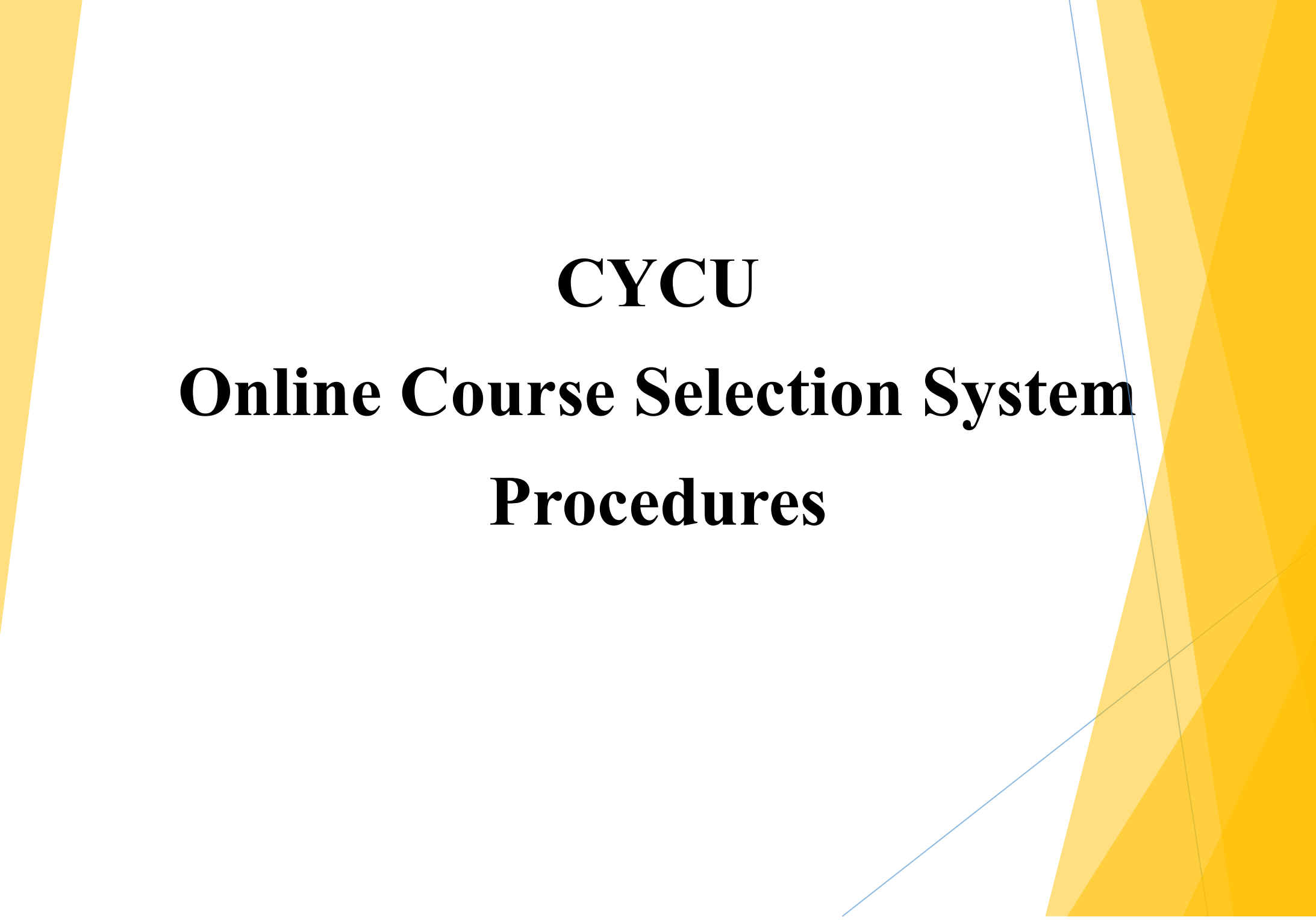


The background features abstract geometric shapes in shades of yellow and blue. On the left, a solid yellow vertical bar is partially visible. On the right, there are overlapping translucent yellow triangles and a thin blue diagonal line extending from the bottom left towards the top right.

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.

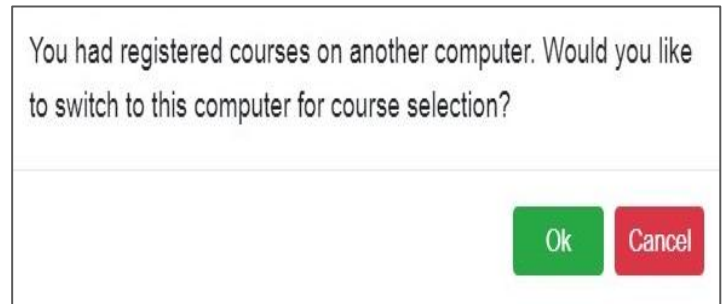
B. After logging in to the course selection system, if you do not perform any course selection assignments within 30 minutes, the system will automatically log out.

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

生活

課業

健康

意見信箱

110

Current Course Selection Stage:
1st stage adding/dropping course(Inquiry · Add · Drop)

Designated Students and notes, please click 'Course Selection Time Announcement'.

Course List (7) 2

Drop

General MA407M Operating Systems 3Credit 4-234

Drop

General MA605R Graph Theory 3Credit 3-78C

Drop

General MA613R General Analysis 3Credit 4-234

Drop

Citizenship GQ395D Sociology of Everyday Life 2Credit 2-56

Drop

History GQ456J History of Regional Civilizations 2Credit 4-DE

Drop

IQ GE040A Music is Life 2Credit 4-56

Drop

Science AR000A Introduction to Natural Science and Artificial Intelligence 2Credit 5-CD

Tracking List (4)

Add

Citizenship GQ394B Contemporary Human Rights Issues and Challenges 2Credit 3-78

Add

History GQ456O History of Regional Civilizations 2Credit 1-34

Add

PE GR076B Table Tennis (F) I 0Credit 1-34

Add

PE GR076D Table Tennis (F) I 0Credit 5-12

Volunteer order setting

Upper limit of Priority

Registration list (0)

Waiting List (0)

3

Course Inquiry Filter criteria

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 50

« < 1 2 > »

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

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

B. Description of each function

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

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

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

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

C. To view Personal Information and Course Selection Credits

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

The diagram illustrates the navigation path from the main menu to the Personal Information page. The main menu includes 'Checklist', 'Personal information', and 'LANGUAGE'. The 'Personal information' dropdown menu is highlighted, showing options: 'Personal information', 'Timetable', and 'Selected Record'. Arrows point from the 'Personal information' menu item to the 'Personal information' page and from the 'Selected Record' menu item to the 'Selected credits' table.

Personal information

①

Current Course Selection Stage:	1st stage adding/dropping course
Name/Student ID Number/Class	吳 /11 20/Department of
The maximum number of total credits which can be taken	25
Total credits been taken	0
The identification of additional credits	

②

Credit Limit	25 Credit
Selected credits	more Remaining credits
0	25

[Minor / Double major / Program] Additional credit limit 0 Credit ③

Minor	Double Major	Teacher Education Program	Interdisciplinary Course Program	Employment Program	Micro Program	Pre-graduate students (Preparatory Postgraduate)	Remaining credits
0	0	0	0	0	0	0	0

[Apply for over-study credits] Additional credit limit 0 Credit ④

Selected credits	Remaining credits
0	0

[Apply for Special Research Topic / Independent Study] Additional credit limit 0 Credit ⑤

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	more	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.

[Minor / Double major / Program] Additional credit limit ⓘ 0 Credit → Click to see "Related Explanation"							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	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.

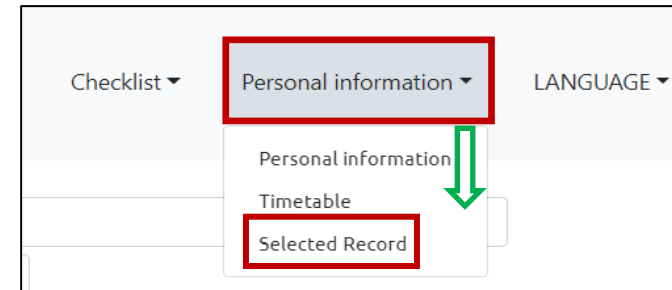
※Related Explanation:

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

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

E. Important Announcement of Course Selection

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

The screenshot illustrates the process of viewing course selection announcements. It features a main interface with a 'Bulletin board' section and a detailed announcement window.

Top Interface:

- A red box labeled 'Bulletin board' with a circled '1' and an arrow pointing to the 'Bulletin board' link.
- A header 'Announcement of Course Selection Time'.

Bulletin board Table:

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

Announcement Window (111-1學期選課報):

- Header: 111-1學期選課報
- Content:
 - 一、111-1學期選課報(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-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。
- Footer: OK button (circled in blue with a green arrow pointing to it).

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

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.

A screenshot of a web application interface. It shows a form with three input fields: '原密碼 Original password', '新密碼 New password', and '確認新密碼 Confirm the new password'. Below the 'New password' field, there is a text requirement: '最少8碼 · 最多15碼 at least 8 characters and cannot exceed 15 characters'. Below the 'Confirm the new password' field, there is a text requirement: '請再輸入一次您的新密碼 enter the new password again'. Below these, there is a section for '密碼強度: 新密碼必須符合以下條件(四種選三種) must use any 3 of the 4 options' with four bullet points: 1. 含有一大寫英文字母[A - Z], 2. 含有一小寫英文字母[a - z], 3. 含有一數字[0 - 9], 4. 特殊符號(但不能使用 +, -, *, ^, %, ~, =, &). At the bottom, there is a button labeled '變更密碼(Change 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 60 70 80 90 100

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

Frequently used pinning settings by self

☒ Syllabus ☐ Language of instruction ☐ Course suspension ☐ Inter-department ☐ Inter-Degree

☐ Minor/Double Major/Interdisciplinary Course Program /Employment Program ☐ Program Category

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

☒ Instructor ☒ Class Time ☐ Classroom ☐ Allowed No. ☐ Registration No.(including auto-add) ☐ Course Quota

☒ Rest ☐ Number of student registered at this stage ☒ Number of student registered last year ☐ PBL ☐ Remark

☐ Distance learning course ☐ MOOCs

Select item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Rest
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.

Click and enter the courses you need to query.

Course Inquiry **Filter criteria**

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

Filter criteria

1 **+**

Department

Degree

Grade

Course code

Course Title

General Education

Course Category

Lecture in English(EMI Courses)

Program Name

Course Type

Credit

Instructor

Class Time

2 **+**

Registration No.(including auto-add)

3 **+**

Course Quota

Rest

Number of student registered at this stage

4 **+**

Course suspension

Inter-department

Inter-Degree

Minor/Double Major/Interdisciplinary Course Program /Employment Program

Pre-graduate students

PBL

Distance learning course

Delete All Ok Cancel

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

Example 1. Enter "Department" to query

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

College of Science

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

College of Engineering

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

College of Business

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

College of Humanities and Education

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

College of Electrical Engineering and Computer Science

- ☒ Department of 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 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.

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	☐	☐	☐	☐	☒	☐	☐
1	08:10 ~ 09:00	☐	☐	☐	☒	☒	☐	☐
2	09:10 ~ 10:00	☐	☐	☐	☒	☒	☐	☐
3	10:10 ~ 11:00	☐	☐	☐	☒	☒	☐	☐
4	11:10 ~ 12:00	☐	☐	☐	☒	☒	☐	☐
B	12:10 ~ 13:00	☐	☐	☐	☐	☒	☐	☐
5	13:10 ~ 14:00	☐	☐	☐	☐	☒	☐	☐

Delete All Save Cancel

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

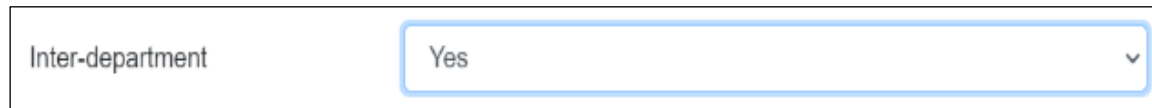
Example 3. Enter "Rest" to query : Choosing 「 $\leq$ 」, 「 $\geq$ 」, 「 $=$ 」 and the rest number.

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



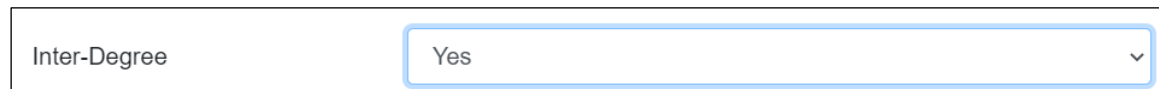
Course Quota	=	
Rest	>	0
Number of student registered at this stage	=	

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



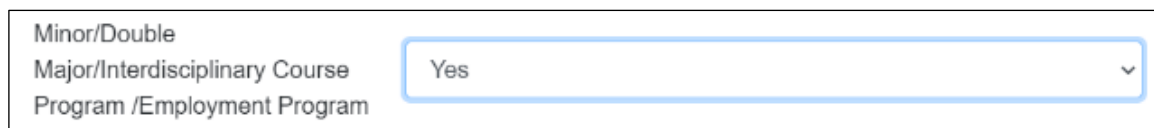
Inter-department	Yes
------------------	----------------------------------

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" 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.》

Select item	Course Category	Department	Course code	Course Title	Instructor
more... Track	GQ	GEB	GE234B	Sacred Music Appreciation	SUN,TZUHORN
more... Track	GQ	GEB	GE245A	Life in Bible	TWU,SHIHHSIU
more... Track	GQ	GEB	GE246A	Introduction to Philosophy	CHENG,CHIN-F

Class Time: Spare Time

Confirm to track ?

GE234B Sacred Music Appreciation

OK Cancel

Class Time: Course Overlap

Confirm to track ?

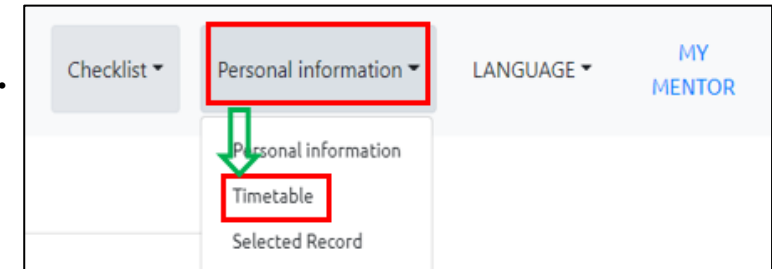
GE245A Life in Bible

OK Cancel

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		※ MI234D-Multimedia Programming(遠)-B2-201
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 registered *

Yellow : Course time conflicts *

Green : Course is in the waiting list *

(DL) : Distance Learning Course *

→ Blue: Courses already tracked

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 *

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

(4) Click "Excel" to download Timetable.



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

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

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

[Left List]

(1) Click "**Tracking List**" to display the detailed information of the course in "Tracking List". After clicking the upper left button "  ", the information 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.

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

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 student registered at this stage ☐ Number of student registered last year ☐ Distance learning course

Select item	Spare Time	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Allowed No
Information Remove	Spare Time	General	ACB	AC121C	Management	Core	3	Li-Chin Shih	2-567	60
Information Remove 	Spare Time	General	BEB	BE203D	Biostatistics	Core	3	LIN, CHENG AN	3-6 5-12	70
Information Remove 	Spare Time	General	BEB	BE203E	Biostatistics	Core	3	LIN, CHENG AN	3-5 5-34	70
Information Remove	Spare Time	General	IUBM	IU002A	Economics(II)	Core	3	CHIANG, CHANG-CHOU	4-678 1-CD	20

V. The First Stage Registration (1/12)

A. The rules for registration and filtering

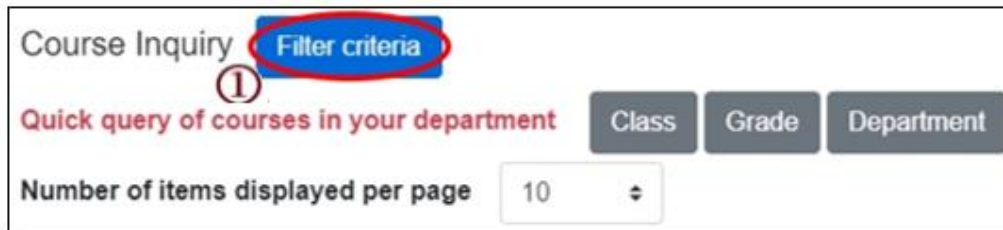
- (1) According to 「 Course Selection Guideline & Schedule 」 , students are allowed to register courses during the designated period**
- (2) The order of registration has nothing to do with the filtering of courses.**
- (3) Courses registered for this stage do not mean that you have been selected, which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



Course Inquiry **Filter criteria**

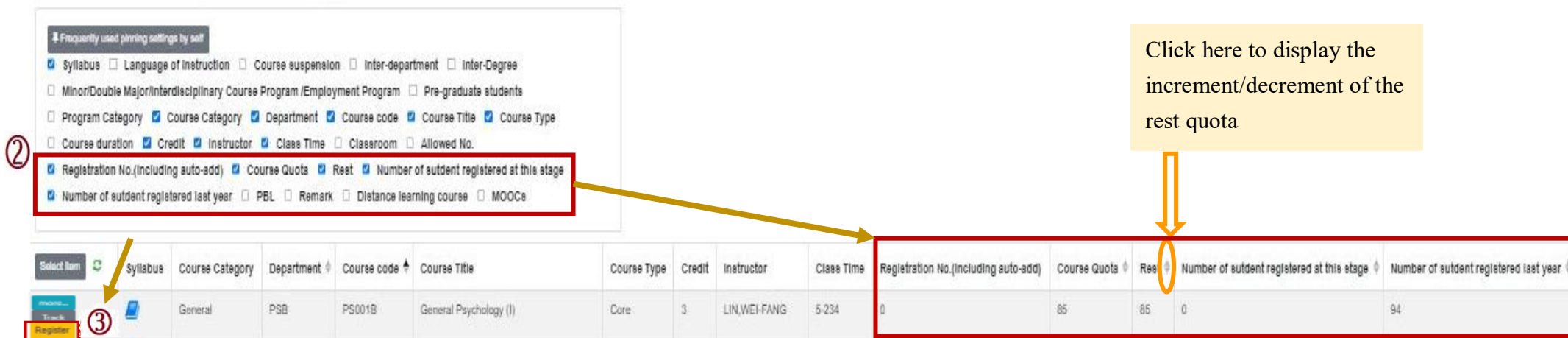
① Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

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

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



② Frequently used printing settings by self

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

③ Register

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
PS001B	General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	65	65	0	94	

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

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".

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) 10Credit 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 student registered at this stage ☐ Number of student 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

V. The First Stage Registration (4/12)

C. Check "Registration List"

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

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



Registration list

Volunteer order setting

☒ 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

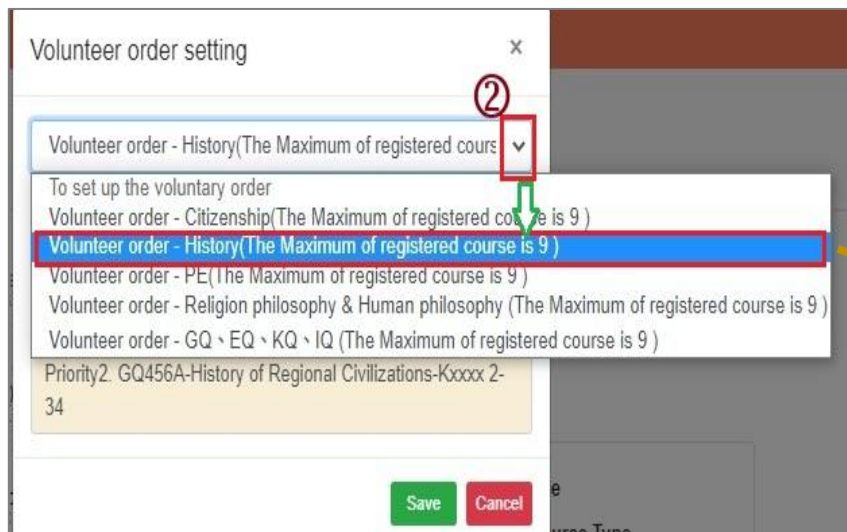
V. The First Stage Registration (5/12)

(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 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
EXCEL					
A. 07:10 ~ 08:00					
1. 08:10 ~ 09:00					
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	G (DL) : Distance Learning Course		※ IE390H-Quality Control Laboratory - E3-307	※ 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

Red Mark: Courses already registered→

V. The First Stage Registration (7/12)

(2) Click "Excel" to download Timetable.



下載 (41) - Excel

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

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".

The screenshot displays the 'Course List' interface. On the left, a sidebar titled 'Course List (4)' lists four courses, each with a 'Drop' button. A yellow arrow points from the 'Course List' link in the sidebar to the main 'Course List' panel. The main panel has a filter bar at the top with various checkboxes. The 'Course Overlap or not' checkbox is highlighted with a red box. Below the filter bar is a table with columns: 'Select item', 'Course Overlap or not', 'Course Category', 'Department', 'Course code', 'Course Title', 'Course Type', 'Credit', 'Instructor', and 'Class Time'. The 'Course Overlap or not' column is highlighted with a red box, and the first two rows show 'Overlap' in red text. The table data is as follows:

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. At the top, there are two tabs: "Description for the restriction of Distance learning course" and "Description". The "Description" tab is selected and highlighted with a red box and a circled "1". Below the tabs is a table with four rows representing time slots: 5. 13:10 ~ 14:00, 6. 14:10 ~ 15:00, 7. 15:10 ~ 16:00, and 8. 16:10 ~ 17:00. The table contains course names and status indicators. A yellow box highlights the "Description" tab and the first two rows of the table. A red box highlights the "Description" tab and the last two rows of the table. A yellow box highlights the text "→ Yellow: Courses time conflicts." in the bottom right. A yellow arrow points from the "Description" tab to a detailed legend on the right.

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

Yellow : Course time conflicts °

Green : Course is in the waiting list °

(DL) : Distance Learning Course °

V. The First Stage Registration (10/12)

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

G. 20:45 ~ 21:35
②

The following subjects have no class hours:

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

(3) Click "Excel" to download Timetable.

Timetable [Description for](#)

③

↓ EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

EXCEL	週一	週二	週三	週四
A. 07:10 ~ 08:00				
1. 08:10 ~ 09:00		BE306G-Signals and Systems -E8-215	※ BE303G-Electronics(II) -E8-311	
2. 09:10 ~ 10:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
3. 10:10 ~ 11:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
4. 11:10 ~ 12:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415			
B. 12:10 ~ 13:00				
5. 13:10 ~ 14:00				
6. 14:10 ~ 15:00				
7. 15:10 ~ 16:00			GE516A-Introduction to Global Culture -C2-818	
			※ BE301G-Anatomy and Physiology (I) -E8-314	
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				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				
The following subjects have no class hours:				

↓ Yellow: Courses time conflicts.

V. The First Stage Registration (11/12)

F. Drop Course

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

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

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

Course List (4)

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

Course List

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

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

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

Distance learning course ☒

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

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

Confirm to withdraw
PS541R Advance Clinical Neuropsychology

Ok Cancel

V. The First Stage Registration (12/12)

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

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

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

Course List

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

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

☐ Classroom
 ☒ Remark
 ☒ Distance learning course

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

VI. The Second Stage Registration (1/12)

A. The rules for registration and filtering

- (1) According to 「 Course Selection Guideline & Schedule 」 the 2nd stage registration, the system will filter every day on 16:00-16:30.**
- (2) No registration for conflict courses.**
- (3) Those who have already chosen one of the following courses, and can't be allowed to register another of the same category:**
 - 1. Compulsory PE course**
 - 2. Elective PE course**
 - 3. Military Training course**
 - 4. Extended General Education elective course (except those college-designated general ethics courses)**
- (4) 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.

Course Inquiry **Filter criteria**

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

2. Check "Registration No. (including auto-add)", "Course Quota.", "Rest", "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".

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	Number of student registered at this stage	Number of student registered last year
	General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85	0	94

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

VI. The Second Stage Registration (3/12)

(2) The registration of "Tracking List"

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

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
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 2 Credit

 **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 student registered at this stage ☐ Number of student 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".



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
 		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34
 		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34

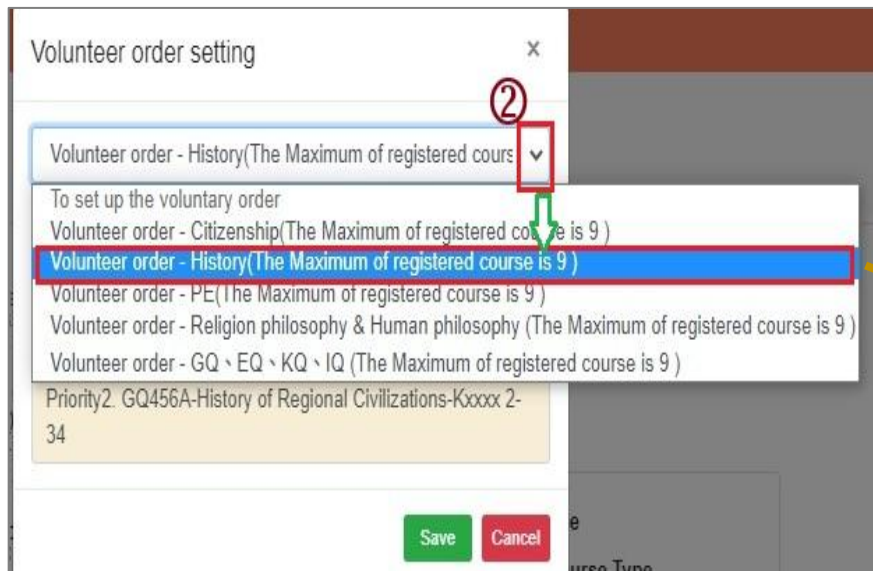
VI. The Second Stage Registration (5/12)

(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
EXCEL					
A. 07:10 ~ 08:00					
1. 08:10 ~ 09:00					
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	G R (DL) : Distance Learning Course		※ IE390H-Quality Control Laboratory - E3-307	※ 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

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...

E8 GQ456D-History of Regional Civilizations -C2-618

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5						
6	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
7						
8	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 (I) -E3-206		
14						
15	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	IE306E-Probability & Statistics (I) -E3-206	※ IE347H-Quality Control -E3-206	
16						
17	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	
18						
19	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	
20						
21	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
22						
23	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307				
24						
25	E. 18:55 ~ 19:45					
26						
27	F. 19:50 ~ 20:40					
28						
29	G. 20:45 ~ 21:35					
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100						

The following subjects have no class hours:

VI. The Second Stage Registration (8/12)

E. View Course Filtering Results

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

(2) Check "Course List".

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

The screenshot shows the 'Course List' interface. On the left, a list of four courses is displayed, each with a 'Drop' button. An orange box highlights the 'Course List (4)' header, and a yellow arrow points from it to the 'Course List' window on the right.

The 'Course List' window on the right has a filter section at the top with the following options:

- ☒ 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

Below the filter section is a table with the following columns: Select item, Course suspension, Course Category, Department, Course code, Course Title, Course Type, Credit, and Instructor.

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

VI. The Second Stage Registration (9/12)

(3) Check "Timetable"

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

Timetable

Description for the restriction of Distance learning course

Description

※ : 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

3. 10:10 ~ 11:00

4. 11:10 ~ 12:00

B. 12:10 ~ 13:00

5. 13:10 ~ 14:00

※ AC945B-Physical Education (I) -

※ AC945B-Physical Education (I) -

※ AC945A-Physical Education (I) -

R-Advance Clinical Neuropsychology -S1- 723

PS541R-Advance Clinical Neuropsychology -S1- 723

PS541R-Advance Clinical Neuropsychology -S1- 723

PS406R-Sexual Minority Issues in Psychology(遠) -

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

Description

※ : Auto-add Course

Black : Been selected

Blue : Been tracked

Red : Been registered

Yellow : Course time conflicts

Green : Course is in the waiting list

(DL) : Distance Learning Course

VI. The Second Stage Registration (10/12)

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

G. 20:45 ~ 21:35
②

The following subjects have no class hours:

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

(3) Click "Excel" to download Timetable.

Timetable

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
6	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206			※ IE390H-Quality Control Laboratory -E3-307	※ IE322H-Production Planning and Control -E3-105
7	B. 12:10 ~ 13:00					
8	5. 13:10 ~ 14:00			GR226A-Introduction to Life Education -		
9						
10						
11	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (I) -E3-206	GR226A-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 Lab -E3-307				
16	D. 18:00 ~ 18:50	※ IE323H-Production Control Lab -E3-307				
17	E. 18:55 ~ 19:45					
18	F. 19:50 ~ 20:40					
19	G. 20:45 ~ 21:35					
20	The following subjects have no class hours:					

VI. The Second Stage Registration (11/12)

F. Drop Course

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

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

The left panel shows a list of courses with 'Drop' buttons. The right panel shows the 'Course List' window with a table of course details.

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

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

Confirm to withdraw
PS541R Advance Clinical Neuropsychology

Ok Cancel

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) 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.

Course Inquiry **Filter criteria** ①

Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

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

3. Click "Add".

②

Frequently used pinning settings by self

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

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

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

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

(2) The adding for "Course Inquiry"

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

Select item	Syllabus	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
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 2-507
	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".

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.

The screenshot shows a "Timetable" window with a grid of time slots and days. A red circle highlights the "Description" button in the top right corner. A yellow arrow points from this button to a detailed legend on the right.

Timetable Legend:

- ※ : 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 °

	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					
5. 13:10 ~ 14:00			※ AC945A-Physical Education (I) -		

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

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

G. 20:45 ~ 21:35

②

The following subjects have no class hours:

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

3. Click "Excel" to download Timetable.

Timetable

③

↓ EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

下載 (42) - Excel

	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00			CEI54L-Special Topic for Civil Engineering Practice (2) -		
4	2. 09:10 ~ 10:00	※ MI239D-Economics (I) (3選) -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) (3選) -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) (3選) -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 (3選) -B2-201	MI003D-Practical English (I) -
9						
10	6. 14:10 ~ 15:00				※ MI234D-Multimedia Programming (3選) -B2-201	MI003D-Practical English (I) -
11						
12	7. 15:10 ~ 16:00				※ MI234D-Multimedia Programming (3選) -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".

Course List (4)

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

Course List

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

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

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

☒ Distance learning course

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

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

Confirm to withdraw
PS541R Advance Clinical Neuropsychology

Ok **Cancel**

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

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

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

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

Course List

☐ 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

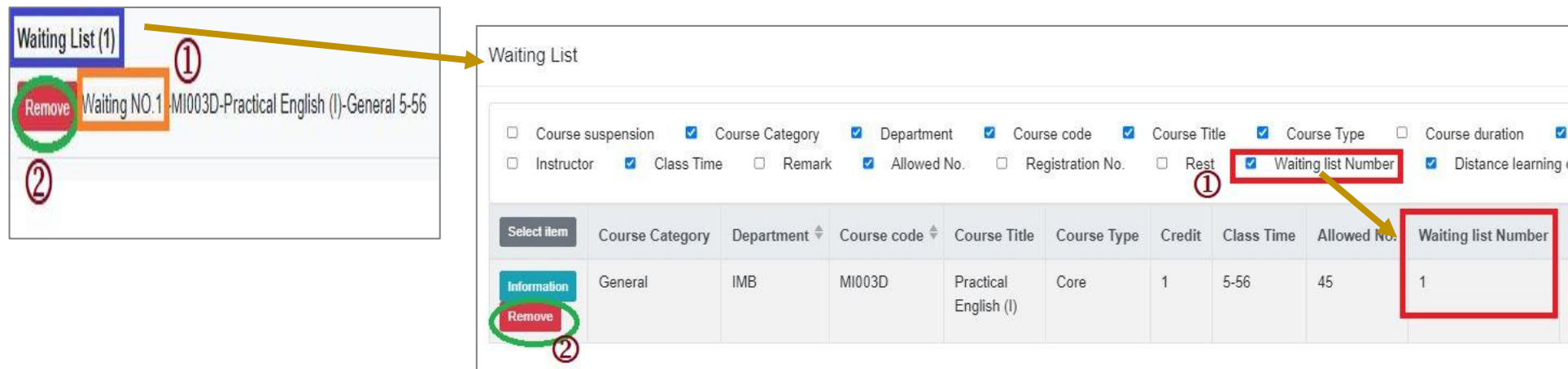
(1) Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the "Waiting list".

(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".



The screenshot displays the 'Waiting List' interface. On the left, a summary card shows 'Waiting List (1)' with a red circle ① around the title and a red circle ② around the 'Remove' button. The card lists 'Waiting NO.1 MI003D-Practical English (I)-General 5-56'. An arrow points from the title to the main table. The main table has a filter bar at the top with checkboxes for various attributes. A red circle ① is around the 'Waiting list Number' checkbox in the filter bar. Below the filter bar is a table with columns: Select item, Course Category, Department, Course code, Course Title, Course Type, Credit, Class Time, Allowed No., and Waiting list Number. The first row shows 'General', 'IMB', 'MI003D', 'Practical English (I)', 'Core', '1', '5-56', '45', and '1'. A red circle ② is around the 'Remove' button in the bottom left of the table.

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

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

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

A. Inquiry "Online Form for Course Selection Guidelines"

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



(2) How to check the procedure:

1. Key in the Contact Information: Phone number and E-mail (Required Fields)

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

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

Enter contact information*:

① 0912-xxxxxx xxx@gmail.com

Select the course providing unit:

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

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

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

財金系選課須知

****請加退選的同學，務必將加退選原因寫在「退課留言」*****

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

****請加選課的同學，務必將加選課原因寫在「選課留言」****

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

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

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

VIII. Online Course Selection Form (3/5)

3. Open the Course Registration (Add/ Drop)

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

4. Click "Save" to confirm the application.

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

2. Click and enter the courses you need to query.

	Department	Course Category	Course code	Course Title	Credit	Course Type	Class Time
1	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

3. Register GE245A Life in Bible

Message for Course Selection:

2

0/300

File:

Choose a file or drop it here...

3

4

Save Cancel

VIII. Online Course Selection Form (4/5)

(4) Registered Course List

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

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

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

2. Review Opinion: Explanations or reasons provided by the course providing unit regarding the audit results.
3. Cancel the Add/Drop: By clicking on the button, the course selection or withdrawal application will be canceled, which will be displayed in the "Approval Result/Time" column. 《Note: If the course unit has already completed the course review, the application cannot be canceled. Please contact the course unit for further assistance.》
4. Edit : can renew the data of the "Course Message" and "Upload the file."

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

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

A. System Rules

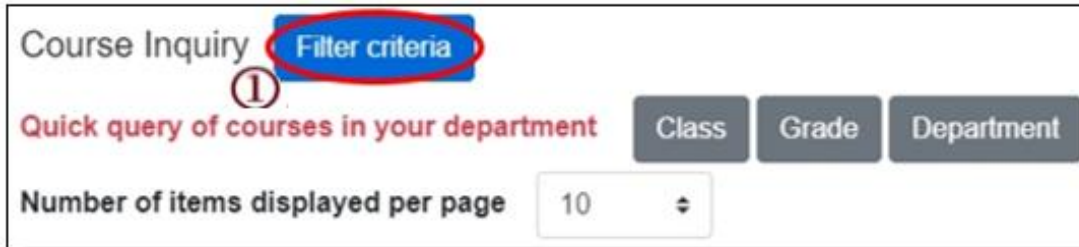
- (1) Students who register first will be enrolled first, without complement orderly**
- (2) Add the Second Extended General education elective course (GQ, EQ, KQ, and IQ)**
- (3) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**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

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

B. Add Course

(1) "Course Inquiry" Adding

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



Course Inquiry **Filter criteria**

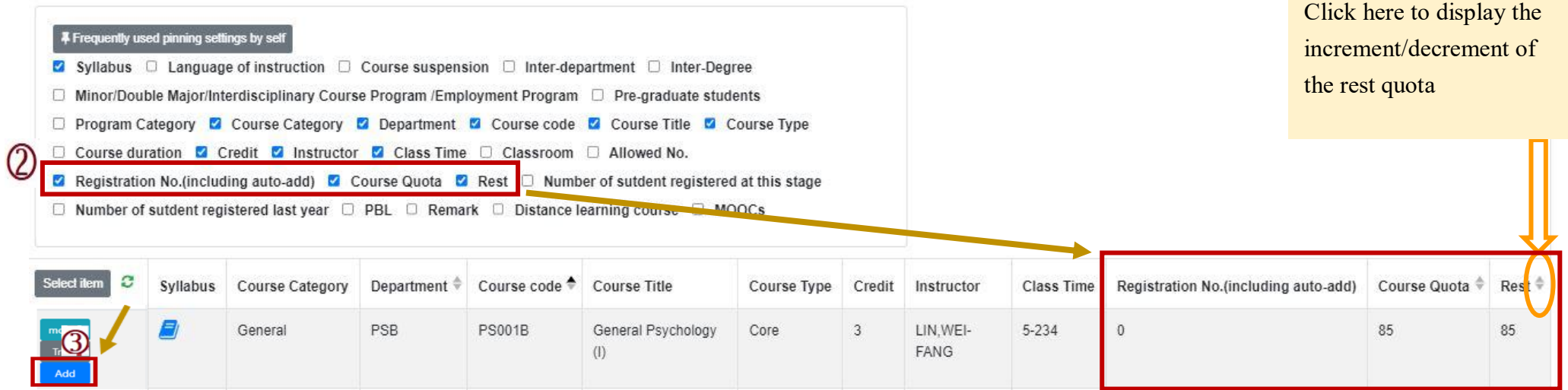
Quick query of courses in your department

Class Grade Department

Number of items displayed per page 10

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

3. Click "Add".



Frequently used pinning settings by self

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

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

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

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

(2) The adding for "Course Inquiry"

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

Select item	Syllabus	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
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 2-507
	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

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

C. View the Result of Adding Courses

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

(1) Can't be added:

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

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

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

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

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

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

D. View the Selected Courses

(1) Check "Course List".

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

Course List (4) ✓

Drop

PS541R-Advance Clinical Neuropsychology-General 5-234

Drop

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

Drop

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

Drop

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

Course List								
☒ 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

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

(2) Check "Timetable"

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

Timetable

Description for the restriction of Distance learning course

Description

※ : Auto-add Course

Black : Been selected

Blue : Been tracked

Red : Been registrated

Yellow : Course time conflicts

Green : Course is in the waiting list

(DL) : Distance Learning Course

EXCEL

週一 週二 週三 週六 週日

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

2. 09:10 ~ 10:00

3. 10:10 ~ 11:00

4. 11:10 ~ 12:00

B. 12:10 ~ 13:00

5. 13:10 ~ 14:00

※ AC945B-Physical Education (I) -

※ AC945B-Physical Education (I) -

PS541R-Advance Clinical Neuropsychology -S1- 723

PS541R-Advance Clinical Neuropsychology -S1- 723

PS406R-Sexual Minority Issues in Psychology(場) -

※ AC945A-Physical Education (I) -

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

Description

※ : Auto-add Course

Black : Been selected

Blue : Been tracked

Red : Been registrated

Yellow : Course time conflicts

Green : Course is in the waiting list

(DL) : Distance Learning Course

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

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

G. 20:45 ~ 21:35

②

The following subjects have no class hours:

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

3. Click "Excel" to download Timetable.

Timetable

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

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

Course List (4)

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

Course List

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

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

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

☒ Distance learning course

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

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

Confirm to withdraw
PS541R Advance Clinical Neuropsychology

Ok **Cancel**

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

①

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

②

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