

## **IX. The Second Stage Adding/Dropping Course (1/9)**

---

### **A. System Rules**

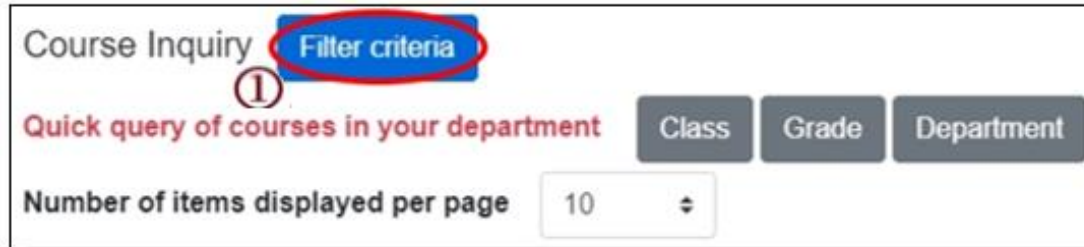
- (1) Students who register first will be enrolled first, without complement orderly**
- (2) Add the Second Extended General education elective course (GQ, EQ, KQ, and IQ)**
- (3) Those who have already chosen one of the following courses, and can't be allowed to select another of the same category:**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

# IX. The Second Stage Adding/Dropping Course (2/9)

## B. Add Course

### (1) "Course Inquiry" Adding

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



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

3. Click "Add".

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

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

## IX. The Second Stage Adding/Dropping Course (3/9)

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

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

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

2. Click "Add" in the tracking list.

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

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

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

## IX. The Second Stage Adding/Dropping Course (4/9)

---

### 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!**"

(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 (5/9)

## 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
<span style="background-color: teal; color: white; padding: 2px 5px;">Information</span> <span style="background-color: red; color: white; padding: 2px 5px;">Drop</span>		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
<span style="background-color: teal; color: white; padding: 2px 5px;">Information</span> <span style="background-color: red; color: white; padding: 2px 5px;">Drop</span>		General	PSM	PS531R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

# IX. The Second Stage Adding/Dropping Course (6/9)

## (2) Check "Timetable"

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

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

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

The legend is shown in two views: a smaller one on the left and a larger one on the right. An arrow points from the smaller legend to the larger one. The timetable table below shows course entries with various symbols and colors corresponding to the legend.

	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) -		

# IX. The Second Stage Adding/Dropping Course (7/9)

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

	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		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 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 (8/9)

## E. Drop Course

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

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

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

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

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

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

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

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

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

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

Course List

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

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