

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

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

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

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

### B. Course Registration

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

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

Course Inquiry **Filter criteria**

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

Register

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

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

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

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

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

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

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

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

Tracking List (7)

Remove

Register

GQ456A-History of Regional Civilizations-History 2-34

Remove

Register

GQ456D-History of Regional Civilizations-History 4-34

Remove

Register

GE103A-Public Administration and Management-EQ 2-78

Remove

Register

GE518A-Outline of Law-EQ 4-DE

Remove

Register

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

Remove

Register

Tracking List

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

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

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


☒ Distance learning course

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

[Delete All](#)

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

### C. Check "Registration List"

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

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



Registration list

Volunteer order setting   Upper limit of Priority

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

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

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

☒ Distance learning course

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

## 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		※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations		※ IE390H-Quality Control Laboratory - E3-307 GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105

Description

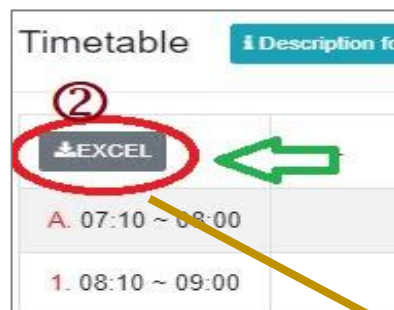
※ : Auto-add Course °  
 Black : Been selected °  
 Blue : Been tracked °  
 Red : Been registrated °  
 Yellow : Course time conflicts °  
 Green : Course is in the waiting list °  
 (DL) : Distance Learning Course °

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 °

## VI. The Second 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						
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	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				
20	E. 18:55 ~ 19:45				GE518A-Outline of Law -	
21	F. 19:50 ~ 20:40				GE518A-Outline of Law -	
22	G. 20:45 ~ 21:35					
23	The following subjects have no class hours:					

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

### E. View Course Filtering Results

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

(2) Check "Course List".

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

The screenshot shows the 'Course List' interface. On the left, a 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 displays a table of course details. The table has columns: Select item, Course suspension, Course Category, Department, Course code, Course Title, Course Type, Credit, and Instructor. The first two rows are visible, each with an 'Information' button and a 'Drop' button in the 'Select item' column.

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



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

### (3) Check "Timetable"

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

Timetable

Description for the restriction of Distance learning course

Description

EXCEL

週一 週二 週三 週六 週日

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

2. 09:10 ~ 10:00

3. 10:10 ~ 11:00

4. 11:10 ~ 12:00

B. 12:10 ~ 13:00

5. 13:10 ~ 14:00

※ AC945B-Physical Education (I) -

※ AC945A-Physical Education (I) -

PS541R-Advance Clinical Neuropsychology -S1- 723

PS541R-Advance Clinical Neuropsychology -S1- 723

PS406R-Sexual Minority Issues in Psychology(達) -

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

Description

※ : Auto-add Course °

Black : Been selected °

Blue : Been tracked °

Red : Been registered °

Yellow : Course time conflicts °

Green : Course is in the waiting list °

(DL) : Distance Learning Course °

Description

※ : Auto-add Course °

Black : Been selected °

Blue : Been tracked °

Red : Been registered °

Yellow : Course time conflicts °

Green : Course is in the waiting list °

(DL) : Distance Learning Course °

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

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

G. 20:45 ~ 21:35

②

The following subjects have no class hours:

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

(3) Click "Excel" to download Timetable.

Timetable

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

檔案 常用 插入 版面配置 公式 資料 校閱 檢視 告訴我你想要執行的動作...					
E16					
	A	B	C	D	E
1	EXCEL	週一	週二	週三	週四
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		IE306B-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 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 screenshot shows two windows. The left window, titled 'Course List (4)', contains a list of four courses, each with a red 'Drop' button. The first course is 'PS541R-Advance Clinical Neuropsychology-General 5-234'. A yellow arrow points from this 'Drop' button to the right window. The right window, titled 'Course List', displays a table of course details. The first row corresponds to the selected course. A green arrow points from the 'Drop' button in the first row of the table to the left window.

**Course List (Left 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 (Right Window)**

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.

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

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