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. 》

B. Produce for the Online Course Selection Form

(1) Opening time of the application: After the completion of the "First Stage Adding/Dropping Course" in each semester, and the accurate time will be determined according to the "Course Selection Guideline and Schedule".

(2) Announcement of course selection results: Distribution will be completed before the classes begin in each semester.

(3) How to check the procedure:

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

2. Choose the course providing unit: Select "College", "Department", and "Degree" from the drop-down menu to display the course selection criteria for the inquired course offering units. Please read the regulations carefully to facilitate the course selection review by the course providing unit. 《Note: If you see "The course providing unit does not offer an online form," it means that the course providing unit is not accepting applications during this phase. 》
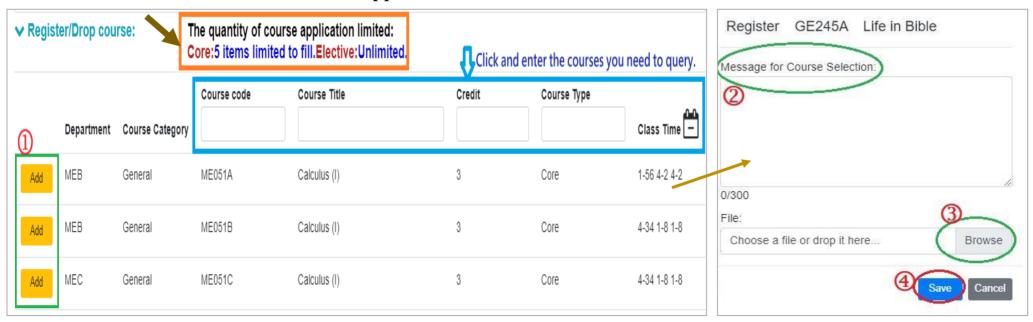
VIII. Online Course Selection Form (3/5)

3. Open the Course Registration (Add/ Drop)

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

   b. Enter the「Course Message」: Optional. You may fill in relevant explanations according to the regulations of the department offering, providing them as a reference for the reviewing.

   c. Upload the file: Optional. You may upload supporting documents for course selection according to the regulations of the department offering the course, such as screenshots of the teacher's approval for adding the course or required course grades, which will serve as a reference for the course review process. If this function is not displayed, it means that you can't upload any files.

4. Click "Save" to confirm the application.

VIII. Online Course Selection Form (4/5)

(4) Registered Course List

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

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

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

2.Review Opinion: Explanations or reasons provided by the course providing unit regarding the audit results.

3. Cancel the Add/Drop: By clicking on the button, the course selection or withdrawal application will be canceled, which will be displayed in the "Approval Result/Time" column. 《Note: If the course unit has already completed the course review, the application cannot be canceled. Please contact the course unit for further assistance.》

4. Edit：can renew the data of the "Course Message" and "Upload the file."

★ List of registered courses

	Index	Add/Drop	Each course providing unit	Department	Course Category	Course code	Course Title	Credit	Course Type	Class Time	Classroom	Message for Course Selection	File	Audit results/Time	Review opinion
③ Cancel to Add Edit	1	Add	Department of Biomedical Engineering	BEB	General	BE334G	Clinical Engineering	3	Elective	3-EFG	E8-315	教授好，我是電資學院的學生，有預計參加生醫產業就業學程，希望可以加簽上這堂課！	test.JPG	Admission is under review.	符合延畢加選資格
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	