

VII. The First Stage Adding/Dropping Course (1/11)

A. System Rules

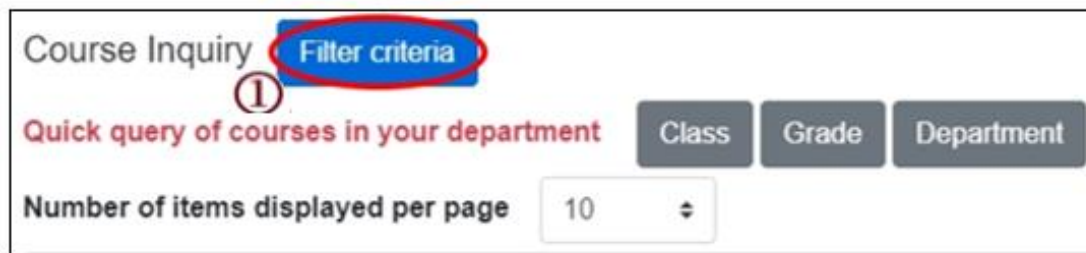
- (1) Students who register first will be enrolled first, and complement orderly.**
- (2) In the event of the same waiting order, students with a high answer rate in teaching evaluations will be given priority in filling vacancies, without considering the class's answer rate. However, for those with the same answer rate in teaching evaluations, filling vacancies will proceed based on the registration time recorded for the waitlist.**
- (3) The "Waiting list Number" will be changed at any time in the 2nd semester course:**
 - 1. During this stage, the final teaching assessment questionnaire is still being processed. The information on the completion rate of teaching evaluation will be updated to the course selection system every hour and re-ordered. Those with the same answer rate in the teaching evaluation will be assigned based on the registration order for the waitlist.**
 - 2. Factors such as "student withdrawal", "Waiting list Success", and "Waiting list Cancellation" will re-affect the change in the order of "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.



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

3. Click "Add".

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

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(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
			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 (3)

- BA945A-Physical Education (I)-PE 1-78
- AC945A-Physical Education (I)-PE 4-56
- AC945B-Physical Education (I)-PE 2-34

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

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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!**"

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(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!	

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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 days (週一 to 週日) and time slots (A. 07:10-08:00 to 5. 13:10-14:00). A 'Description' popup is open, listing symbols and colors used in the timetable. An arrow points from the popup to a larger legend on the right.

Time Slot	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					PS406R-Sexual Minority Issues in Psychology(講) -
5. 13:10 ~ 14:00					PS493R-Employee Training and Development aining and Development(講) -

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 °

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

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...

	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			CE154L-Special Topic for Civil Engineering Practice (2) -		
4	2. 09:10 ~ 10:00	※ MI239D-Economics (I) (遠) -C2-402	※ MI218D-Data Structures -B2-201	CE154L-Special Topic for Civil Engineering Practice (2) -		※ MI276D-Statistics (I) -C2-402
5	3. 10:10 ~ 11:00	※ MI239D-Economics (I) (遠) -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) (遠) -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 (遠) -B2-201	MI003D-Practical English (I) -
9						
10	6. 14:10 ~ 15:00				※ MI234D-Multimedia Programming (遠) -B2-201	MI003D-Practical English (I) -
11						
12	7. 15:10 ~ 16:00				※ MI234D-Multimedia Programming (遠) -B2-201	
13	8. 16:10 ~ 17:00					

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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".

The screenshot shows the 'Course List' interface. On the left, a list of courses is displayed, each with a red 'Drop' button. The first course is 'PS541R-Advance Clinical Neuropsychology-General 5-234'. A yellow arrow points from the 'Course List (4)' header to the detailed view on the right. A green arrow points from the 'Drop' button in the list to the 'Drop' button in the detailed view.

The detailed view shows 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

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

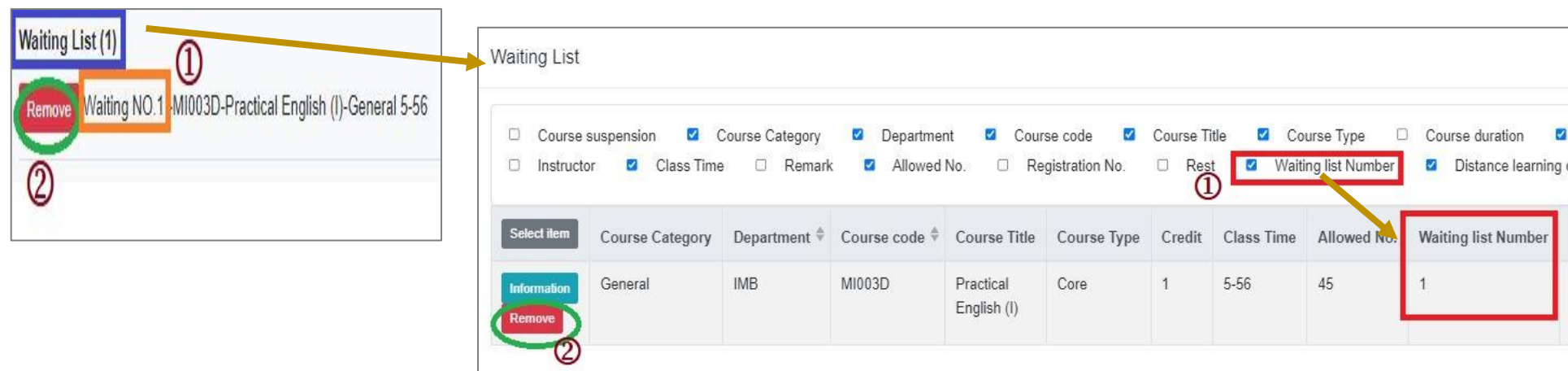
(1) Due to the insufficient balance of the course, the course adding is unsuccessful! The system will automatically include this course in the "Waiting list".

(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".



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

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