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 Cancelation" 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".

B. Add Course

(1) The Adding for "Course Inquiry"

    1. To Click the "Filter criteria" search for courses to add according to your requirements.
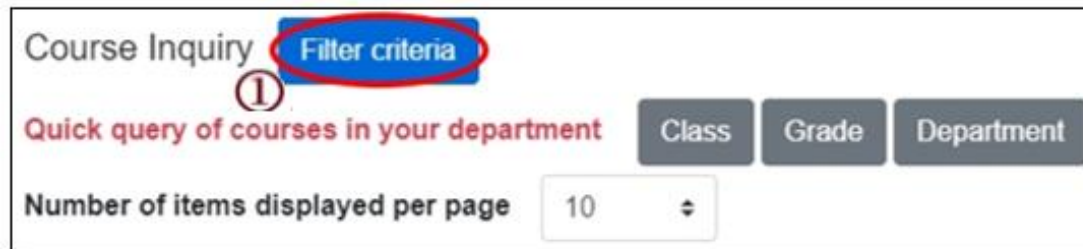
    2. Check "Registration No. (including auto-add)", "Course Quota", "Rest" to display the detailed information of the course.

    3. Click "Add".

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

(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.

    2. Click "Add" in the tracking list.

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

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	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!	

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".

(2) Enquiry "Timetable"

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

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

3. Click "Excel" to download Timetable.

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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".

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

(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

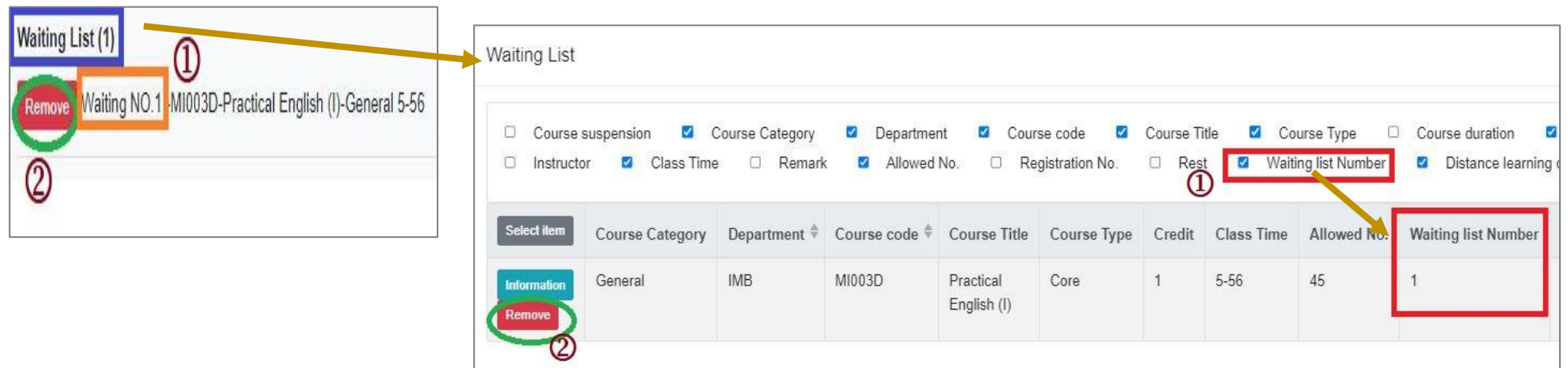| Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-Withdraw	Students cannot drop the course by themselves. ※Remind：The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

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".

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