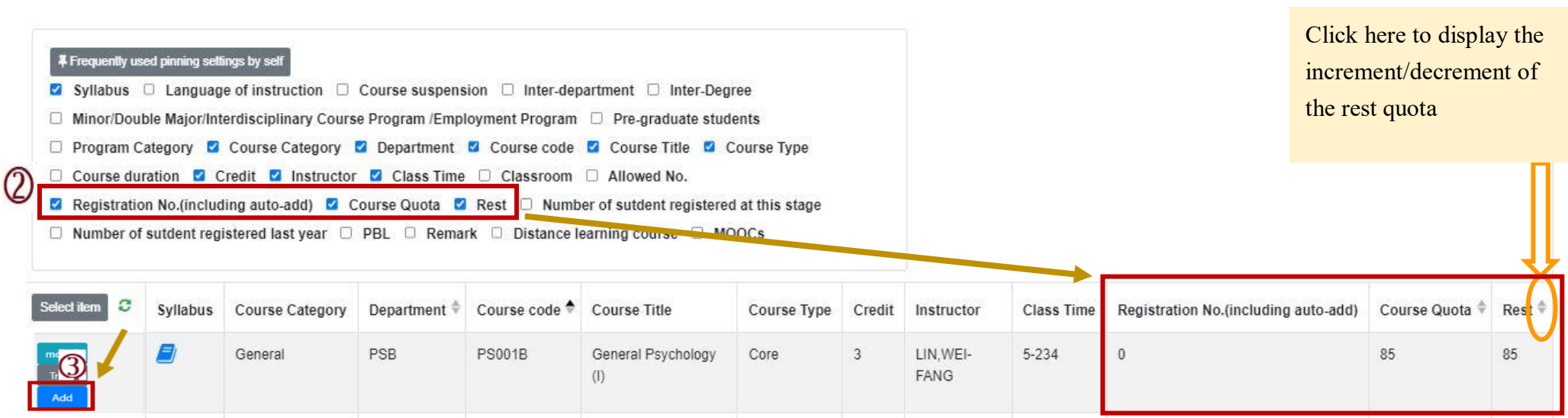
B. Add Course

(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".



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	Spare Time	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No.
Information Remove Add	Spare Time	General	BEB	BE203D	Biostatistics	Core	3	LIN, CHENG AN	3-6 5-12	70
Information Remove Add		General	BEB	BE203E	Biostatistics	Core	3	LIN, CHENG AN	3-5 5-34	70

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.

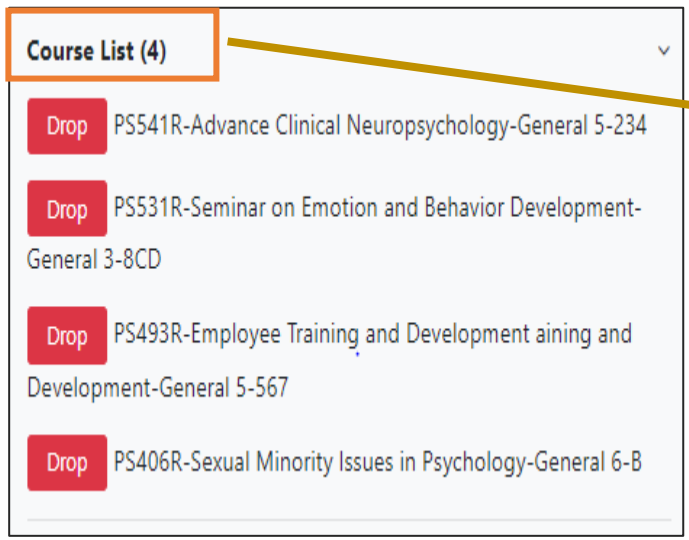
No	Reason	Remind
1	Insufficient balance of the course	Insufficient balance of the course, fail to add.
2	Course Overlap	Two courses shown in the same time slot in course list.
3	After one of the following courses has been selected (Ex: Compulsory PE /electives PE and military training course), you can't 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!

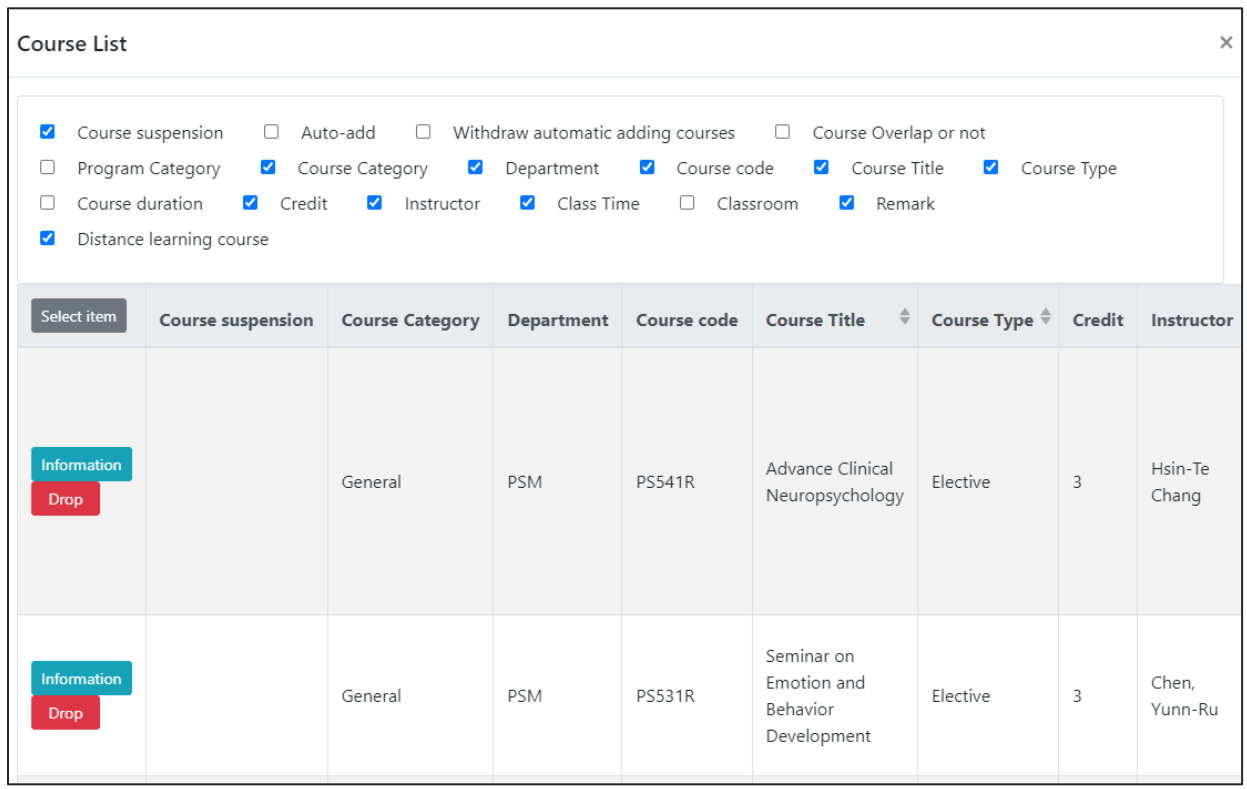
IX. The Second Stage Adding/Dropping Course (6/10)

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".

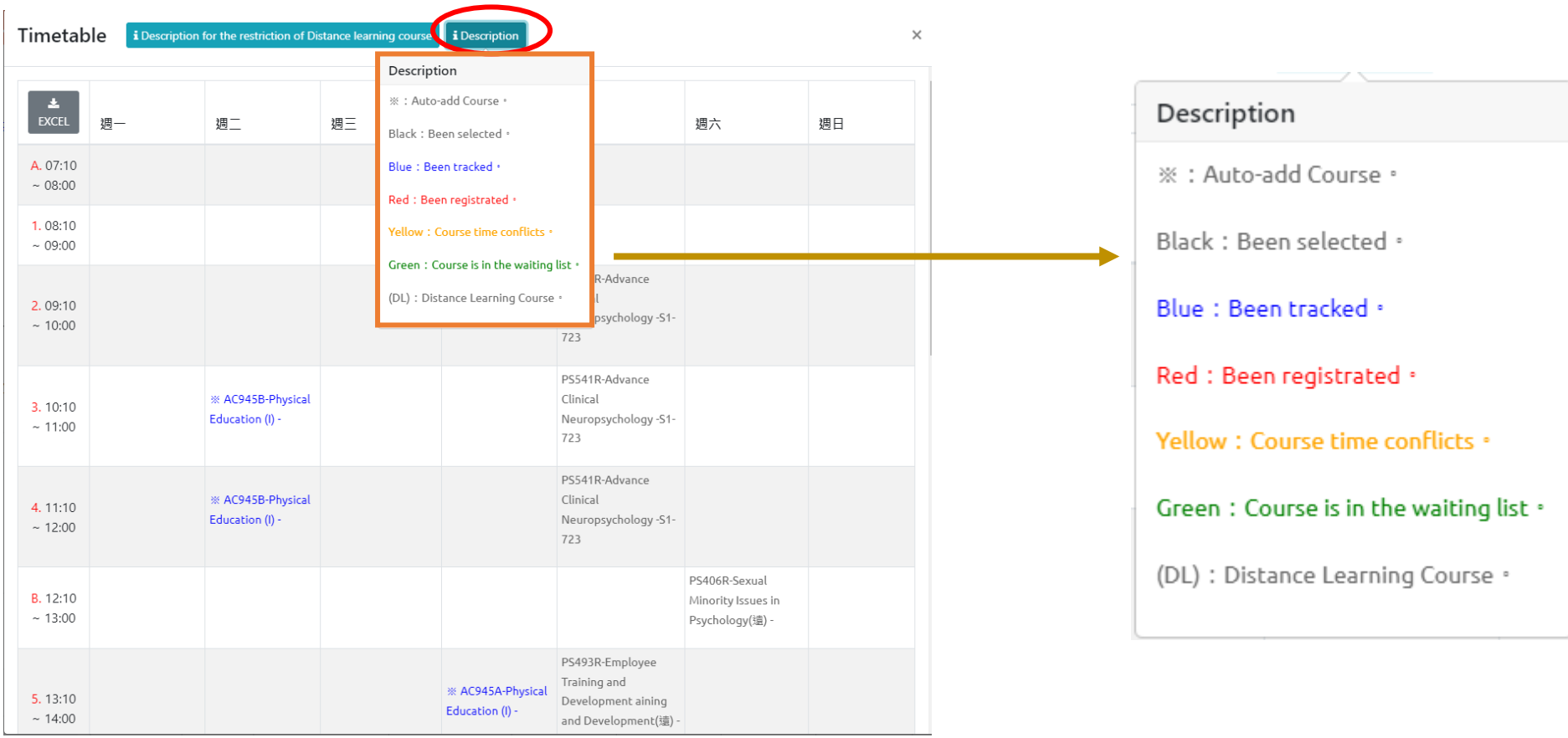




IX. The Second Stage Adding/Dropping Course (7/10)

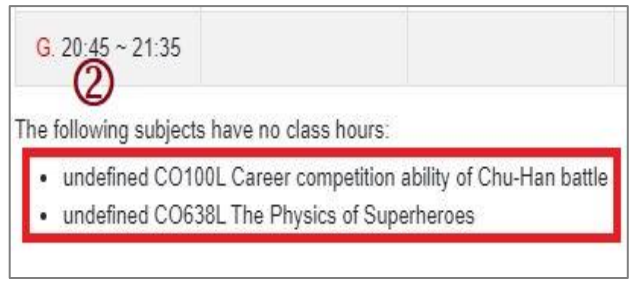
(2) Check "Timetable"

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



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

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



3. Click "Excel" to download Timetable.

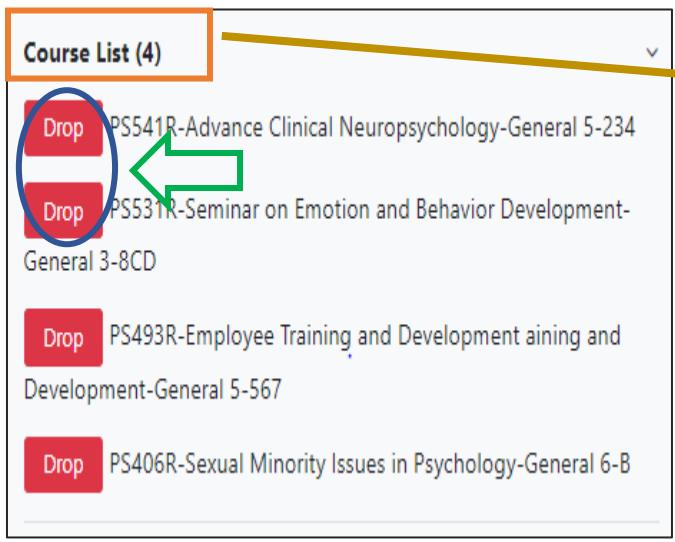
EXCEL	週一	週二	週三	週四	週五
A. 07:10 ~ 08:00					
1. 08:10 ~ 09:00					
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning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

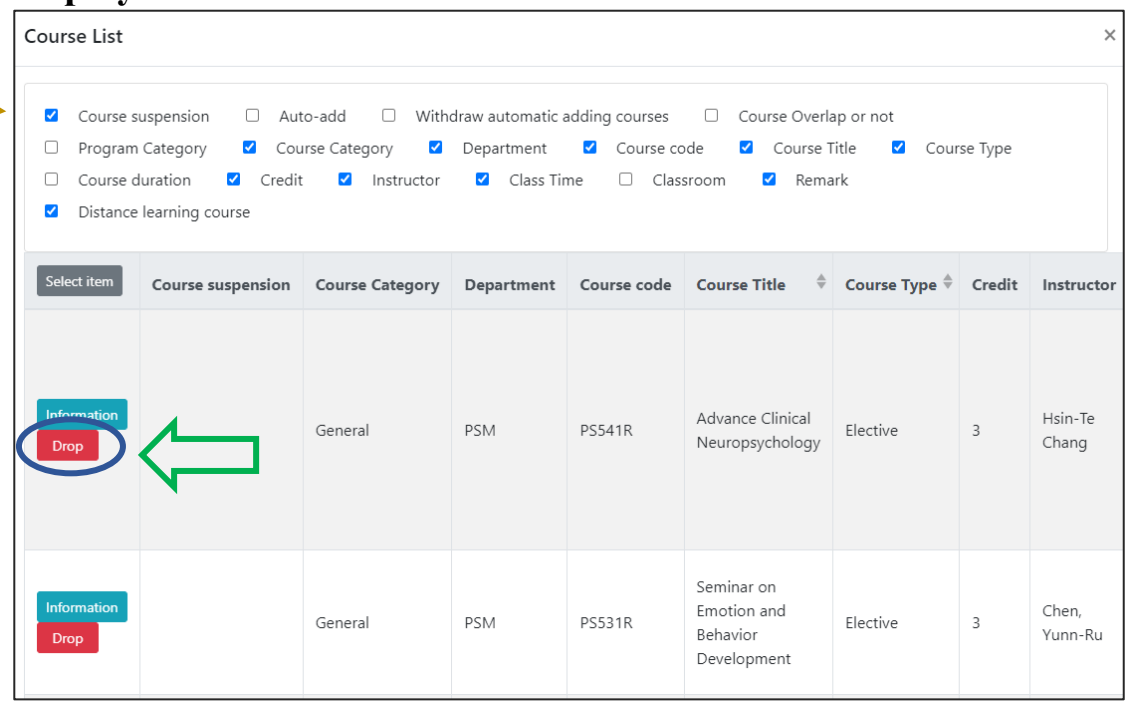
IX. The Second Stage Adding/Dropping Course (9/10)

E. Drop Course

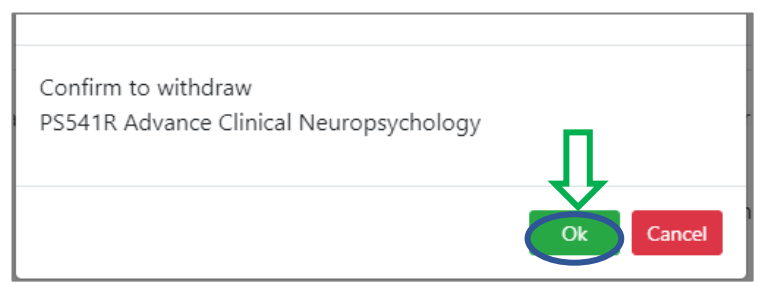
(1) Enter "Course List" and click "Drop".

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





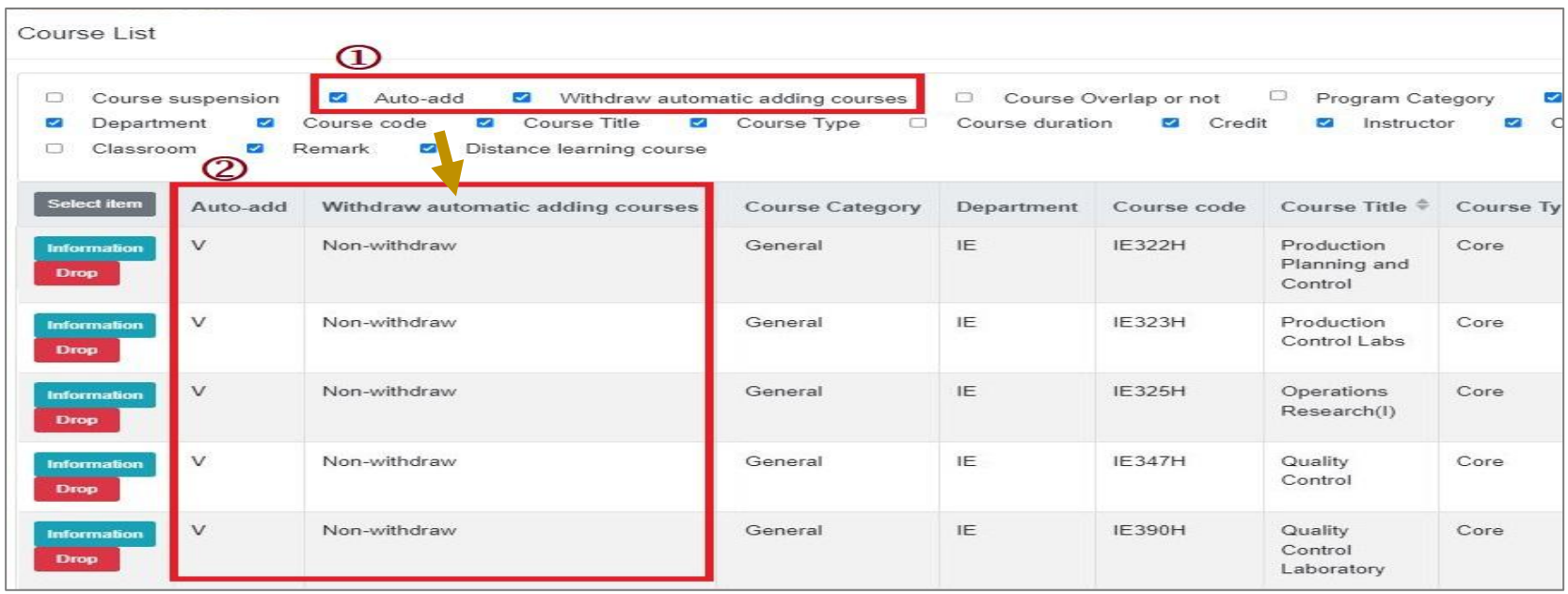
(2) Please click on [Ok] to confirm and drop the following course.



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.