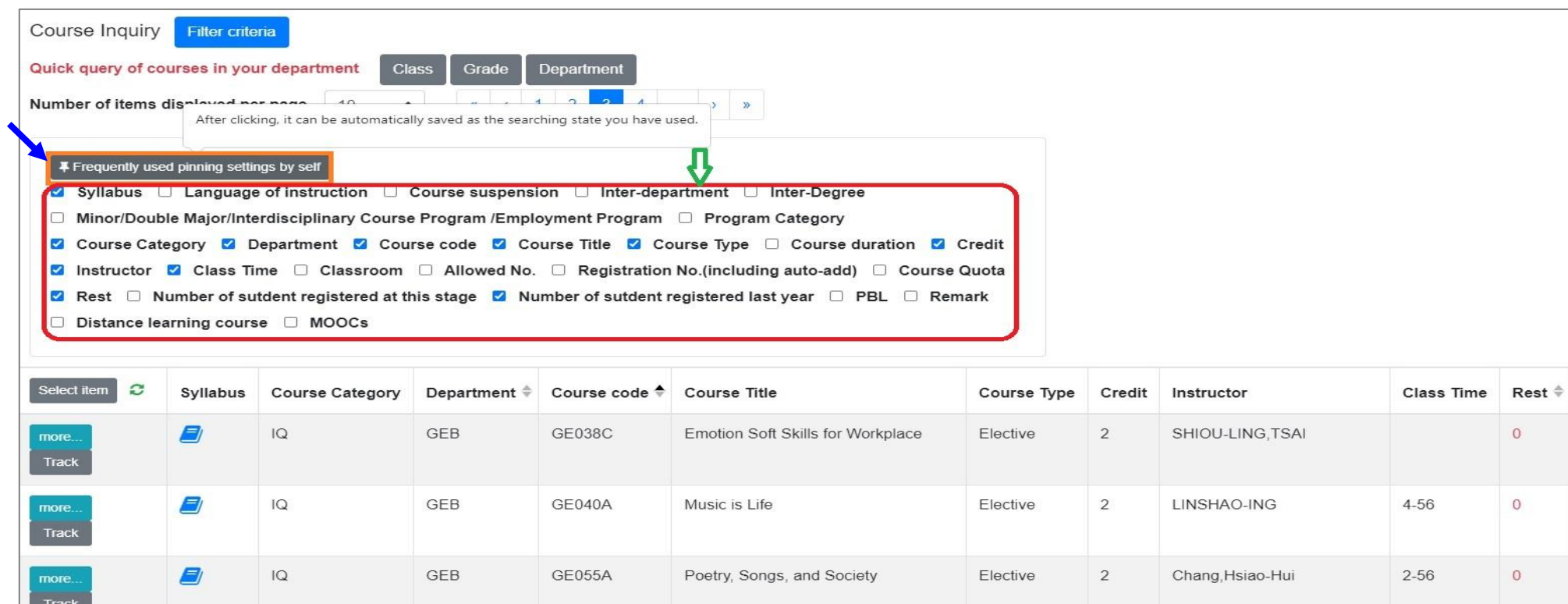


IV. Pre-registration for Course Schedule (1/9)

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	1	
Rest	>	0
Number of student registered at this stage	1	

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

Quick query of courses in your 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
					
	GQ	GEB	GE234B	Sacred Music Appreciation	SUN,TZUHORN
	GQ	GEB	GE245A	Life in Bible	TWU,SHIHHSIU
	GQ	GEB	GE246A	Introduction to Philosophy	CHENG,CHIN-F

Class Time: Spare Time

Confirm to track ?

GE234B Sacred Music Appreciation

Class Time: Course Overlap

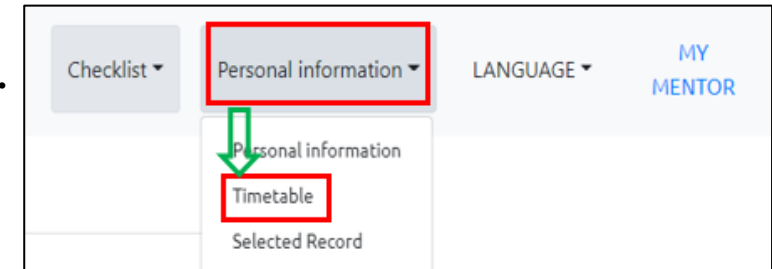
Confirm to track ?

GE245A Life in Bible

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